



Republic of the Philippines
Department of Education
CARAGA REGION
SCHOOLS DIVISION OF SIARGAO

DIVISION MEMORANDUM

No. 04010 s, 2026

01-010

To: Asst. Schools Division Superintendent
Chief Education Program Supervisor
Education Program Supervisors
Administrative Officer II
Bookkeepers
All concerned
This Division

REORIENTATION - WORKSHOP ON THE UTILIZATION OF STANDARD PROCUREMENT FORMS UNDER RA 12009

1. In line with the full implementation of **Republic Act No. 12009**, otherwise known as the *New Government Procurement Act*, this Office hereby announces the conduct of the **Reorientation – Workshop on the Utilization of Standard Procurement Forms under RA 12009** on January 19, 2026 (Batch 1) and January 20, 2026 (Batch 2) at Siargao Island Convention Center.
2. The activity specifically aims to:
 - a. Reorient participants on the key provisions and guiding principles of RA 12009 and its Implementing Rules and Regulations;
 - b. Clarify changes from RA 9184 and their implications on procurement planning and implementation;
 - c. Promote ethical, transparent, and accountable procurement practices;
 - d. Guide participants on the proper utilization of **standard procurement forms**, including but not limited to the Market Scoping, PPMP, and APP; and
 - e. Strengthen compliance with GPPB and COA policies to minimize audit observations and procurement delays
3. This is a two-day live out activity which will be attended by the identified participants attached below.
4. Participants are requested to bring laptops and extension wires needed for the workshop.
5. Expenses incurred relative to the conduct of this activity particularly meals, snacks and other expenses will be charged against the School/Division MOOE, subject to the existing accounting and auditing rules and regulations.



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6. Travel Expenses of the participants shall be charged against school MOOE/local funds subject to the usual accounting rules and regulations.
7. For immediate dissemination to, guidance, and strict compliance of all concerned.


MANUEL O. CABERTE
Schools Division Superintendent 

Encl: As stated
Reference: As stated
To be indicated in the Perpetual Index under the following subjects:
PROCUREMENT RA 12009

OSDS/cboraliza
01/13/26



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Department of Education
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SCHOOLS DIVISION OF SIARGAO

Reorientation Workshop on the Utilization of Standard Procurement

Forms Under RA 12009

January 19, 2026 (Batch 1)

Venue: Siargao Island Convention Center

District	Name	Position	School/Station
Burgos & San Benito	Jenkins A. Platil	Administrative Officer II	Baybay ES / Matin-ao ES
	Maricel V. Balandra	Administrative Officer II	Bitaug ES
	Ana Mae A. Galagar	Administrative Officer II	Burgos CES
	Marneth Joy P. Esmeralda	Administrative Officer II	San Mateo ES
	Angelic R. Conte	Administrative Officer II	Burgos NHS
	Rande V. Mecate	Administrative Officer II	Maribojoc ES / Pitogo ES
	Bernard B. Comon	Administrative Officer II	Nuevo Campo ES
	Ryan Paul Rosales	Administrative Officer II	San Benito NHS
	Eleaquim E. Nogaliza	Disbursing Officer	
	Eden O. Cursat	Disbursing Officer	
	Cindy V. Galolo	Senior Bookkeeper	
	Albert R. Pomoy	Disbursing Officer	
	Genebeth Cervantes	Senior Bookkeeper	
	Gaudencio C. Capillanes, Jr.	Administrative Officer II	Cabawa ES
Dapa East	Evelyn P. Espinido	Administrative Officer II	Can-uyan PS / Don Paulino ES
	Dencia E. Casana	Administrative Officer II	Consolacion ES / Consolacion NHS
	Reinshield S. Taglucop	Administrative Officer II	Corregidor ES
	Algen Casaña	Administrative Officer II	Dagohoy ES / Dapa NHS-ANNEX
	Irphil Gocela	Administrative Officer II	Don Enrique NMS
	Junry D. Dotillos	Administrative Officer II	Montserrat ES
	Alyssa F. Subayno	Administrative Officer II	Osmeña ES
	Marivel J. Conjurado	Administrative Officer II	Sta Felomina ES
	Ryan Dumadag	Administrative Officer II	Union ES
	Cathy L. Sinday	Administrative Officer II	Union NHS
	Rhiamea L. Savandal	Administrative Officer II	Bagacay ES
	Rendy D. Guma	Administrative Officer II	Buenavista ES
	Norsaima G. Pangcatan	Administrative Officer II	Cambas-ac ES
	Alyssa Mae E. Conte	Administrative Officer II	Catabaan ES
	Karyl Ann Mae C. Espinile	Administrative Officer II	Dapa CES
	Jayson N. Bayeta	Administrative Officer II	Jubang ES
	Jonas A. Garcia	Administrative Officer II	New Uba PS / San Carlos ES
	Adriano T. Formilles, Jr.	Administrative Officer II	San Miguel ES
	Jernelyn C. Intano	Administrative Officer II	Sta. Fe ES
	Charisse E. Ortojan	Administrative Officer II	Dapa NHS
	Abegail S. Argente	Administrative Officer II	Siargao NSHS
	Marigold O. Castano	Senior Bookkeeper	
	Bebelita C. Carballo	Senior Bookkeeper	
	Fernando M. Porpayas	Senior Bookkeeper	
	Marchelli L. Solana	Disbursing Officer	
	Gina D. Micayas	Disbursing Officer	
	Jesselie S. Tesiorna	Senior Bookkeeper	
	Angel Birth O. Degamon	Disbursing Officer	
	Norma F. Subayno	Senior Bookkeeper	
Pilar	Resma Angelica T. Penera	Administrative Officer II	Caridad ES



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San Isidro	Vebelyn P. Macarene	Administrative Officer II	Consolacion ES / Dayaohay PS
	Ruelea P. Espaniola	Administrative Officer II	Datu ES
	Jesieca P. Porpayas	Administrative Officer II	Jaboy ES / San Roque ES
	Louie Vincent S. Comon	Administrative Officer II	Katipunan ES
	Mary Grace T. Gona	Administrative Officer II	Maasin ES
	Gail Jasmine E. Gemparo	Administrative Officer II	Mabini ES
	Lea Jane D. Olivan	Administrative Officer II	Mabuhay ES
	Rosemarie G. Pomoy	Administrative Officer II	Pilar CES
	Dhanly Mae B. Concilles	Administrative Officer II	Salvacion ES
	Rogie S. Espineli	Administrative Officer II	Pilar NHS
	Mary Cecyl Culminas	Administrative Officer II	Caridad NHS
	Alannie Rose H. Concha	Senior Bookkeeper	
	Jojit C. Espiel	Disbursing Officer	
	Lyndon E. Buo	Senior Bookkeeper	
	Aurifen P. Cordero	Administrative Officer II	Buhing Calipay ES
	Eirenjoe D. Bonono	Administrative Officer II	Sta. Paz ES
	Elvisa L. Miranday	Administrative Officer II	Del Pilar PS / Macapagal PS
	Levy J. Ruaya	Administrative Officer II	Sto. Nino ES / Tambacan ES
	Roselle Ty	Administrative Officer II	Pacifico PS
	Glenda Miranday	Administrative Officer II	Pelaez PS
	Ermelyn L. Solis	Administrative Officer II	Roxas ES
Sapao	Frank Bernard Y. Espanto	Administrative Officer II	San Isidro CES
	Johanna Kate R. Platil	Administrative Officer II	Tigasao ES
	Ermelyn L. Solis	Administrative Officer II	Roxas NHS
	Sarah Therese Supang	Administrative Officer II	San Isidro NHS
	Conchita B. Bagaipo	Disbursing Officer	
	Mirasol R. Luspe	Disbursing Officer	
	Janet H. Digal	Senior Bookkeeper	
	Mirasol P. Wenceslao	Senior Bookkeeper	
	Lovely Limato	Senior Bookkeeper	
	Charmine M. Domagtoy	Administrative Officer II	Abad Santos ES / Magsaysay ES
Bagoong Pilipinas	Jinafe G. Tayco	Administrative Officer II	Alegria ES / Garcia ES
	Fern-Ann D. Bagaygay	Administrative Officer II	Bailan ES / Sapao CES
	Alondra Preslie C. Donoso	Administrative Officer II	Tangbo ES / Rizal ES
	Brylle Henson F. Luna	Administrative Officer II	Libertad ES / Mabini ES
	Ruth T. Virtudazo	Administrative Officer II	Alegria NHS
	Joey P. Cadayona	Administrative Officer II	Libertad NHS
	Lynde Mae L. Arguelles	Administrative Officer II	Sapao NHS
	Joseph Concha	Senior Bookkeeper	
	Hilda Escobal	Senior Bookkeeper	
	Joy Planillas	Disbursing Officer	



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Reorientation Workshop on the Utilization of Standard Procurement

Forms Under RA 12009

January 20, 2026 (Batch 2)

Venue: Siargao Island Convention Center

District	Name	Position	School/Station
Numancia	Nick Patrick F. Sulapas	Administrative Officer II	Antipolo ES
	Rosalie Sajol	Administrative Officer II	Bitoon ES
	Erlina L. Abarico	Administrative Officer II	Cabugao ES
	Donald James R. Sumalinog	Administrative Officer II	Esperanza ES / San Fernando ES
	Vance Kevin E. Azarcon	Administrative Officer II	Lobogon ES
	Randy S. Maravillas	Administrative Officer II	Quezon PS / Mariano Matugas MNHS
	Lancelot T. Bendanillo	Administrative Officer II	Sayak ES
	Margarito C. Pamintuan	Administrative Officer II	Tuboran ES
	Sanjen P. Lubapis	Administrative Officer II	Oguing Navarro MNHS
	Laarni E. Gonzales	Administrative Officer II	Bagacay PS / Jamoyaon ES
	Vicente O. Oliva	Administrative Officer II	Cancohoy ES
	Cherry Ann B. Pobe	Administrative Officer II	Dumoyog PS
	Jonely V. Arcaya	Administrative Officer II	Katipunan ES
	Jeselle A. Comon	Administrative Officer II	Mabuhay PS / Numancia CES
	Joreen Jeb C. Balogbog	Administrative Officer II	Del Carmen NHS
	Gemma Tesado	Senior Bookkeeper	
	Je-Ann O. Sulapas	Senior Bookkeeper	
	Ma. Liza Llorente	Senior Bookkeeper	
	Ivie L. Escobal	Senior Bookkeeper	
	Genia Genese	Senior Bookkeeper	
	Johnson Cagula	Disbursing Officer	
	Emma S. Dela Pena	Disbursing Officer	
Socorro	Rosemilyn A. Tamayo	Administrative Officer II	Atoyay ES / Atoyay NHS
	Lyka D. Llano	Administrative Officer II	Don Albino Taruc MES
	Clarence C. Rivas	Administrative Officer II	Lanit-ag PS
	Philip Steve C. Ramirez	Administrative Officer II	N. SERING ES
	Lewani B. Dizon	Administrative Officer II	Socorro CES
	Leslie Ramirez	Administrative Officer II	Socorro NHS
	Duanie D. Juanite	Administrative Officer II	Del Pilar Comm. School
	Cris Ayan A. Maisos	Administrative Officer II	Honrado Comm. ES / Salog ES
	Chiyen C. Bato	Administrative Officer II	P. Dela Pena PS / San Roque ES
	Marie Marah J. Piao	Administrative Officer II	Pamosaingan ES
	Dayci L. Sarong	Administrative Officer II	Songkoy ES
	Madel J. Dela Pena	Administrative Officer II	Sabang PS / Sta. Cruz Comm. ES
	Icee C. Rosillo	Administrative Officer II	Sudlon ES / Nueva Estrella NHS
	Lyka Lindsey S. Dano	Administrative Officer II	Pamosaingan NHS
	Jigz Alle R. Llano	Senior Bookkeeper	
	Jesilyn B. Espino	Disbursing Officer	
	Grace D. Galabia	Senior Bookkeeper	
	Jorama D. Dacera	Senior Bookkeeper	
	Rosefe T. Capistrano	Disbursing Officer	
	Mica L. Lustiva	Disbursing Officer	



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	Glenda D. Longos	Senior Bookkeeper	
General Luna	John Geric T. Oraliza	Administrative Officer II	Cabitoonan ES
	Phenuel A. Mozo	Administrative Officer II	Catangnan ES / Daku ES
	Blaise R. Sumampong	Administrative Officer II	Consuelo ES
	Martsan Ephraim R. Fernandez	Administrative Officer II	Corazon ES
	Criseil F. Ortojan	Administrative Officer II	Dao PS / Magsaysay ES
	Nathaniel A. Congreso, Jr.	Administrative Officer II	General Luna CES
	Mary Grace M. Marzo	Administrative Officer II	Malinao ES
	Kevin Kyle E. Abuton	Administrative Officer II	Sta. Cruz ES
	Jernel Basil M. Bioy	Administrative Officer II	Tawin-Tawin ES
	Lady Eliza S. Madroñal	Administrative Officer II	Gen Luna NHS
	Analou A. Borlagdan	Administrative Officer II	Sta. Fe NHS
	Libby D. Gonzales	Administrative Officer II	Consuelo NHS Annex
	Roxan L. Coluna	Administrative Officer II	La Januza ES / Suyangan NHS Annex
	Harold A. Borlagdan	Administrative Officer II	Sta. Fe ES
	Elma Rose C. Centino	Administrative Officer II	Libertad ES
	Chitchen S. Baronday	Administrative Officer II	Anajawan ES / Mam on ES
	Ure B. Joaquin	Senior Bookkeeper	
	Irene B. Arcular	Disbursing Officer	
	Maricel S. Yamson	Disbursing Officer	
	Gerry B. Micayas	Senior Bookkeeper	
	Mary Jane P. Gasulas	Senior Bookkeeper	
	Menchie E. Degamon	Senior Bookkeeper	
Division Personnel	Elias G. Brina	EPS	
	Randy A. Rudela	EPS	
	Joselito Tokong	EPS	
	Catherine Berol	Education Program Specialist II	
	Fernadine A. Racho	Senior Bookkeeper	
	Ann Gladys Mae O. Gonzales	Senior Bookkeeper	
	Maricel D. Malacura	Senior Bookkeeper	
	Valentino Castrence	Senior Bookkeeper	
	Cherel D. Estrella	Bookkeeper	

PROGRAM MANAGEMENT TEAM (Batch 1 & 2)		
No.	Names	Position/Designation
1	Manuel O. Caberte	Schools Division Superintendent
2	Roel T. Diamante, PhD, CESE	Asst. Schools Division Superintendent
3	Jessriel M. Azarcon	Audit Team Leader
4	Evita Faith H. Leong	Audit Team Member
5	Diane L. Chaves	Audit Team Member
6	Harem L. Taruc, PhD	Chief, SGOD / BAC Member
7	Atty. Jeddai May Nangcas	Attorney III / BAC Vice Chairman
8	Fernando A. Dones, Jr.	EPS / BAC Member
9	Malou S. Omosay	AO V / BAC Member
10	Neniel E. Dumanjog, PhEdD	EPS / BAC Secretariat
11	Maricris O. Sulapas	Accountant III
12	Carlo Borris G. Oraliza	AO IV (Procurement)
13	Girley Jane P. Cavite	AO II (Procurement)