



Republic of the Philippines  
**Department of Education**  
REGION IV-A CALABARZON  
SCHOOLS DIVISION OF BATANGAS


September 16, 2024

**UNNUMBERED MEMORANDUM**

**SUBMISSION OF UPDATED DIRECTORY AND ORGANIZATIONAL  
STRUCTURE OF SDO BATANGAS IMPLEMENTING UNITS  
PROCUREMENT BAC MEMBERS AND SECRETARIAT**

**TO:** Assistant Schools Division Superintendents  
Public Schools District Supervisors  
Secondary School Heads  
All Others Concerned

1. Please be informed that the Office of the Undersecretary for Procurement, **Atty. Gerald L. Chan, CESO I**, has issued OUPro No. 3206, s. 2024 requesting the submission of the Updated Directory and Organizational Structure of the Regional Offices' and Schools Division Offices' Procurement Unit/Office BAC Secretariat, and BAC Members, as outlined in the enclosed memorandum.
2. In line with this directive, **all School Implementing Units** within this division must strictly submit the required documents on or before September 18, 2024 via this link: <https://tinyurl.com/59xkv7m8> in **PDF file** only.
3. Immediate dissemination of this memorandum to concerned offices and full compliance with the submission requirements are earnestly desired.

  
**MARITES A. IBAÑEZ, CESO V**  
Schools Division Superintendent

MBBF/ SUBMISSION OF UPDATED DIRECTORY AND ORGANIZATIONAL STRUCTURE OF SDO BATANGAS  
IMPLEMENTING UNITS PROCUREMENT BAC MEMBERS AND SECRETARIAT/R2-136909/9-16-24



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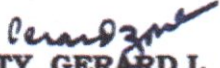
## Department of Education

OFFICE OF THE UNDERSECRETARY FOR PROCUREMENT

OUPro No. 3206, s. 2024

### MEMORANDUM

FOR : **Regional Directors**  
**Schools Division Superintendents**  
**Regional and Schools Division Office Procurement Focals**  
**Bids and Awards Committee Chairpersons**  
**All Others Concerned**

FROM :   
**ATTY. GERARD L. CHAN, CESO I**  
*Undersecretary for Procurement*

SUBJECT : **REQUEST FOR THE SUBMISSION OF THE UPDATED DIRECTORY AND ORGANIZATIONAL STRUCTURE OF THE REGIONAL OFFICES' AND SCHOOLS DIVISION OFFICES' PROCUREMENT UNIT/OFFICE/BAC SECRETARIAT/BAC MEMBERS**

DATE : **12 September 2024**

This is with reference to the **OM-OUPro-1084** entitled, **"Monitoring of Regional Offices' and Field Offices' Compliance to Agency Accountabilities, Submission of Procurement-related Requirements and Updating of Reports"** dated June 19, 2023.

The Procurement Strand (ProcS), created pursuant to Department of Education (DepEd) Order No. 001, S. 2023, is mandated to ensure that the DepEd's conduct of its procurement activities are compliant with Republic Act (RA) 9184 and its Revised Implementing Rules and Regulations (RIRR). Consistent with this mandate, the Office of the Undersecretary for Procurement (OUPro), Office of the Assistant Secretary for Procurement (OASP), the Procurement Management Service (ProcMS), and the Central Office Divisions under the Strand, shall establish a mechanism to monitor the compliance of the Field Offices (FOs), as procuring entities (PEs, with the Agency accountabilities embodied under the RIRR and procurement-related issuances).

In line with this, **we are requesting for the latest organizational structure and a detailed list of the abovementioned officials.** This information will greatly assist in facilitating information which are essential and helpful in delivering our function. In addition, this is also to gather information on the capability of each office to deliver and perform its mandate in accordance with the law.

For this purpose, the following data are requested:



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Telephone Nos.: (+632) 86353761, (+632) 86331940  
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Effectivity	03.23.23	Page	1 of 2





1. **Procurement Organizational Chart/Structure** of the Regional Offices (ROs), as well as Schools Division Offices (SDOs) and Implementing Unit (IUs) under its jurisdiction.
2. **Contact Number and Email** of the RO/SDO Focal Person
3. **Updated Directory of the personnel who have roles in government procurement** (i.e. Head of Procuring Entity, BAC, BAC Secretariat, Technical Working Group)

Your office focal or personnel may send your compliance **on or before September 20, 2024** to **oupro.pbb@deped.gov.ph**.

For any additional inquiries or clarifications, please feel free to contact us via email at **oupro.pbb@deped.gov.ph** or by phone at (02) 8635-7361.

Thank you very much.

/rpmojcu