

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

Enclosure of RM **976**, s. 2023

**13TH CONSUMER INFORMATION MARKET AND EXHIBIT
DIGITAL POSTER-MAKING CONTEST
October 5, 2023**

Component Area	Information and Communication Technology	
Key Stage	Key Stage Three (3) and Four (4) (including ALS/SPEDE) (both public and private schools)	
Categories	<ul style="list-style-type: none"> - Junior High School - Senior High School 	
No. of Participants	2 for each category	
Time Allotment	Three (3) hours	
Objectives	<ol style="list-style-type: none"> 1. To promote creativity and innovation through a visually appealing strategy; 2. To provide a platform for learners to express their ideas and raise awareness of a particular event. 	
Description	A digital poster-making contest is a competition where participants design a poster from the given images that are relevant to a specific theme. The participants will use any version of Photoshop as an editing tool.	
Criteria for Judging	Criteria	Percentage
	Concept and relevance to the theme	30%
	Uniqueness, creativity, and aesthetic appeal	35%
	Technical Execution	25%
	Presentation	10%
	Total	100%
Event Rules and Mechanics		
<ol style="list-style-type: none"> 1. All officially enrolled learners with LRN from the Schools Division Offices under the DTI Leyte Provincial Office: Baybay City, Ormoc City, Tacloban City, and Leyte are eligible to join the contest. 2. The contest revolves around the 13th Consumer Info Market and Exhibit theme, "Gen S: Generation Sustainability." 3. There will be two categories: JHS and SHS Levels. 4. Each participating division may send two for each level, either from public or private schools. 5. The participants will use any version of Photoshop as the editing software. Likewise, good specifications for a laptop that can hold the installation of Photoshop. 6. The Event Administrator, members of the Technical Committee, and the Board of Judges shall be in the venue sixty (60) minutes ahead of the event schedule. 7. The Technical Committee shall inspect the laptop for the contest. 8. Event materials, supplies, tools, equipment, and other things needed in the venue shall be made ready by the Event Administrator sixty (60) minutes before the event schedule. 		



Enclosure of RM **976**, s. 2023

**13TH CONSUMER INFORMATION MARKET AND EXHIBIT
DIGITAL POSTER-MAKING CONTEST
October 5, 2023**

Component Area	Information and Communication Technology	
Key Stage	Key Stage Three (3) and Four (4) (including ALS/SPEDE) (both public and private schools)	
Categories	<ul style="list-style-type: none"> - Junior High School - Senior High School 	
No. of Participants	2 for each category	
Time Allotment	Three (3) hours	
Objectives	<ol style="list-style-type: none"> 1. To promote creativity and innovation through a visually appealing strategy; 2. To provide a platform for learners to express their ideas and raise awareness of a particular event. 	
Description	A digital poster-making contest is a competition where participants design a poster from the given images that are relevant to a specific theme. The participants will use any version of Photoshop as an editing tool.	
Criteria for Judging	Criteria	Percentage
	Concept and relevance to the theme	30%
	Uniqueness, creativity, and aesthetic appeal	35%
	Technical Execution	25%
	Presentation	10%
	Total	100%
Event Rules and Mechanics		
<ol style="list-style-type: none"> 1. All officially enrolled learners with LRN from the Schools Division Offices under the DTI Leyte Provincial Office: Baybay City, Ormoc City, Tacloban City, and Leyte are eligible to join the contest. 2. The contest revolves around the 13th Consumer Info Market and Exhibit theme, "Gen S: Generation Sustainability." 3. There will be two categories: JHS and SHS Levels. 4. Each participating division may send two for each level, either from public or private schools. 5. The participants will use any version of Photoshop as the editing software. Likewise, good specifications for a laptop that can hold the installation of Photoshop. 6. The Event Administrator, members of the Technical Committee, and the Board of Judges shall be in the venue sixty (60) minutes ahead of the event schedule. 7. The Technical Committee shall inspect the laptop for the contest. 8. Event materials, supplies, tools, equipment, and other things needed in the venue shall be made ready by the Event Administrator sixty (60) minutes before the event schedule. 		

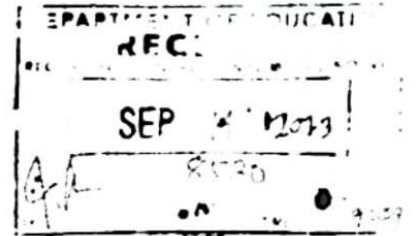




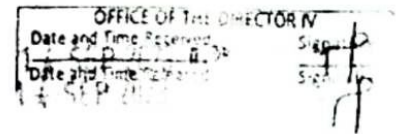
TRABAHO
NEGOSYO
KONSYUMER

12 September 2023

EVELYN R. FETALVERO, CESO III
Regional Director
DEPED 8
Palo, Leyte



ATTENTION **Mr. ERNANI S. FERNANDEZ JR.**
Focal Person



Dear **RD Fetalvero**:

Greetings!

We are pleased to invite you and your focal person to the **13th Consumer Information Market and Exhibit on 03-05 October 2023 at the Robinsons Mall Marasbaras, Tacloban City Activity Area (near Yellow Cab).**

We have allotted two (2) display booths, with table and four (4) chairs for your respective agency. We also humbly remind you to prepare at least twenty (20) trivia questions and equivalent prizes for each question for the quiz/games in between our activities for the entire duration of the event.

Kindly note also that we sincerely appreciate your big part and contribution to this year's event. And in connection, we would like to request for the complete details of the **Digital Poster Making Contest** that you will be conducting.

Also attached are the final program of activities and venue layout for the above-mentioned event for your information and reference.

Should you have queries, please do not hesitate to contact our CPD Chief, **Ms. Anna Eunice A. Baylen** or our activity-in charge **Ms. Tita S. Quinos** at mobile number 09936-029-8514 or landline number (053) 832-4167, or email us at cpd@deped-8.gov.ph.

We earnestly hope for your presence and usual support. Thank you and more power!

Very truly yours,

ARACELI D. CARRAGA
Provincial Director

SEP 12 2023

507116-13-1822

REGION - EASTERN VISAYAS - DEPED