



Republic of the Philippines
Department of Education
NEGROS ISLAND REGION
SCHOOLS DIVISION OF ESCALANTE CITY



January 14, 2026

DIVISION MEMORANDUM
No. 618, s. 2026

**CONDUCT OF ORIENTATION ON REPUBLIC ACT 12009 OTHERWISE KNOWN AS
“ THE NEW GOVERNMENT PROCUREMENT ACT”**

To: Assistant Schools Division Superintendent
Chief Education Supervisors
Division Bids and Award Committee Members
Division BAC Secretariat
Division BAC Technical working Groups
Education Program Supervisors
Attorney III
Division Accountant
Administrative Officer V- Budget
Administrative Officer IV- Supply
School Head of Procuring Entity (HoPE)
School BAC Chairperson
School BAC Vice Chairperson
School BAC Secretariat Head
Administrative Assistant II- BAC
All Others Concerned

1. The Schools Division of Escalante City shall conduct an Orientation on Republic Act 12009 otherwise known as “ The New Government Procurement Act “ on January 21- 22, 2026 at the Gabriela Hall.
2. Attached are the Orientation Matrix, Division Bids and Awards Committee and List of Participants.
3. Meals and other expenses related to this activity are chargeable against Local Funds/ School MOOE subject to the usual accounting auditing rules and regulations.
4. Immediate dissemination of and compliance with this memorandum are desired.

PETER J. GALIMBA
Assistant School Division Superintendent
OIC- School Division Superintendent

For the SDS:


MARITES C. CAPILITAN, PhD
OIC – Assistant Schools Division Superintendent
In - Charge of the Division

Enclosure : Orientation Matrix and List of Participants
Reference: RA 12009
Miano/OSDS
January 14, 2026



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SCHOOLS DIVISION OF ESCALANTE CITY

Enclosure No. 1 to DM 010 s. 2026

A. Orientation Matrix

Day/Time	Activities	Person Responsible/ Presenter
Day 1 - January 21, 2026 (Batch 1)		
8:00 am- 8:30 am	Registration	Lenien L. Argel and Larry T. Villatima
8:30 am- 9:00 am	Preliminaries	
9:00 am-9:15 am	Acknowledgement of Participants	Cyrus Yonel D. Lao Planning Officer III/ BAC Member
9:15 am-9:30 am	Welcome Remarks	Peter J. Galimba Assistant Schools Division Superintendent OIC-Schools Division Superintendent
9:30 am-10:30 am	Overview of RA 12009	Marites C. Capilitan, Phd OIC Assistant Schools Division Superintendent BAC Chairperson
10:30 am-12:00 nn	Modes of Procurement	Harry John C. Jarina Administrative Officer IV-Cash BAC Secretariat Head
LUNCH		
1:00 pm-2:00 pm	Contract Implementation and Sanction	Atty. Finserglen Choclit P. Lopez Attorney III
2:00 pm-3:00 pm	Utilization of Procurements Forms	Alicia A. Olid, PhD OIC SGOD Chief/BAC Vice Chairperson Mercy Grace Alegado Administrative Assistant II
3:00 pm- 3:45	Open Forum	Ederick C. Miano Senior Education Program Specialist TWG - Infrastructure
3:45 pm- 4:15 pm	Ways Forward	Marites C. Capilitan, Phd OIC Assistant Schools Division Superintendent
4:15 pm- 4:30 pm	Closing Remarks	Bren B. Dolar Administrative Officer V /BAC Member
4:30 pm-5:00 pm	Distribution of Certificates	
Day 2 - January 22, 2026 (Batch 2)		
8:00 am- 8:30 am	Registration	Lilibeth O. Moboayaen and Christian James R. Cabag
8:30 am- 9:00 am	Preliminaries	
9:00 am-9:15 am	Acknowledgement of Participants	Engr. Analie R. Mahilum Division Engineer/TWG- Infrastructure
9:15 am-9:30 am	Welcome Remarks	Peter J. Galimba Assistant Schools Division Superintendent OIC-Schools Division Superintendent



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9:30 am-10:30 am	Overview of RA 12009	Marites C. Capilitan, PhD OIC Assistant Schools Division Superintendent BAC Chairperson
10:30 am-12:00 nn	Modes of Procurement	Harry John C. Jarina Administrative Officer IV-Cash BAC Secretariat Head
LUNCH		
1:00 pm-2:00 pm	Contract Implementation and Sanction	Atty. Finserglen Choclit P. Lopez Attorney III
2:00 pm-3:00 pm	Utilization of Procurements Forms	Alicia A. Olid, PhD OIC SGOD Chief/BAC Vice Chairperson Mercy Grace Alegado Administrative Assistant II
3:00 pm-3:45 pm	Open Forum	Alma C. Sinining EPS – EsP
3:45 pm- 4:15 pm	Ways Forward	Marites C. Capilitan, PhD OIC Assistant Schools Division Superintendent
4:15 pm- 4:30 pm	Closing Remarks	Ivy Joy A. Torres, PhD CID Chief/Division Inspectorate Head
4:30 pm-5:00 pm	Distribution of Certificates	

B. Division BAC Committee Members, TWG and BAC Secretariat

1	Marites C. Capilitan, PhD.	OIC Assistant Schools Division Superintendent/ BAC Chairperson
2	Alicia A. Olid, PhD	OIC SGOD Chief / BAC Vice Chairperson
3	Bren B. Dolar	Administrative Officer V/BAC Member
4	Cyrus Yonel D. Lao	Planning Officer III/BAC Member
5	Alma C. Sinining	EPS- EsP / BAC Member
6	Harry John C. Jarina	Administrative Officer IV- Cash BAC Secretariat Head
7	Clint S. Cinco	Information Technology Officer I BAC Secretariat Member
8	Ederick C. Miano	Senior Education Program Specialist TWG- Infrastructure
9	Analie R. Mahilum	Division Engineer / TWG- Infrastructure
10	Rhea April C. Caralde	Project Development Officer II/ TWG - Goods
11	Ricky B. Pastor	Administrative Assistant III/ TWG - Goods



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B. List of Participants

No.	Office/School	Name
	Day 1- January 21, 2026	
1	OSDS	Peter J. Galimba
2	OSDS	Marites C. Capilitan, PhD.
3	SGOD	Alicia A. Olid, PhD
4	OSDS	Bren B. Dolar
5	SGOD	Cyrus Yonel D. Lao
6	OSDS	Harry John C. Jarina
7	OSDS	Clint S. Cinco
8	SGOD	Ederick C. Miano
9	SGOD	Jesah Jay B. Catanglan
10	SGOD	Alne Melinda S. Causapin
11	SGOD	Gil C. Castro
12	CID	Rhea April C. Caralde
13	SGOD	Mishael Kate B. Abella
14	OSDS	Ricky B. Pastor
15	OSDS	Atty. Finserglen Choclit P. Lopez
16	OSDS	Leizzamar V. Bayadog
17	OSDS	Kathy S. Cinco
18	OSDS	Desiree L. Miano
19	OSDS	Mercy Grace Alegado
20	OSDS	Mark Andrew T. Cena
21	OSDS	Lenien L. Argel
22	OSDS	Larry T. Villatima
23	Alimango Elementary School	
24	Binaguiohan Elementary School	
25	Tamlang Elementary School	
26	Buenavista Elementary School	
27	Cervantes Elementary School	
28	Cervantes National High School	
29	Danao Port Elementary School	
30	Dian-ay Elementary School	
31	Dian-ay National High School	
32	Don EstebanDela Rama Elementary School	
33	Doña Rosario Valdivia Elementary School	
34	Escalante Central Elementary School	
35	Escalante Elementary School	
36	Hacienda Fe Elementary School	
37	Japitan Elementary School	
38	Japitan National High School	
39	Jonob Jonob Elementary School	
40	Langub Elementary School	
41	Langub National High School	

Day 1 (Batch 1)

Participants per school

School HoPE

School BAC Chairperson

School BAC Vice Chairperson

School BAC Secretariat Head



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42	Libertad Elementary School	
43	Libertad National High School	
Day 2- January 22, 2026		
1	OSDS	Peter J. Galimba
2	OSDS	Marites C. Capilitan, PhD.
3	CID	Ivy Joy A. Torres, PhD
4	SGOD	Alicia A. Olid, PhD
5	OSDS	Harry John C. Jarina
6	OSDS	Atty. Finserglen Choclit P. Lopez
7	OSDS	Desiree L. Miano
8	OSDS	Mercy Grace Alegado
9	OSDS	Mark Andrew T. Cena
10	OSDS	Lilibeth O. Moboayaen
11	OSDS	Christian James R. Cabag
12	SGOD	Analie R. Mahilum
13	CID	Ma. Theresa L. Tabotabo, PhD
14	CID	Prilyn S. Albarico, EdD
15	CID	Perly M. Mapa
16	CID	Alma C. Sinining
17	CID	Mae Joy M. Tan, PhD
18	CID	Marivic S. Portunes
19	CID	Chona M. Prietos
20	CID	Rodly P. Lim
21	CID	Jason R. Alpay
22	Mabini Central Elementary School	
23	Magsaysay Elementary School	
24	Magsaysay National High School	
25	Laoyan Elementary School	
26	Malasibog Integrated School	
27	Mercedes Alemany Parreño Elem School	
28	Paitan Integrated School	
29	Putingbato Elementary School	
30	Rizal Elementary School	
31	Teofilo Amante Elementary school	
32	Udtongan Elementary School	
33	Washington Elementary School	
34	Buenavista National High School	
35	Floro Bongco Farm School	
36	Escalante National High School	
37	Mabini National High School	
38	Old Poblacion National High School	
39	Pinapugasan National High School	
40	Pinapugasan Elementary School	
41	Tamlang National High School	
42	Washington National High School	

Day 2 (Batch 2)

Participants per school

School HoPE
 School BAC Chairperson
 School BAC Vice Chairperson
 School BAC Secretariat Head