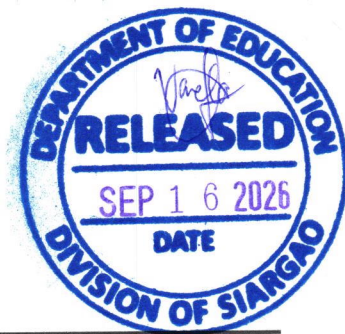




Republic of the Philippines
Department of Education
CARAGA REGION
SCHOOLS DIVISION OF SIARGAO



DIVISION MEMORANDUM
No. **09-278** s. 2026

To: Assistant Schools Division Superintendent
Chief Education Supervisor
Education Program Supervisor
Public Schools District Supervisor
Public Elementary and Secondary School Heads
All Other Concerned
This Division

UPDATES TO ACTIVITY PROCUREMENT & EXECUTION

1. To strengthen internal controls and ensure the proper review and streamline the review of procurement activities, please note the changes in the Activity Procurement and Execution process.

2. Effective immediately, the designated signatory in the **Activity Procurement and Execution** section of the Proposal has been updated as follows:

Previous Signatory	New Signatory
ROEL T. DIAMANTE, PhD, CESO VI Assistant Schools Division Superintendent	CARLO BORRIS G. ORALIZA Administrative Officer IV -Procurement

3. Accordingly, all proposals shall be submitted to the Procurement Unit for checking and review before undergoing further processing and approval. Please ensure all proposals and routing workflow reflect these changes.

4. Concerned offices and personnel are advised to coordinate with the Procurement Unit to ensure the completeness and correctness of the procurement-related requirements indicated in the Proposal Document.

5. Attached to this Memorandum is the updated Proposal Template.

6. Immediate dissemination of and compliance with this Memorandum is hereby directed.

MANUEL O. CABERTE
Schools Division Superintendent

Enclosure: Proposal Template
Reference: None

To be indicated in the Perpetual Index under the following subjects:
PROPOSAL PROCUREMENT INTERNAL CONTROL

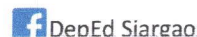
OSDS/GPC
09/15/2026



OSDS202609S1AM32L6UXO



Address: Brgy. Osmeña, Dapa, Surigao del Norte, 8417
Contact No.: 09190040217
Website: sdosiargao.com
siargao@deped.gov.ph





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

PROGRAM/PROJECT/TRAINING/ACTIVITY PROPOSAL

PART 1 – PROJECT DESIGN

PROPONENT/S:

OFFICE/SECTION:

RATIONALE:

OBJECTIVES:

TARGET PARTICIPANTS AND COUNT:

PROPOSED DATE/S:

ACTIVITY CONTENT AND MATRIX:

PROPOSED VENUE: (Specifics and standards)

TOTAL PROPOSED BUDGET:

ALLOCATION/FUND SOURCE:



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

***** Nothing follows *****

Prepared by:

Noted:

Proponent

Immediate Head

Availability of allotment:

For fund execution:

LOUELLA G. VILLEGAS

Budget Officer III

MARICRIS O. SULAPAS

Accountant III

Recommending approval:

Approved:

ROEL T. DIAMANTE, PhD, CESO VI

Asst. Schools Division Superintendent

MANUEL O. CABERTE

Schools Division Superintendent

II. ACTIVITY MANAGEMENT:

(Approved Proposal to be turned-over to the SGOD-HRD by the SDS Secretary)

Assessment as to GAD mainstreaming:

Assessment as to QATAME standards:

GLENDA R. DADAP

Division GAD Coordinator

AQUINO D. GARCIA

SEPS – SMM&E

☐ Passed as to GAD mainstreaming on
Project Identification and Design

☐ Passed as to QATAME standards
on Training Program Design

☐ Failed as to GAD mainstreaming on
Project Identification and Design

☐ Failed as to QATAME standards
Training Program Design

Percentage of GAD Attribution: _____



Republic of the Philippines
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CARAGA REGION
SCHOOLS DIVISION OF SIARGAO

**Verification as to Inclusion
of the activity to HRD Plan:**

**Activity Procurement and
Execution:**

FEROSANA D. TESIORNA

Senior Education Program Specialist

CARLO BORRIS G. ORALIZA

BAC Secretariat

☐ *Included in HRD Plan with budget allocation*

☐ *Excluded in HRD Plan*

☐ *Posted to PhilGEPS*

☐ *Other procurement mechanism/s
employed*

**RECOMMENDING APPROVAL AS
TO ACTIVITY MANAGEMENT:**

**APPROVED AS TO ACTIVITY
EXECUTION:**

HAREM L. TARUC, PhD

SGOD Chief

MANUEL O. CABERTE

Schools Division Superintendent