

Republic of the Philippines
Department of Education
Region VIII
SCHOOLS DIVISION OF TACLOBAN CITY
Tacloban City

August 28, 2023

DIVISION MEMORANDUM

No. 524, S. 2023

**PROJECT FIRM: A CONTEXTUALIZED SMALL VALUE PROCUREMENT PROCESS
WITH REQUIRED DOCUMENTARY ATTACHMENTS**

TO: *Assistant Schools Division Superintendent*
Functional Division Chiefs
Education Program Supervisors
Public Schools District Supervisors
End User Units
All Other Concerned

1. This office through the BAC/Procurement Office of the OSDS informs all the concerned officials involved in the Procurement shall conduct a 1 day training workshop for the **Project: Intensification and Revisions for Management (FIRM)** this is inline with the Program Management Information System (PMIS) thru the conduct of the Work and Financial Planning Workshop on September 11-13, 2023.
2. The objective of this training workshop is to:
 - a. Procurement teams work to obtain competitively priced supplies that deliver the most value
 - b. Procurement is an important step in understanding supply chains, because it helps the organization find reliable suppliers that can provide competitively priced goods and services that match the department's needs.
 - c. Flow intensification and revisions for management (FIRM) means that the processes of the documents on procurements will be realized with some changes based on the needs of the context.
 - d. In this process, small value procurement in the Department of Education especially in SDO Tacloban City need to undergo processes which will accelerate the payments on services or goods applied.
3. The desire to continuously improve its procurement service for transparency, accountability, efficiency and economy, the division crafted a revised Division Memorandum No. 280, s. 2022 entitled REITERATION ON THE PREPARATION OF DOCUMENTARY ATTACHMENTS FOR SMALL VALUE PROCUREMENT AND DOCUMENTS FLOW.
4. This was created based on the findings, lessons learned and suggestions during the January 16, 2023 CY 2022 Procurement Performance Review are incorporated to ensure for a successful Small Value Procurement. All program implementers concerned are enjoined to prepare all documents in advance to avoid delay in the implementation of schedules trainings and other activities.
5. For information, guidance and compliance of all concerned.


JUDELLA RUIZ-LUMPAS, EdD, CESO VI
Schools Division Superintendent

Real Street, Tacloban City, Leyte 6500 Tel. No. (053) 321-3207 (SDS) | 321-3745 (ASDS) | 321-2271 (Personnel) | 321-8081 (Planning & SGOD)



DEPED Tacloban City Division
Brgy. 54, Real Street Tacloban City