



Republic of the Philippines  
**Department of Education**  
REGION VIII - EASTERN VISAYAS

November 11, 2021

**REGIONAL MEMORANDUM**

No. **000722**, s. 2021

**PROFESSIONALIZATION, TRAINING AND WORKSHOP FOR REGIONAL, DIVISION AND CENTRAL OFFICE ON PROCUREMENT**

To: Schools Division Superintendents  
DepEd RO VIII Bids and Awards Committee  
All Others Concerned

1. Attached is Memorandum OASPA-A-1021-086 dated October 20, 2021 from Atty. Salvador C. Malana III, Assistant Secretary for Procurement and Administration, regarding the launch of the DepEd Procurement Professionalization Program (3Pro) through the conduct of the first level Training Course and Workshop on November 03-05, November 17-19, and December 07-09, 2021 through MS Teams.
2. Schools Division Superintendents are advised to ensure 100% attendance of the three (3) participants from each Schools Division Office.
3. Immediate and wide dissemination of this Memorandum is desired.

  
**EVELYN R. FETALVERO, CESO IV**  
Regional Director

Enclosures: As stated

References: As stated

To be indicated in the Perpetual Index under the following subjects:

PROCUREMENT TRAINING PROGRAMS



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Republic of the Philippines  
**Department of Education**  
**OFFICE OF THE ASSISTANT SECRETARY**  
**FOR PROCUREMENT AND ADMINISTRATION**

OFFICE OF THE DIRECTOR IV  
 Date Received: **10-20-21** **RCI** Signature:   
 Date Received: **10-26-21** **qrb** Signature:

000221  
**DEPARTMENT OF EDUCATION**  
**RECEIVED**  
 RECORDS SECTION ORIGINAL COPY NO. 100  
**OCT 25 2021**  
 BY: TIME: 4:00

**MEMORANDUM**  
**OASPA- A - 1421 - 056**

10/20/21 12:03

**TO :** Regional Directors  
 Minister, Basic, Higher and Technical Education, BARM  
 Schools Division Superintendents  
 All Others Concerned

**FROM :**   
**ATTY. SALVADOR S. MALANA III**  
 Assistant Secretary  
 Procurement and Administration

**SUBJECT :** PROFESSIONALIZATION, TRAINING AND WORKSHOP FOR  
 REGIONAL, DIVISION AND CENTRAL OFFICE

**DATE :** 20 October 2021

The Office of the Assistant Secretary for Procurement and Administration (OASPA) and the Procurement Management Service (ProcMS) will launch the **DepEd Procurement Professionalization Program (3Pro)** through the conduct of the first level Training Course and Workshop on November 03-05, November 17-19, and December 07-09, 2021 through MS Teams.

The DepEd 3Pro is a component of a broader competency-building program that is being implemented in the DepEd through the Procurement Performance Enhancement Program (PPEP). It is part of the competency framework for procurement that was developed to ensure sustained competence and capability to undertake procurement functions in all DepEd levels of governance. By design, the DepEd 3Pro is a structured approach to procurement learning that allows the methodical and purposeful taking in of knowledge, skills and practical experience that are relevant and practical for use as tools to discharge procurement duties and responsibilities.

The Training and Workshop aims to: a) raise awareness and understanding on the basic concepts and principles underlying the Philippine public procurement system; b) manage effectively and efficiently the different procurement tasks and activities from procurement planning to contract award and administration; and c) empower procurement staff and personnel in managing procurement risks as well as supporting the strategic objectives of the different organizational operations.

The Training Course and Workshop shall be conducted in the following clusters:

CLUSTER	PARTICIPANTS	DATE	VENUE	Registration Link
Cluster 1	CAR, Region I, Region II, Region III, Region 4-A, Region 4-B Region V	November 03-05, 2021	Virtual (via MS Teams)	<a href="https://bit.ly/BATCH1REGISTRATIONFORM">https://bit.ly/BATCH1 REGISTRATIONFO RM</a>
Cluster 2	Region VI, Region VII, Region VIII, Region IX, Region X, Region XI, Region XII	November 17-19, 2021	Virtual (via MS Teams)	<a href="https://bit.ly/BATCH2REGISTRATIONFORM">https://bit.ly/BATCH2 REGISTRATIONFO RM</a>
Cluster 3	Region XIII, BARMM NCR Central Office	December 07-09, 2021	Virtual (via MS Teams)	<a href="https://bit.ly/BATCH3REGISTRATIONFORM">https://bit.ly/BATCH3 REGISTRATIONFO RM</a>

The Training and Workshop is specifically designed for procurement practitioners within the Department which shall include the End-user Units; Chairperson, Vice-Chairperson, and Regular and Provisional Members of the Bids and Awards Committees; Members of the BAC Secretariat; Members of the Technical Working Group; Finance Service; Administrative Service; Heads of the Procuring Entity (Regional Directors, Schools Division Superintendents); and Internal Audit Service

In this connection, each Regional Office (RO) is enjoined to send five (5) participants while each Schools Division Office (SDO) is encouraged to send three (3) participants.

Prior to the conduct of the activity, each participant must own or create an MS Teams account. Participants are advised to register via the link provided for each cluster. All concerned are advised to read the instructions and accomplish the Registration Form provided. No registration fee shall be collected from the participants.

Enclosed is a copy of the concept note and design, and the program matrix for the upcoming Professionalization, Training and Workshop in Procurement.

For more information, please contact Ms. Haidee Malana, Executive Assistant III or Ms. Angelina Bautista, Senior Technical Assistant III of OASPA through email at [procurement.trainings@deped.gov.ph](mailto:procurement.trainings@deped.gov.ph) or at telephone number (02) 8634-1169.

Encls: As stated.



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**FOR PROCUREMENT AND ADMINISTRATION**

**PROGRAM FLOW**  
**PROCUREMENT PROFESSIONALIZATION PROGRAM (3PRO) – LEVEL 1**

**I. Schedule of the Program**

Cluster	Date
Cluster 1	November 03-05, 2021
Cluster 2	November 17-19, 2021
Cluster 3	December 07-09, 2021

**II. Program Flow**

**DAY 1**

Time	Topics	Resource Speaker
9:00 am – 9:10 am	Introduction	Emcee
9:10 am – 9:20 am	Prayer	Video Presentation
9:20 am – 9:30 am	National Anthem	Video Presentation
9:30 am – 9:35 am	Introduction to Keynote Speaker	Emcee
9:35 am – 9:40 am	Keynote Address	Secretary Leonor Magtolis Briones
9:40 am – 10:05 am	Message from Execom Members	Usec. Atty. Nepomuceno A. Malaluan;  Usec. Annalyn M. Sevilla;  Usec. Alain Del B. Pascua;  Usec. Revsee A. Escobedo  Usec. Diosdado M. San Antonio;
10:05 am – 11:05 am	Overview of PPEP	Video Presentation

11:05 am – 12:00 nn	DepEd Procurement Professionalization Program (3Pro)	Video Presentation
12:00 pm – 1:00 pm	<b>LUNCH BREAK</b>	
1:00 pm – 2:30 pm	<u>Topic #1</u>  <i>Module 1-A</i> Public Procurement and the Concept of Procurement Management: Featuring the DepEd Context	Asec. Salvador Malana III
2:30 pm – 2:40 pm	<b>BREAK</b>	
2:40 pm – 3:40 pm	<u>Topic #2</u>  <i>Module 2-A</i> Procurement Planning and the Budget Linkage	Ms. Teresa Fulgar
3:40 pm – 4:10 pm	Q and A	
4:10 pm – 5:00 pm	Presentation of topics and Groupings for Case Study (5 case studies)  Overview of the next activity	Emcee

## Day 2

Time	Topics	Resource Speaker
8:00 am – 8:10 am	Prayer and Recap	
8:10 am – 9:40 am	<u>Topic #3</u>  <i>Module 1-B</i> Introduction to the Gov't Procurement Reform Act (RA 9184) and other related laws	Atty. Dennis Santiago
9:40 am – 10:00 pm	Q and A	
10:00 am – 10:10 am	<b>BREAK</b>	
10:10 am – 11:40 pm	<u>Topic #4</u>  <i>Module 4-A</i> Public Bidding System, Rules and Procedures with Updates	Director Rowena Candice M. Ruiz
11:40 am – 12:00 nn	Q and A	
12:00 nn – 1:00 pm	<b>LUNCH BREAK</b>	
1:00 pm – 2:00 pm	Continuation of Case Study	
2:00 pm – 2:30 pm	Mentoring #1  Orientation on the DepEd Inspection and Acceptance Systems and Protocols	Atty. Charlotte Oli
2:30 pm – 2:50 pm	Q & A	

2:50 pm – 3:00 pm	<b>BREAK</b>	
3:00 pm – 4:30 pm	<u>Topic #6</u> Module 3-B Anti-Corruption and Ethics in Procurement (Session 1)	Andria Bjornestad (UNDP)
4:30 pm – 4:50 pm	Q & A	
4:50 pm – 5:00 pm	Overview of the next day activity	Emcee

### DAY 3

Time	Topics	Resource Speaker
8:00 am – 8:10 am	Prayer and Recap	Video Presentation
8:10 am – 9:30 am	<u>Topic #5</u> Module 4-B Alternative Methods of Procurement with Updates	Atty. Quintin Magsico
9:30 am – 9:50 am	Q and A	
9:50 am – 10:00 am	<b>Break</b>	
10:00 am – 10:30 am	<u>Mentoring #2</u> Orientation on the CMS / Billings and Payments	Atty. Abigail Jacob
10:30 am – 11:00 am	Q & A	
11:00 am – 12:00 nn	Integration	
12:00 pm – 1:00 pm	<b>LUNCH BREAK</b>	
1:00 pm – 2:30 pm	<u>Topic #7</u> Module 6-A Fundamental Concepts of Contract Management in Public Procurement	Alka Aneja (UNDP)
2:30 pm – 2:50 pm	Q and A	
2:50 pm – 3:00 pm	<b>BREAK</b>	
3:00 pm – 4:30 pm	<u>Topic #8</u> Module 3-B Anti-Corruption and Ethics in Procurement (Session 2)	Torben Soll (UNDP)
4:30 pm – 4:40 pm	Q and A	
4:40 pm – 5:30 pm	Closing Remarks	Emcee