



Republic of the Philippines  
**Department of Education**  
Region IV-A  
SCHOOLS DIVISION OF QUEZON PROVINCE

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08 October 2021

DIVISION MEMORANDUM  
DM No. 766, s. 2021

**CAPACITY BUILDING ON PROCUREMENT FOR SELECTED  
DIVISION PERSONNEL AND SCHOOL HEAD**

To: OIC - Assistant Schools Division Superintendents  
Division Chiefs  
Division Bids and Awards Committee Chairperson  
Select School Heads  
All Others Concerned

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1. The Division Procurement Team will conduct Capacity Building on Procurement on October 13 – 15, 2021 at 8:00a.m. to 12:00nn on via Zoom.
2. This training aims to capacitate select SDO Personnel and School Heads on the procurement process based on Republic Act 9184 and its 2016 Revised Implementing Rules and Regulations.
3. Participants to this activity shall be the Division Head of the Procuring Entity, BAC Chairperson, BAC Vice Chairperson, BAC Members, BAC TWG, BAC Secretariat and select School Heads. Invited speakers will come from the Government Procurement Policy Board.
4. Due to some restriction on the number of online participants, 40 Non-Implementing Unit School Heads (with 1000 and above enrollment) are enjoined to participate the online session.
5. The first forty participants who will register on the pre-registration link <https://tinyurl.com/CapBProcurement> shall be able to proceed to the official registration and participate the online activity. Pre-registration shall be open from October 8, 2021 until the target number of registrants has been met. Successful registrants will receive notification email for the training links.
6. Expenses relative to this activity shall be charged against HRTD/MOOE funds subject to the usual accounting and auditing rules and regulations.

DEPEDQUEZON-TM-SDS-04-009-003



*"Creating Possibilities, Inspiring Innovations"*  
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ICT UNIT  
UPLOADED

Date/Time: 10/09/2021

By: Rommel


Ref No. : DM 766-21



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7. For the information and guidance of all concerned.

  
ELIAS A. ALICAYA JR., EdD  
Assistant Schools Division Superintendent  
Officer-In-Charge  
Office of the Schools Division Superintendent

parmjdf10/08/2021

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