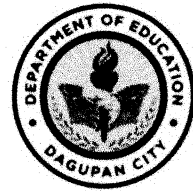
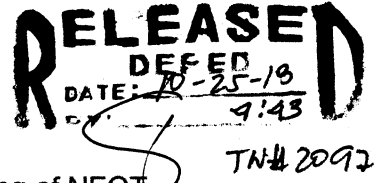


Republic of the Philippines
DEPARTMENT OF EDUCATION
Region I
SCHOOLS DIVISION OFFICE
DAGUPAN CITY



October 24, 2018

DIVISION MEMORANDUM NO. 357 s. 2018




To : Assistant Schools Division Superintendent
Chief Education Supervisors, CID & SGOD
All focal persons/committee chairs and members regarding hosting of NFOT
Division Bids & Awards Committee (BAC), BAC Secretariat
& Technical Working Group (TWG)

From : Office of the Schools Division Superintendent

Subject: **Procurement Procedures and Guidelines Relevant to Hosting of National Festival of Talents (NFOT)**

1. Per R.A. 9184, all government procurements shall pass through proper bidding procedures for transparency and efficiency in the use of government funds.
2. Relevant to our hosting of the National Festival of Talents (NFOT) come January 28- February 1, 2019, we are authorized by the Central Office to procure the needed contest materials, equipment, food and transport services, rentals and other paraphernalia necessary for the successful conduct of this significant national event.
3. To facilitate our procurements in such a way that we can finalize our schedules especially that it is the end of the quarter of 2018 already and the BAC has lined up activities to finish before the end of the year, the following timelines and requirements for procurement are to be accomplished:
 - a. All focal persons/committee chairs shall submit to the Division BAC their respective Project Procurement Management Plan (PPMP's) and Work and Financial Plan (WFP's) per contest area/committee as inputs to the Annual Procurements Plan (APP) required for procurement and basis for the preparation of Purchase Request and Purchase Order before actual purchasing be done. Such PPMP's and WFP's be submitted on or before October 28, 2018. (PPMP and WFP Templates as attached.) These will be presented by the focal persons/committee chairs during the planning meeting with the Regional Office Secretariat.
 - b. The Division BAC will meet with all the focal persons/committee chairs on NFOT on Monday, October 29, 2018 at the Division Executive Room, SDO-Dagupan City at 3 p.m.
 - c. The schedule of procurement will start on the first week of November 2018 for the pre-bid conferences and first & second week of December 2018 for the Opening of Bids by the Division BAC. End users/focal persons are invited as observers in the BAC Conferences. (Pls. see attached schedule).

For your information, guidance and compliance.


DR. LORNA G. BUGAYONG, CESO VI
Schools Division Superintendent 

