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Republic of the Philippines
Department of Education
Region V

SCHOOLS DIVISION OF SORSOGON
Sorsogon



MEMORANDUM

To: Section Heads
BAC Members
Education Program Supervisors
Public Schools District Supervisors
Senior Education Program Specialists
Education Program Specialists

From: **LOIDA N. NIDEA, Ed.D., CESO V**
Schools Division Superintendent

Date: March 25, 2019

Subject: Orientation on Procurement Guidelines

1. The Division Continuous Improvement (CI) Team- Batch 2 has identified procurement as the focus of their project and currently, they are set to pilot test the proposed solution as part of the CI process.
2. Prior to the pilot testing, they have scheduled an Orientation on the Procurement Guidelines on March 27, 2019 at the Conference Hall from 8:00 a.m. onwards.
3. Expected participants are the Section Heads, End Users (Education Program Supervisors, Public School District Supervisors, Senior Education Program Specialists, Education Program Specialists) and BAC Members.
4. ATTENDANCE to this activity is a priority.
5. For the information and guidance of all concerned.

mmd/LNN/CI

DATE	ACTIVITY	VENUE
March 21-22, 2019	Revision/ Inclusion of suggestions/ recommendations to CI Project Presentation	ALS Office
March 25, 2019	Drafting, Preparation, Distribution of Memorandum	ALS Office
March 26, 2019	Preparation of visuals and intervention materials	ALS Office
March 27, 2019	Orientation on Procurement Procurement Guidelines to Section Heads, Proponents/ End Users, BAC Members Distribution of intervention materials to Section Heads	SDO Conference Hall
March 28-29, 2019	Preparation for pilot testing/ identification of 3 projects for pilot testing	
April 1- May 10	Pilot Testing the Solution/ Monitoring of Pilot Testing	