



SGOD

DepEd - Division Office of Catanduanes
RECORDS SECTION

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Republika ng Pilipinas
Kagawaran ng Edukasyon
REHIYON V (BIKOL)

TANGGAPANG PANSANGAY NG MGA PAARALAN NG CATANDUANES

11 March 2025

DIVISION MEMORANDUM
No. 227 s. 2025

DATA PROFILING OF NON-TEACHING PERSONNEL FOR THE SKILLS ENHANCEMENT OF BOOKKEEPERS AND DISBURSING OFFICERS ON GOVERNMENT PROCUREMENT

To : Assistant Schools Division Superintendent
Chief Education Supervisors
Public Schools District Supervisors
Public School Heads
OSDS Unit Heads/Section Head
Bookkeepers/Disbursing Officer
Non-Teaching Personnel
All Others Concerned

1. This office will conduct a Division Workshop for the Skills Enhancement of Bookkeepers and Disbursing Officers on Government Procurement on April 24-25, 2025, at a venue to be announced in a separate issuance.
2. This training-workshop aims to:
 - a. Define key concepts in procurement and finance, including budgeting, purchasing, and financial management.
 - b. Prepare WFP based on PAP's to be implemented in the SDO, school, and learning centers.
 - c. Discuss the importance of the procurement laws and policies.
 - d. Walk through the steps of the procurement cycle, from requisitioning goods/services to contract management and payment.
3. In line with this, all Bookkeepers and Disbursing Officers are requested to fill in data in the link: <https://bit.ly/3ESSEeX> on or before **March 14, 2025**.
4. For your information and guidance of all concerned.

[Signature]
CECILE C. FERRO
Assistant Schools Division Superintendent
Officer-In-Charge
Office of the Schools Division Superintendent