



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.ex/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

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

RELEASER



Address: City Hall Compound, Km 31, JP Laure Panabo City, Davao del Norte **RECOR**
Telephone No: (084) 823-1469, (084) 628-4000
Email: panabocity.division@deped.gov.ph
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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.

ROA/PU/jls

DEPARTMENT OF EDUCATION ROI
RECORDS SECTION
RELEASED

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

ALLAN G. FARNAZO
Director IV





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**

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

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Date: 17 OCT 2025 2:14

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 procnts.pppmd@deped.gov.ph.

For information dissemination.

[PPMD/TSF/BTA/JRN]



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