



Republic of the Philippines
Department of Education
REGION X
DIVISION OF CAGAYAN DE ORO CITY



Office of the Schools Division Superintendent

19 June 2026

DIVISION MEMORANDUM
No. 567 s.2026

**CREATION OF THE TECHNICAL WORKING GROUP FOR THE TRAINING ON THE
NEW GOVERNMENT PROCUREMENT ACT (RA 12009) AND ITS IMPLEMENTING
RULES AND REGULATIONS**

TO: Assistant Schools Division Superintendent
Chiefs, CID and SGOD
Concerned Curriculum Implementation Division Personnel
Concerned School Governance and Operations Division Personnel
Concerned Office of the Schools Division Superintendent Personnel
This Division

1. To ensure the orderly, efficient, and successful conduct of the Training on the New Government Procurement Act (RA 12009) and its Implementing Rules and Regulations on June 23–25, 2026 at Chali Resort, Cugman, Cagayan de Oro City, the following provisions are hereby issued.
2. Attached to this Memorandum is the composition of the Program Management Team (PMT), whose members are hereby designated and tasked with specific duties and responsibilities necessary for the effective management and implementation of the activity.
3. In adherence to Equal Opportunity Principle (EOP), inclusive and fair treatment is accorded to all personnel regardless of disability, sexual orientation, gender, age, religion, and ethnicity.
4. This Office directs immediate and wide dissemination of this Memorandum.

ROY ANGELO E. GAZO
Schools Division Superintendent



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Encl.: Attachment A: Program Management Team (PMT) and Functions

Reference: N o n e

To be indicated in the Perpetual Index
under the following subjects:

TRAININGS

COMMUNICATIONS

PROGRAM DESIGN

DM026-SGOD-HRDS-MCTG / CREATION OF THE TECHNICAL WORKING GROUP FOR THE TRAINING
ON THE NEW GOVERNMENT PROCUREMENT ACT (RA 12009) AND ITS IMPLEMENTING RULES AND
REGULATIONS

June 19, 2026

Competence
Diligence
Outstanding Integrity



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**Attachment A
Program Management Team (PMT) and Functions**

COMMITTEE	PERSON/S ASSIGNED	FUNCTIONS AND RESPONSIBILITIES
Over-all Planning Coordinators	Roy Angelo E. Gazo Schools Division Superintendent (SDS) Audie S. Borres Assistant Schools Division Superintendent (ASDS)	• Provide overall direction and supervision of the activity • Approve plans, schedules, and major logistical arrangements. • Ensure alignment of the activity with DepEd policies and objectives. • Address concerns requiring management decisions.
Training Coordinator	Derrold Marl S. Aves SEPS-HRDS	• Oversee the overall implementation of the training. • Coordinate with resource persons, participants, and committees. • Monitor adherence to the program schedule. • Ensure that all training requirements are completed.
Event Director	Mary Caress Tagud-Galono EPS II - HRDS	• Direct and supervise all activity operations. • Ensure seamless coordination among committees. • Monitor program flow and address operational concerns. • Provide guidance to committee heads before and during the activity.
Secretariat	Jennifer Dadole AO II Alleyah Espinosa-Cabaring Principal I Purcia C. Ang TA-I	• Prepare communications, attendance sheets, and distribution lists. • Manage registration and participant records. • Consolidate reports and activity documents. • Assist in the preparation and distribution of certificates and training materials.
ICT, Documentation	Lead: Rosalio R. Vitorillo SGOD Chief	• Assist the participants in the Pro-Hub



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COMMITTEE	PERSON/S ASSIGNED	FUNCTIONS AND RESPONSIBILITIES
and LED Projection Team	Ninia Marie B. Estillore Principal III Wilfredo L. Belono Jr. Head Teacher I Mark Edward D. Olango Teacher I Angelo Rodriguez Ron-ron Tan-awun	• Set up and manage ICT equipment, sound system, internet connectivity, and presentation materials. • Operate LED projection and audiovisual requirements. • Document the activity through photographs and videos. • Archive and organize digital files and documentation. • Program and tarpaulin Lay-out
Finance Team	Arnel A. Calubag Accountant III Gemma A. Pahayon AO IV Catherine Ocate ADAS III	• Facilitate financial transactions and documentation. • Process payments, claims, and liquidation reports. • Ensure compliance with government accounting and auditing rules. • Coordinate budgetary requirements of the activity.
Host / Master of Ceremonies	Almira Kiunisala Reyes ADAS III	• Facilitate the program proceedings. • Introduce speakers and resource persons. • Ensure smooth transitions between program segments. • Maintain audience engagement and observance of program protocols.
Ways and Means, Safety and Medical Team	Romeo B. Aclo Asst. SGOD Chief Baldomero Mark Meso Medical Officer III Joan Arsua Nurse	• Ensure venue readiness and logistical requirements. • Coordinate meals, supplies, and other operational needs. • Implement safety and security measures. • Provide first aid and coordinate emergency response when necessary. • Maintain cleanliness, orderliness, and overall participant welfare.