DEPARTMENT OF EDUCATION
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OFFICE MEMORANDUM
AD-2026-381

COORDINATION MEETING WITH FUNCTIONAL DIVISIONS ON ADMINISTRATIVE DIVISION CONCERNS

To: Assistant Regional Director
Chiefs of the Functional Divisions
Section/Unit Heads

1. The Department of Education- Regional Office I, through the Administrative Division, will conduct the Coordination Meeting with Functional Divisions on Administrative Division Concerns on November 13, 2026, at the Executive Conference Hall of DepEd- Regional Office I. The meeting will start at 9:00 AM.

2. The participants to the activity are the End- Users/ Program Owners, and Administrative Assistant I/ Administrative Aide VI, or representatives from divisions/sections who are directly involved in the different processes of the Administrative Division. The breakdown of participants per Office is as follows:

Functional Division/ Section/ Unit	No. of Pax
Admin. Div. Proper	3
Admin. Div.- Asset Management Section	4
Admin. Div.- Cash Section	2
Admin. Div.- General Services Unit	2
Admin. Div.- Records Section	1
Admin. Div.- Payroll Section	2
Admin. Div.- Procurement Unit	3
Admin. Div.- Personnel Section	3
Curriculum and Learning Management Division & NEAP- RI	4
Learning Resource Management Section	2
Education Support Services Division	3
Field Technical Assistance Division & Regional Delivery Unit	2
Finance Division	2
Human Resource Development Division	2
Policy, Planning and Research Division	2
Quality Assurance Division	2
ORD Proper	2
ORD- Legal Unit	2
ORD- ICT Unit	1
ORD- Public Affairs Unit	1

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3. The agenda of the meeting is the following:
   a. Enhanced Procurement Process
   b. Checklist of the different modes of procurement
   c. Market Survey Form/ Request for Information
   d. Policy Guidelines on the DTR
   e. Annual Procurement Plan- Common Use Supplies and Equipment (APP-CSE) in the Procurement Service Virtual Store
   f. Online Vehicle Request Form & ECH Reservation Form

4. Immediate dissemination and compliance with this memorandum is desired.

ESTELA P. LEON- CARIÑO, EdD, CESO III
Director IV/ Regional Director

ASD-AMS_rrnb/OM_Meeting
October 27, 2026