



DM 2021-10-536
DIVISION OF MALAYBALAY CITY
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BY: _____

Republic of the Philippines
Department of Education
REGION X - NORTHERN MINDANAO
DIVISION OF MALAYBALAY CITY

DIVISION MEMORANDUM

No. 536 s. of 2021

TO: Public Elementary and Secondary School Heads
School Bids & Awards Committee
School Financial Staff

FROM: **VICTORIA V. GAZO, PhD, CESO V**
Schools Division Superintendent

DATE: October 5, 2021

SUBJECT: VIRTUAL SEMINAR ON SCHOOL PROCUREMENT

1. This office shall conduct the Virtual Seminar on School Procurement on October 14-15, 2021 from 8:00 AM to 5:00 PM via online Microsoft Teams. The link for the Virtual Meeting shall be provided to the participants prior to the scheduled date and will be sent to the Facebook Messenger group MC Elementary SH and MC Secondary SH.
2. This Virtual Seminar intends to clarify the roles and functions of the Head of Procuring Entity (HOPE), Bids and Awards Committee (BAC) Secretariat and Financial Staff in the procurement process. Further, it also intends to address the issues and concerns commonly encountered by the schools procurement of goods and services through Shopping and Small Value Procurement.
3. The participants of this activity are the following:
 - a. School Heads
 - b. Administrative Assistant III (Senior Bookkeepers) and Administrative Assistant II (Disbursing Officers) of the Schools
 - c. BAC Chairman, BAC Secretariat and BAC Members of the Schools
4. The identified participants are required to register and confirm their attendance on or before October 7, 2021, Thursday through the link <https://forms.gle/y9vgzxfBaLFyR879>.
5. Microsoft Teams may be accessed through:
 - a. Desk Top / Lap Top Computers- Type the link on the internet browser (Chrome) or Download the Microsoft Teams App and click the link to join the seminar using your email address.



Address: Sayre Hi-way, Purok 6, Casisang, Malaybalay City
Telefax No.: 088-314-0094; Telephone No.: 088-813-1246
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- b. Android or IOS Mobile Phone - Download the Microsoft Teams App and tap the link to join the seminar using your email address.
6. Immediate dissemination of this Memorandum is desired.

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