



Republic of the Philippines
Department of Education
 REGION I

REGIONAL MEMORANDUM

No. 1174 s. 2024

To: Schools Division Superintendents

REQUEST FOR THE SUBMISSION OF THE UPDATED DIRECTORY AND ORGANIZATIONAL STRUCTURE OF THE SCHOOLS DIVISION OFFICES' PROCUREMENT UNIT/OFFICE/BAC SECRETARIAT/BAC MEMBERS

1. This pertains to OUPro No. 3206 s. 2024, dated September 12, 2024, from the Office of the Undersecretary for Procurement. This Office requests that Schools Division Offices (SDOs) submit the following information:

- a. **Procurement of Organizational Chart/Structure** of School Division Offices (SDOs) and Implementing Units (IUs) under its jurisdiction
- b. **Contact Number and Email** of the SDO Focal Person
- c. **Updated Directory of the Personnel who have roles in government procurement** (i.e. Head of Procuring Entity, BAC, BAC Secretariat, Technical Working Group)

2. Submit the requested information by September 26, 2024 (Thursday) to oupro.pbb@deped.gov.ph.

3. For information and strict compliance.

TOLENTINO G. AQUINO
 Director IV

Encl.: email received from Office of the Secretary for Procurement
 To be indicated in the Perpetual Index
 Under the following subjects:

- BIDS AND AWARDS
- COMMITTEES
- OFFICIALS
- REPORTS

PPRD/mpl/RM_2024BACDirectory
 September 23, 2024



Flores St., Catbangan, City of San Fernando, La Union
 Telephone Nos.: (072) 607-8137/682-2324

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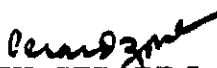
Department of Education

OFFICE OF THE UNDERSECRETARY FOR PROCUREMENT

OUPro No. 3206, s. 2024

MEMORANDUM

FOR : **Regional Directors
Schools Division Superintendents
Regional and Schools Division Office Procurement Focals
Bids and Awards Committee Chairpersons
All Others Concerned**

FROM : 
ATTY. GERARD L. CHAN, CESO I
Undersecretary for Procurement

SUBJECT : **REQUEST FOR THE SUBMISSION OF THE UPDATED
DIRECTORY AND ORGANIZATIONAL STRUCTURE OF THE
REGIONAL OFFICES' AND SCHOOLS DIVISION OFFICES'
PROCUREMENT UNIT/OFFICE/BAC SECRETARIAT/BAC
MEMBERS**

DATE : **12 September 2024**

This is with reference to the **OM-OUPro-1084** entitled, "**Monitoring of Regional Offices' and Field Offices' Compliance to Agency Accountabilities, Submission of Procurement-related Requirements and Updating of Reports**" dated June 19, 2023.

The Procurement Strand (ProcS), created pursuant to Department of Education (DepEd) Order No. 001, S. 2023, is mandated to ensure that the DepEd's conduct of its procurement activities are compliant with Republic Act (RA) 9184 and its Revised Implementing Rules and Regulations (RIRR). Consistent with this mandate, the Office of the Undersecretary for Procurement (OUPro), Office of the Assistant Secretary for Procurement (OASP), the Procurement Management Service (ProcMS), and the Central Office Divisions under the Strand, shall establish a mechanism to monitor the compliance of the Field Offices (FOs), as procuring entities (PEs, with the Agency accountabilities embodied under the RIRR and procurement-related issuances).

In line with this, we are requesting for the latest organizational structure and a detailed list of the abovementioned officials. This information will greatly assist in facilitating information which are essential and helpful in delivering our function. In addition, this is also to gather information on the capability of each office to deliver and perform its mandate in accordance with the law.

For this purpose, the following data are requested:



Room 103, Rizal Building, DepEd Complex, Meralco Ave., Pasig City 1600
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Email Address: oupro@deped.gov.ph | Website: www.deped.gov.ph

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1. **Procurement Organizational Chart/Structure** of the Regional Offices (ROs), as well as Schools Division Offices (SDOs) and Implementing Unit (IUs) under its jurisdiction.
2. **Contact Number and Email** of the RO/SDO Focal Person
3. **Updated Directory of the personnel who have roles in government procurement** (i.e. Head of Procuring Entity, BAC, BAC Secretariat, Technical Working Group)

Your office focal or personnel may send your compliance **on or before September 20, 2024** to **oupro.pbb@deped.gov.ph**.

For any additional inquiries or clarifications, please feel free to contact us via email at **oupro.pbb@deped.gov.ph** or by phone at (02) 8635-7361.

Thank you very much.

/rpmojjcu



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