



Republic of the Philippines
Department of Education
NEGROS ISLAND REGION

REGIONAL MEMORANDUM
No. 530 s. 2025

OCT 22 2025

**INVITATION TO THE FISCAL YEAR 2026 DEPARTMENT OF EDUCATION
EARLY PROCUREMENT ACTIVITIES NATIONAL KICKOFF**

To: OIC-Assistant Regional Director
Schools Division Superintendents
Bids and Awards Committees
Technical Working Groups
BAC Secretariats
All Others Concerned

1. Attached is unnumbered Memorandum from Undersecretary and Chief of Staff **Atty. Fatima Lipp D. Panontongan** regarding the **FY 2026 EPA National Kickoff** on **October 23, 2025** at **DepEd Tech Zone Office, Makati City** for in-person participants and via **Microsoft Teams** for online participants.
2. Attention is particularly invited to paragraphs 4, 5, and 7 of the said Memorandum.
3. It is understood that in the conduct of this activity, there shall be no discrimination on account of age, school, gender, civil status, disability, religion or other similar factors/personal circumstances that run counter to the principles of equal opportunity.
4. Immediate dissemination of and compliance with this Memorandum are desired.


RAMIR B. UYTICO EdD, CESO III
Regional Director

Encl.: As stated
Reference: As stated

AHL/ORD-OARD – INVITATION TO THE FY 2026 EPA NATIONAL KICKOFF



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DEPED NEGROS ISLAND REGION
OFFICE OF THE ASSISTANT REGIONAL DIRECTOR
RECEIVED

SIGNATURE OVER PRINTED NAME
DATE & TIME: Oct 22 2025

MEMORANDUM
PROC-2025-_____

TO : Undersecretaries
Assistant Secretaries
Bureau and Service Directors
Regional Directors
Schools Division Superintendents
Chiefs of Divisions/Offices/Units
All Others Concerned

ATTENTION: Bids and Awards Committees
Technical Working Groups
BAC Secretariats
End-Users - Project Focal Persons

FROM : 
FATIMA LIPP D. PANONTONGAN
Undersecretary and Chief of Staff 

SUBJECT : Fiscal Year 2026 Department of Education Early
Procurement Activities National Kickoff

Date : 21 October 2025

1. Part of the strategies of the Department of Education (DepEd) for a more efficient and successful procurement for Fiscal Year (FY) 2026 is the conduct of Early Procurement Activity (EPA).
2. Pursuant to Section 12.1 of the Implementing Rules and Regulations of Republic Act (RA) No. 12009, the Procuring Entities are authorized to undertake EPA, short of award, as soon as the National Expenditure Program



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is submitted to the Congress, pending the approval of the funding thereof under the General Appropriations Act.

3. In this regard, the DepEd will hold its **FY 2026 EPA National Kickoff on October 23, 2025** (in-person at DepEd-Techzone Office, Makati City, and on-line via MS Teams), at 9:00 AM onwards.
4. This activity aims to facilitate the commencement of EPA projects in the DepEd Central Office, Regional Offices, and Schools Division Offices, and ensure timely delivery of goods, implementation of infrastructure projects, provision of consultancy services, and renewal of contracts for regular and recurring services while also expediting procurement processes and budget utilization within the validity period.
5. The **End-User Units, Bids and Awards Committees (BACs), Technical Working Groups (TWGs), and BAC Secretariats of the CO, ROs and SDOs** are **enjoined to participate** in this activity. Attached as *Enclosure 1* is the list of participants and the indicative program. Lunch and PM Snacks will be provided to in-person participants.
6. Payment for the meals and snacks, and any incidental expenses shall be charged to FY 2025 GMS Funds of the Procurement Management Service – Procurement Planning and Management Division (ProcMS-PPMD), subject to the usual accounting and auditing rules and regulations.
7. All participants are required to **confirm their attendance on or before October 22, 2025** through the following link or scan the QR.



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<https://forms.office.com/r/BUzHVj3vMB>

8. For more information, please contact ProcMS-PPMD, thru Ms. Irene Joy D. Martinez or Mr. Jonnel G. Cerro at Telephone Nos. 8636-6543 or 8638-4392, or email at procms.ppm@deped.gov.ph.
9. For compliance.

[PPMD/TSF/BTA/JRN]

Enclosure 1 - List of Participants and Indicative Program

INDICATIVE PROGRAM OF ACTIVITIES

DepEd's FY 2026 Early Procurement Activities National Kick-Off

October 23, 2025

DepEd Tech Zone, Makati City and Online

TIME	ACTIVITIES	RESOURCE/FOCAL PERSON
8:30 AM – 9:00 AM	<i>Arrival of Participants Registration and Attendance</i>	
9:00 AM – 9:15 AM	Preliminaries <ul style="list-style-type: none"> • National Anthem, Prayer and Quality Policy Statement • Acknowledgement of Participants 	PPMD
9:15 AM – 9:20 AM	Welcome Message	ATTY. PETER IRVING C. CORVERA Undersecretary Head of Procuring Entity
9:20 AM – 9:25 AM	Keynote Speech	SONNY ANGARA Secretary
9:25 AM – 9:45 AM	Official EPA KickOff <ul style="list-style-type: none"> • Pledge of Commitment • Photo Opportunity 	Office of the Undersecretary for Procurement and Finance Oversight
9:45 AM – 10:45 AM	Overview of EPA <ul style="list-style-type: none"> • FY 2026 EPA • Process & Timeline 	PPMD
10:45 AM – 11:15 AM	Enrollment in the EPA Monitoring System	Office of the Undersecretary for Procurement and Finance Oversight
11:15 AM – 11:45 AM	Planning and Finance Reminders	Policy and Planning Service & Finance Service
11:45 AM – 12:15 PM	Open Forum	
12:15 PM – 12:20 PM	Closing Message	ATTY. FATIMA LIPP D. PANONTONGAN Undersecretary and Chief of Staff Office of the Secretary and Procurement

Physical Participants:

DepEd Central Office employees

Online Participants:

Regional Directors

Schools Division Superintendent