

RELEASED

BY: [Signature] No: 672
DATE: 19 SEP 2024 TIME: 12:17



Republika ng Pilipinas
Kagawaran ng Edukasyon
REHIYON V - BICOL

TANGGAPANG PANSANGAY NG CATANDUANES

UNNUMBERED MEMORANDUM
OSDS-UM-09-17-2024

TO : School Heads- Implementing Units
All Others Concerned

FROM : **CECILE C. FERRO CESO VI**
Asst. Schools Division Superintendent
Officer-in-Charge
Office of the Schools Division Superintendent

SUBJECT : **SUBMISSION OF THE UPDATED DIRECTORY AND ORGANIZATIONAL STRUCTURE OF THE SCHOOL'S PROCUREMENT UNIT/OFFICE/BAC SECRETARIAT BAC MEMBERS**

DATE : September 17, 2024

- In reference to Memorandum OUPro No. 3206, s. 2024, please submit latest organizational structure of your school. The following data are requested:
 - Procurement Organizational Chart/Structure – Implementing Units (IUs)
 - Updated Directory of the Personnel who have roles in government procurement (i.e. Head of Procuring Entity, BAC, BAC Secretariat, Technical Working Group)
- A copy of the Memorandum is attached to this memo for reference.
- All Implementing Units are requested to submit the needed data on or before September 19, 2024 through this link- <https://bit.ly/SDOProOrgChart>. Please submit a hard copy to this Office.
- Strict compliance to this memorandum is desired.



Republika ng Pilipinas

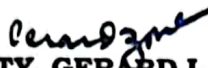
Department of Education

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:



Room 103, Rizal Building, DepEd Complex, Meralco Ave., Pasig City 1600
Telephone Nos.: (+632) 86353761, (+632) 86331940
Email Address: oupro@deped.gov.ph | Website: www.deped.gov.ph

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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



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