



Republic of the Philippines
Department of Education
REGION III
SCHOOLS DIVISION OF BULACAN


DIVISION MEMORANDUM

No 549 s, 2024

To: Assistants Schools Division Superintendent
Public Schools District Supervisors
Principal/School heads
Accounting Unit
Elementary Administrative Assistant III
All other Concerned

**Effective Procurement Audits: Strengthening Internal Controls
and Ensuring Compliance and Efficiency**

1. In any organization, procurement plays a key role in ensuring everything runs smoothly. It's about sourcing the right goods, services, and materials at the right price and time, all while maintaining quality and efficiency. In this regard, the Schools Division Office of Bulacan through Property and Supply Unit and Division Bids and Awards Committee shall conduct "Effective Procurement Audits: Strengthening Internal Controls and Ensuring Compliance and Efficiency" on **December 05-06, 2024**, at **Galilee Wonderland Resort, Gen. Alejo Santos Hi-way, San Pedro, 3007, Bustos, Bulacan**.
2. The primary goal of this training is to ensure that the listed participants become more familiar with and knowledgeable about the topics to be discussed. As such, a **no-proxy policy** will be enforced. Thus, 100% attendance of all concerned is required.
3. All participants are expected to bring their latest Liquidation Report, which includes an allotment for the procurement of goods and services, as well as repairs and maintenance, for actual audit activity.
4. Attached herewith is Enclosure no 1. List of Participants and Enclosure no. 2 Program Matrix.
5. This Memorandum serves as Authority to Travel for the Participants.
6. Should you have any concerns or clarification, you may contact Property and Supply Unit through electronic mail address: sdobulacanproperty@deped.gov.ph
7. It is desired that this matter be widely disseminated.


NORMA P. ESTEBAN, EdD, CESO V
Schools Division Superintendent

Property and Supply Unit
November 26, 2024



Address: Provincial Capitol Compound, Brgy. Guinhawa,
City of Malolos, Bulacan
Website: <https://bulacandeped.com>
Email: bulacan@deped.gov.ph

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 REGION III
 SCHOOLS DIVISION OF BULACAN

Enclosure No. 1 to Division Memorandum no. ____s, 2024

TECHNICAL WORKING GROUP:

Overall Program Manager:
MARIA CELINA L. VEGA, CESO VI - Assistant Schools Division Superintendent

Assistant Program Manager:
RAQUEL I. CLIMACO - Administrative Officer IV/Property and Supply Unit

Core Training Team Member:
LORENA P. BODOSO - Administrative Officer IV/Records Unit
DAN HARVEY D. CASTRO - Administrative Assistant III

LIST OF PARTICIPANTS

DISTRICT	NAME	DESIGNATION
Accounting Unit	Claire C. De Jesus	Administrative Assistant III
Accounting Unit	John Richard P. Tiongson	Administrative Assistant III
Accounting Unit	Maricris S. Isip	Administrative Assistant II
Accounting Unit	Mary Joy M. Delmoro	Admin Staff
Accounting Unit	Toby C. Alejandro	Admin Staff
Accounting Unit	Ma. Josefina B. Alincastré	Admin Staff
Angat	Darius B. Sarmiento	Administrative Assistant III
Balagtas	Paul John P. Viri	Administrative Assistant III
Baliuag North	Carolina C. Mora	Administrative Assistant III
Baliwag South	Miguelito D. Rapsing	Administrative Assistant III
Bocaue	Lailanie C. Castro	Administrative Assistant III
Bulakan	Beverly Joy F. Aquino	Administrative Assistant III
Bustos	Juliet V. Angeles	Administrative Assistant III
Calumpit North	Maria Corazon Galang	Administrative Assistant III
Calumpit South	Coleen Joyce C. Casimiro	Administrative Assistant III
Drt	James Dominic P. Borja	Administrative Assistant III
Drt	Louise Dei B. Sarmiento	Administrative Assistant III
Guiguinto	Marcos O. Manio	Administrative Assistant III
Hagonoy East	Geronimo R. De Lara	Administrative Assistant III
Hagonoy East	Reynalyn B. Pascual	Administrative Officer II
Hagonoy West	Juaymah C. Bondoc	Administrative Assistant III
Hagonoy West	Shirly A. Cruz	Administrative Assistant III
Marilao North	Angelito R. Gino Cruz	Administrative Assistant III
Marilao South	Marian P. Manzo	Administrative Assistant III
Norzagaray East	Philip Andrew S. Tan	Administrative Assistant III
Norzagaray West	Sheryl C. Cruz	Administrative Assistant III
Norzagaray West	Christopher P. Legaspi	Administrative Assistant III
Obando	Reinasol A. De Armas	Administrative Assistant III
Pandi North	Engel Bert A. Torres	Administrative Assistant III
Pandi North	Lyka Stephanie R. Santos	Administrative Assistant III
Pandi South	Reynaldo R. Santos	Administrative Assistant III
Paombong	Jaily Jessica G. Cerdeña	Administrative Assistant III
Paombong	Rowena G. Arizapa	Administrative Assistant III
Plaridel	Teddidah G. Villanueva	Administrative Assistant III
Plaridel	Marivic B. Cerbito	Administrative Assistant III
Pulilan	Rica A. Albia	Administrative Assistant III
Pulilan	Maricel G. Baltazar	Administrative Assistant III



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San Ildefonso North	Celeste G. Ga	Administrative Assistant III
San Ildefonso North	Kimberly Mempin	Administrative Officer II
San Ildefonso South	Ivy T. Jose	Administrative Assistant III
San Ildefonso South	Luisito M. Gomez	Administrative Assistant III
San Miguel Central	Kristin S. Mendoza	Administrative Assistant II
San Miguel Central	Cherry Queen O. Pascual	Administrative Officer II
San Miguel North	Shaira Mae C. Ariz	Administrative Officer II
San Miguel North	Mariz Sp. Cullanan	Administrative Assistant III
San Miguel South	Suzette B. Ligon	Administrative Assistant III
San Miguel South	Maripas M. Francisco	Administrative Assistant III
San Rafael East	Catherine Dc. Corpuz	Administrative Assistant III
San Rafael West	Danica N. Rodriguez	Administrative Officer II
Sta. Maria Central	Marianne E. Poblete	Administrative Assistant III
Sta. Maria East	Ronaldo C. Mosquera	Administrative Assistant III
Sta. Maria West	Teodora M. Garrido	Administrative Assistant III

SCHOOL	NAME	DESIGNATION
Angel M. Del Rosario Hs	Paolo Mikael F. Joson	Administrative Assistant II
Banga HS	Catherine Ann C. Siñeres	Administrative Assistant III
Batia HS	Jeremy Jane L. Nicolas	Administrative Officer II
Bulihan HS	John T. Santiago	Administrative Officer II
Dr. Pablito B. Mendoza Sr Hs	Christine Jobelle Fulgencio	Administrative Assistant II
Dulong Malabon IS	Paolo Joson Suarez	Administrative Officer II
Esteban Paulino Hs	Benjamin C. Lizarondo	Head Teacher III
Caypombo Hs/Ff Halili Annex	Louie Syron Dc Ibal	Administrative Officer II
M. Sapa Hs/Ff Halili Annex	Vincent De Ocampo	Teacher I
Gabihan HS	Jennifer S. Estabillo	Head Teacher III
Gat Francisco Balagtas HS	Ana May J. Magdaong	Teacher II
Gen. Gregorio H. Del Pilar IS	Beverly Joy F. Aquino	Administrative Assistant III
Gto Voc Tech - Annex	Maria Diana O. Villanueva	Administrative Officer II
Inaon Integrated School	Jan Anthony A. Banag	Administrative Officer II
Kalayakan HS	Geraldine M. Nogoy	Head Teacher III
Kapitangan HS	Darwin Joseph D. Panganiban	Administrative Assistant II
Lydia Villangca Trade School	Arnold T. Quiambao	Head Teacher I
Maligaya Hs/Emilia Ligon Hs	Maricar Legaspi	Teacher I
Mapulang Lupa Hs	Analyn B. Cabuhat	Head Teacher I
Matictic Integrated School	Arianne Joie R. Mariano	Administrative Officer II
Npc Hs	Jayson Ds. Bermas	Teacher III
Pinag Anakan IS	Aljon Joseph C. Tolentino	Administrative Officer II
Pinag Kuartelan IS	Lea D. Nerza	Administrative Officer II
Pinalagdan HS	Crisson Jasper P. Fermalino	Administrative Assistant II
Romeo Acuña Santos MHS	Ercelyn S. San Miguel	Administrative Officer II
San Gabriel NHS	Jonathan B. Victorino	Head Teacher I
San Miguel-Meysulao HS	Ronamina T. Santos	Administrative Assistant II
Sapang Bulac HS	Rose Ann C. Santos	Administrative Assistant II
Sta. Barbara HS	Aira May-An M. Cruz	Teacher I
Sta. Catalina Bata Hs	Loveth Jane E. Trinidad	Principal I
Sta. Cruz HS (Sta. Maria)	Jamira Ann M. Alonzo	Administrative Assistant II
Talbak HS	Aira Patricia V. Magalona	Administrative Officer II
Teodoro Evangelista Mhs	Lilian G. Sardon	Teacher I



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Upig HS	Elenita Sd. Requejo	Principal II
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SCHOOL	NAME	DESIGNATION
Baliuag SHS	Lane V. Despabiladeras	Head Teacher VI
Banga HS	Lailani C. Pascua	Administrative Assistant II
Lydia D. Villangca Trade Sch	Larisse L. Jose	Administrative Assistant II
Emilia Perez Ligon HS	Ma. Concepcion M. Madla	Head Teacher III
Obando SHS	Desiree E. Pangcoy	Administrative Assistant II
SHS within Luis Gravador ES	Michael C. Samson	Head Teacher III
Sta. Catalina Bata NHS	Mariejoy I. Igna	Administrative Assistant II



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Enclosure No. 2 to Division Memorandum no. ____s, 2024

PROGRAM MATRIX

TIME	ACTIVITY	PERSON RESPONSIBLE
7:30AM – 8:30AM	Arrival/Registration	DAN HARVEY D. CASTRO Administrative Assistant III
8:31AM – 9:00AM	Preliminary Activity <ul style="list-style-type: none"> • National Anthem • Prayer • DepEd Bulacan March • Roll Call 	TWG
	Welcome Remarks	MARIA CELINA L. VEGA, CESO VI Asst. Schools Division Superintendent
	Inspirational Message	NORMA P. ESTEBAN, EdD., CESO V Schools Division Superintendent
9:01AM – 9:15AM	Statement of Purpose	JOSEFINA S. PEDROCHE Administrative Officer V
9:16AM – 10:00AM	<u>Stress Management in the Workplace: Maintaining Work Balance and Preventing Burnout</u>	SHERWIN DR. JOAQUIN Division Nurse II
10:01AM – 12:00NN	<u>Procurement Law and Government Accounting Manual</u>	RAQUEL I. CLIMACO Administrative Officer IV
	Interactive Discussion (Q&A)	LORENA P. BODOSO Administrative Officer IV
12:01PM – 1:00PM	Lunch Break	



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1:01PM – 5:00PM	<p>Ensuring Compliance:</p> <p><u>Procurement forms</u></p> <p><u>COA circular no. 2023-004, Updated Checklist of Documentary Requirements for Government Transaction</u></p> <p><u>Experiential Learning (workshop)</u></p>	<p>RAQUEL I. CLIMACO Administrative Officer IV</p>
DAY 2		
TIME	ACTIVITY	PERSON RESPONSIBLE
8:31AM – 10:00PM	<p>Continuation:</p> <p><u>Procurement forms</u></p> <p><u>COA circular no. 2023-004, Updated Checklist of Documentary Requirements for Government Transaction</u></p> <p><u>Experiential Learning (workshop)</u></p>	<p>RAQUEL I. CLIMACO Administrative Officer IV</p>
10:01AM – 12:00NN	<p><u>Education Facilities: Repair and Maintenance</u></p> <p>Interactive Discussion (Q&A)</p>	<p>ENGR. CARL PAULO A. FERNANDO Engineer III</p>
12:01PM – 1:00PM	Lunch Break	
1:00PM – 3:00PM	<p><u>The Role of Internal Audit in Preventing Unliquidated Cash Advances</u></p> <p><u>Status of Unliquidated Cash Advances</u></p>	<p>MARICRIS S. ISIP Administrative Assistant II</p>
3:01 PM onwards	Closing Program Awarding of Certificates	