



Republic of the Philippines
Department of Education
Region VIII
SCHOOLS DIVISION OF CALBAYOG CITY

January 21, 2025

DIVISION MEMORANDUM
No. 87, s. 2025

**COORDINATION MEETING ON PROCUREMENT PROCESSES AND
PROCEDURES FOR PAPs FOCAL PERSONS**

TO: Chief ES, CID
OIC-Chief ES, SGOD
Education Program Supervisors
Public Schools District Supervisors
PAPs Focal Persons
Section/Unit Heads
BAC Members
BAC Secretariat
BAC TWG
Inspectorate Team
All Others Concerned


1. The Bids and Awards Committee (BAC) of the Schools Division of Calbayog City will hold a **Coordination Meeting of all Programs, Activities, and Projects (PAPs) Focal Persons on January 28, 2025, at 1:00 - 5:00 PM, at the Division Conference Hall.**
2. This coordination meeting aims to emphasize the importance of aligning procurement-related activities with the provisions of **Republic Act 12009** (New Procurement Law) or the Government Procurement Reform Act, to ensure compliance, efficiency, and transparency.
3. Specifically, the objectives of this activity are to:
 - a. provide a detailed presentation of the procurement process as mandated by **Republic Act 12009** (New Procurement Law) ;
 - b. clarify the roles and responsibilities of the PAPs focal person and the BAC in procurement activities;
 - c. identify and resolve common challenges encountered during procurement to avoid delays and inefficiencies;

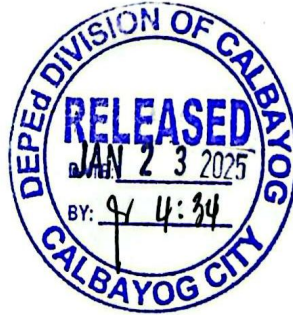
d. promote better coordination and communication among PAPs focal persons, BAC members and support teams to streamline procurement procedures; and

e. establish agreements and uniform practices to ensure the smooth implementation of procurement activities in accordance with legal and procedural standards.

4. Enclosure 1 provides the list of identified participants for this meeting.

5. Immediate dissemination of and strict compliance with this Memorandum are highly desired.

for: 
MARGARITO A. CADAYONA JR. PhD, CESO VI
Assistant Schools Division Superintendent
Officer In-Charge
Office of the Schools Division Superintendent



Enclosure 1:

LIST OF PARTICIPANTS

Office of the SDS		
No.	NAME	POSITION/DESIGNATION



Address: P2 Brgy. Hamorawon, Calbayog City, Samar
Email Address: calbayogcity@deped.gov.ph
Website: <http://calbayogcity.deped.gov.ph/>

Enclosure 1:

LIST OF PARTICIPANTS

Office of the SDS		
No.	NAME	POSITION/DESIGNATION
1	Dr. Margarito A. Cadayona Jr., CESO VI	OIC-SDS
2	Dr. Jun-Nilou D. Dulfo	OIC-ASDS
3	Atty. Rhea P. Aguado	Legal Officer – Designate
4	Ms. Grace S. Pagunsan	Admin. Officer V
5	Ms. Jennifer Campillo	Admin. Officer IV
6	Ms. Ma. Angela B. Antonio	Admin. Officer IV
7	Ms. Ma. Lourdes A. Posto	ADAS III
8	Ms. Sunshine Marjorie E. Ventures	Budget Officer III
9	Mr. Gary H. Ballon	ITO 1
10	Mr. Drixel Idol Ortega	ADAS III
11	Ms. Sheryll Ann Marie G. Lacaba, CPA	Accountant III
12	Ms. Suzette P. Candaza	Cashier
13	Ms. Ma. Kristine B. Pacheco	ADAS III
14	Mr. Rivero A. Belizar	ADAS III
15	Mr. Therence James D. Prudenciado	AO II
16	Mr. Gennerson T. Nabual	Supply Officer
17	Ms. Sarah May C. Baloca	ADA VI
18	Mr. Adelito Ostulano	Canvasser

Office of the CID		
No.	NAME	POSITION/DESIGNATION
1	Dr. Renato S. Cagomoc	Chief ES, CID
2	Dr. Nelson R. Bello	EPS-1
3	Mr. Ricky S. Cano	EPS-1
4	Ms. Mercedita Garcia	EPS-1
5	Mr. Arnold M. Jaraba	EPS-1
6	Mr. Joshua Sherwin T. Lim	EPS-1
7	Ms. Lourdes L. Matan	EPS-1
8	Dr. Erwin L. Purcia	EPS-1
9	Mr. Noel E. Sagayap	EPS-1
10	Dr. Joy B. Saldana	EPS-1
11	Dr. Geraldine P. Sumbise	EPS-1 Designate
12	Mr. Jose o. Abon	PSDS
13	Mr. Reynaldo Caber	PSDS
14	Ms. Alma R. Caber	PSDS
15	Ms. Nora G. Capetillo	PSDS
16	Ms. Noemi S. Castante	PSDS
17	Mr. Benedicto M. Merales	PSDS
18	Ms. Ma. Gina U. Moreno	PSDS
19	Mr. Elbert G. Ongcal	PSDS
20	Ms. Ma. Teresa S. Simon	PSDS
21	Ms. Ester Siozon	PSDS
22	Ms. Teresa D. Villa	PSDS
23	Ms. Anabelle O. Yangzon	PSDS
24	Ms. Rina M. Aboganda	EPSA
25	Ms. Beverly C. Longcop	Librarian II

Office of the SGOD		
No.	NAME	POSITION/DESIGNATION
1	Dr. Avelina P. Tupa	Chief ES, SGOD
2	Mr. Oscar D. Billate Jr	EPS- Designate
3	Mr. Robert Anthony F. Ygrubay	SEPS, SMME- Designate
4	Ms. Asther E. Bachar	EPS-II, SMME
5	Ms. Marita P. Senols	SEPS, HRTD
6	Ms. Rosalia M. Rivera	EPS-II, HRTD
7	Ms. Galina V. Panela	SEPS, Planning and Research
8	Ms. Ma. Marlie M. Mendoza	Planning Officer III
9	Ms. Carren Meryl A. Cabadsan	SEPS, SocMob
10	Ms. Sharon D. Balza	EPS II, SocMob
11	Mr. Eric R. Doroja	PDO II/DRRM Coordinator
12	Ms. Marian Advincula	PDO 1
13	Ms. Joanna Lou V. Portura	PDO 1
14	Engr. Jordan B. De Veyra	Engineer III
15	Engr. Lyrian L. Montances	Deped Engineer
16	Dra. Arlene C. Catalan	Medical Officer III