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Republic of the Philippines  
**Department of Education**  
REGION XI  
SCHOOLS DIVISION OF PANABO CITY

Office of the Schools Division Superintendent

October 27, 2025

**DIVISION MEMORANDUM**


No. 0244, s 2025

**DISSEMINATION OF INSTRUCTIONAL VIDEOS ON THE STANDARD FORMS FOR PROCUREMENT UNDER REPUBLIC ACT NO. 12009**

To : Assistant Schools Division Superintendent  
Chief, Curriculum Implementation Division (CID)  
Chief, Schools Governance and Operations Division (SGOD)  
Education Program Supervisors  
Public Schools District Supervisors  
School Heads  
All Concerned

1. Attached is Regional Memorandum AD-2025-152, titled "*Dissemination of Instructional Videos on the Standard Forms for Procurement under Republic Act 12009.*" This Office shares these instructional videos with all concerned schools for their adaptation and reference in the use of standard procurement forms. The materials serve as handy guides to help improve understanding and compliance with procurement processes under RA 12009.
2. The instructional videos can be accessed through <https://bitly.cx/NGPAInstructionalVideos>.
3. Other details are contained in the enclosure.
4. For immediate dissemination and compliance with this memorandum is directed.

For and in the absence of the Schools Division Superintendent

  
**AVELINO D. BITANG, EdD**  
Public Schools District Supervisor  
Officer In-Charge

**RELEASED**

**CCT 27 2025**



Address: City Hall Compound, Km 31, JP Laurel,  
Panabo City, Davao del Norte  
Telephone No: (084) 823-1469, (084) 628-4066  
Email: panabocity.division@deped.gov.ph  
Website: www.depedpanabocity.com

RECORDS SECTION SDO PANABO CITY

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Effectivity	05.05.2025	Page	1 of 2



Records

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Republic of the Philippines  
**Department of Education**  
DAVAO REGION

October 21, 2025

REGIONAL MEMORANDUM  
AD-2025-151

DISSEMINATION OF INSTRUCTIONAL VIDEOS ON THE STANDARD FORMS  
FOR PROCUREMENT UNDER REPUBLIC ACT NO. 12009

To: Assistant Regional Director  
Schools Division Superintendents  
Chiefs of Functional Divisions  
Bids and Awards Committee

1. Herewith is the Memorandum dated October 13, 2025 from Wilfredo E. Cabral, Undersecretary, Officer-In-Charge, Office of the Undersecretary and Chief of Staff, relative to the Instructional Videos on the Standard Forms for Procurement under Republic Act No. 12009, contents of which are self-explanatory.
2. The instructional videos can be accessed through <https://bitly.cx/NGPAInstructionalVideos>.
3. Other details are contained in the enclosure.
4. For immediate dissemination and compliance.

**ALLAN G. FARNAZO**  
Director IV

ROA/PU/jls

DEPARTMENT OF EDUCATION RO  
RECORDS SECTION  
**RELEASED**

By: [Signature] Date: Oct. 23, 2025  
Time: 10:00 AM



Address: F. Torres St., Davao City (8000)  
Telephone Nos.: (082) 291-0051  
Email Address: region11@deped.gov.ph  
Website: www.depedroxi.ph







Republic of the Philippines  
**Department of Education**

**MEMORANDUM**

**PROC-2025-\_\_\_\_\_**

**TO :** Undersecretaries  
Assistant Secretaries  
Bureau and Service Directors  
Regional Directors  
Schools Division Superintendents  
Chiefs of Divisions/Offices/Units  
All Others Concerned

DEPARTMENT OF EDUCATION BOX  
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**RECEIVED**  
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**ATTENTION :** Bids and Awards Committees  
Technical Working Groups  
BAC Secretariats  
End-Users - Project Focal Persons

**FROM :** **WILFREDO E. CABRAL**  
Undersecretary  
Officer-In-Charge  
Office of the Undersecretary and Chief of Staff

**SUBJECT :** Instructional Videos on the Standard Forms for  
Procurement under Republic Act No. 12009

**Date :** October 13, 2025

1. Republic Act 12009 or the *New Government Procurement Act (NGPA)* and its Implementing Rules and Regulations took effect on August 13, 2024 and February 25, 2025, respectively. Further, the effectivity date on the use of the Standard Forms for procurement under the NGPA is September 21, 2025.
2. In order to equip the procurement personnel and actors across DepEd offices nationwide on the use of the new forms and templates, the DepEd Central Office (CO) has developed instructional videos particularly on the preparation of Project Procurement Management Plans (PPMPs), Market Scoping, and the Philippine Bidding Documents for Goods and Services, for ready reference.
3. DepEd CO shares these instructional videos to the Regional and Schools Division Offices (ROs and SDOs), as well as concerned schools for their adaption of the forms and as handy reference materials.



4. The instructional videos can be accessed through this link:  
<https://bitly.cx/NGPAInstructionalVideos>.

5. For any clarification, please contact ProcMS-PPMD, thru Mr. Mark Lester V. Taca or Ms. Jenet R. Nadura at Telephone Nos. 8636-6543 or 8638-4392, or email at [procmts.ppmd@deped.gov.ph](mailto:procmts.ppmd@deped.gov.ph).

For information dissemination.

*[Signature]*  
[PPMD/TSF/BTA/JRN]



Rm. M-511, 5<sup>th</sup> Floor, Mabini Bldg., DepEd Complex,  
Meralco Avenue, Pasig City  
Telephone No.: ☎ (02) 8636-65-43 ☎ 8638-43-92;  
Email Address: ✉ [procmts.ppmd@deped.gov.ph](mailto:procmts.ppmd@deped.gov.ph)

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