



Republic of the Philippines  
**Department of Education**  
Region VIII  
**SCHOOLS DIVISION OF CALBAYOG CITY**

March 23, 2026

**DIVISION MEMORANDUM**

No. 145, s. 2025

**DIVISION TRAINING ON THE PROCUREMENT OF COMMON-USE SUPPLIES AND EQUIPMENT (CSE) and HANDS-ON NAVIGATION OF THE PHILIPPINE GOVERNMENT ELECTRONIC PROCUREMENT SYSTEM (PhilGEPS)**

To: OIC-Assistant Schools Division Superintendent  
Chief Education Program Supervisors (CID & SGOD)  
Education Program Supervisors  
Section/Unit Heads  
End-Users/Focal Persons  
All Others Concerned

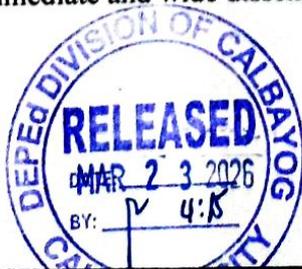
1. In line with the continuous effort to enhance transparency, efficiency, and accountability in government procurement, the Schools Division of [City/Province Name] shall conduct a **Training on the Procurement of Common-Use Supplies and Equipment (CSE) and Hands-on Navigation of the Philippine Government Electronic Procurement System (PhilGEPS)**. This training aims to strengthen the knowledge and practical skills of participants in compliance with **RA 12009 (New Government Procurement Act)** and its Implementing Rules and Regulations.

2. The training aims to enhance participants' knowledge and skills in the procurement of Common-Use Supplies and Equipment (CSE) and to provide practical experience in navigating the PhilGEPS for efficient, transparent, and compliant procurement processes.

3. Participants to this activity are the members of the Bids and Awards Committee (BAC) with its Secretariat and members of the Technical Working Group (TWG) with all Focal Persons-End Users of the Programs, Projects and Activities (PAPs) of the different units of the division office (*please see attached list*).

4. The training shall be conducted on March 30-31, 2026, at the Division Conference Hall. The sessions will be facilitated by **Atty. Ceferino Homeres Jr., OIC – Asst. DEPOT Head of Tacloban City**, who will provide both theoretical guidance and practical hands-on navigation of the PhilGEPS.

4. Immediate and wide dissemination of this Memorandum is directed



  
**MARGARITO A. CADAYONA JR., PhD, CESO VI**  
Schools Division Superintendent