



Republic of the Philippines
Department of Education
NEGROS ISLAND REGION

JUL 14 2026

OFFICE MEMORANDUM
No. ~~ORD- OARD- PAC- 2026-004~~

**ORIENTATION-WORKSHOP ON PROCUREMENT PROCESSES,
SALIENT PROVISIONS OF REPUBLIC ACT NO. 12009, AND
WORK AND FINANCIAL PLAN (WFP) PMIS ENCODING**

To: Assistant Regional Director
Chief Education Supervisors/Chief Administrative Officers
All Others Concerned

1. This Office will conduct an Orientation on Procurement Processes, Salient Provisions of Republic Act No. 12009, Preparation of the Project Procurement Management Plan (PPMP), Updating of Procurement Supporting Documents and Attachments, and Work and Financial Plan (WFP) PMIS Encoding on July 16, 2026, from 8:00 AM to 5:00 PM, at the Cyberzone, Schools Division Office of Dumaguete City.
2. The activity aims to enhance the capacity of Regional Office personnel involved in procurement planning, documentation, and PMIS encoding to ensure compliance with government procurement policies and support the efficient implementation of programs, projects, and activities.
3. The list of the participants to this activity is hereby attached as Annex A.
4. Immediate dissemination of and compliance with this Memorandum are desired.

RAMIR B. UYTICO EdD, CESO III
Regional Director

**List of Participants to the Orientation-Workshop on
Procurement Processes, Salient Provisions of Republic Act No. 12009,
and Work and Financial Plan (WFP) PMIS Encoding
July 16, 2026**

Assistant Regional Director/Bids and Awards Committee Chair	Anthony H. Liobet JD, CESO V	1
Head of the BAC Secretariat	Mayleen V. Fariñas	1
Members of the BAC Secretariat	Tyron Vincent A. Trofeo Roy D. Villacorte Ma. Melanie P. Romero Ma. Jamaica G. Patigas	4
Chief Education Supervisors/ Chief Administrative Officers/ Unit Heads	ESSD: Ma. Lira Cynthia B. Quejada FTAD: Sol Grace O. Timola QAD: Melvin M. Niñal PPRD: Serafin G. Fariñas III HRDD: Katherine Y. Sedillo AD: Romeo S. Sanchez Jr. Finance: Ma. Jennifer P. Piodos ORD: Nathaniel Lajot Jr.	8
Functional Division Personnel (for BAC Orientation)	CLMD: Rose Mae Sobrepeña HRDD: Angelita Caballo ESSD: Felix III Mosqueda ORD: Abigail Bungcasan Finance: Manuel Sayson Jr. QAD: Ednel Matula AD: Atty. Jasper Tadeo Tuala PPRD: Glenn Ravillo	8
Functional Division Personnel in charge of PMIS encoding and monitoring	CLMD: Nonito Guanzon, Michael Gudio HRDD: Bebce Gentilezo, Zegric Laguda ESSD: Engr. Reb Liobet, Shanon Mondoñedo Finance: Alleah Joy Geduriagao QAD: Maricar Domicillo PPRD: Michelle Ozoa	9
Administrative Officer V – Asset Management	Adorni G. Sanchez	1