



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

DIVISION MEMORANDUM

No. **166**s. 2026

**AUTHORIZED USERS AND MANAGEMENT OF PHILIPPINE GOVERNMENT
ELECTRONIC PROCUREMENT SYSTEM (PhilGEPS) ACCOUNTS**

To: Assistant Schools Division Superintendent
Chief Education Supervisor, CID
OIC-Chief Education Supervisor, SGOD
Public Schools District Supervisors
Heads of Units/Sections
BAC Members, BAC Secretariat and TWG
All Others Concerned

1. Pursuant to the provisions of **Republic Act No. 12009** and its Implementing Rules and Regulations (IRR), and in order to ensure efficient management, proper control, and compliance with procurement requirements through the Philippine Government Electronic Procurement System (PhilGEPS), the following personnel are hereby designated to the respective roles:

A. APPROVERS

- **Junnilou D. Dulfo, PhD** – Assistant Schools Division Superintendent / BAC Chairman
- **Kristabel S. Cabral-Notarte** – Procurement Officer / BAC Secretariat Head

Duties and Responsibilities:

- Review and approve all procurement postings prior to publication;
- Ensure accuracy, completeness, and compliance of procurement documents;
- Exercise accountability over all approved postings.

B. AGENCY COORDINATOR

- **Gary Ballon** – ITO Officer

Duties and Responsibilities:

- Act as the primary administrator of the agency's PhilGEPS account;



- Create, activate, deactivate, and manage user accounts;
- Assign user roles and access privileges;
- Coordinate with the PhilGEPS Helpdesk on technical matters.

C. CREATORS / BUYERS

SGOD

- **Joanna Lou Ventures** - PDO II

CID

- **Nelson Bello** - Education Program Supervisor

OSDS

- **Sheila May Cano** - Administrative Assistant III

Duties and Responsibilities:

- Prepare and encode Purchase Requests;
- Upload complete and accurate supporting documents
- Ensure timely posting in accordance with procurement timelines;
- Coordinate with the BAC Secretariat and End-User Units.

Supply Unit

- **Gennerson T. Nabual** - Administrative Officer IV

Duties and Responsibilities:

- Prepare and encode APP-CSE & Supplemental CSE;
- Upload complete and accurate supporting documents;
- Ensure timely posting in accordance with procurement timelines;
- Coordinate with the BAC Secretariat and End-User Units.

ICT Unit

- **Drixel Ortega** - Administrative Assistant III

Duties and Responsibilities:

- Prepare and encode IT-related procurement;
- Upload complete and accurate supporting documents;
- Ensure timely posting in accordance with procurement timelines;
- Coordinate with the BAC Secretariat and End-User Units.

Education Facilities Unit

- **Engr. Jordan B. De Veyra** – Engineer III

Duties and Responsibilities:

- Prepare and encode infrastructure-related procurement;
- Upload complete and accurate supporting documents;
- Ensure timely posting in accordance with procurement timelines;
- Coordinate with the BAC Secretariat and End-User Units.

Health and Nutrition Unit

- **Adrian Marie C. Nueva** – Nurse II

Duties and Responsibilities:

- Prepare and encode health and nutrition-related procurement;
- Upload complete and accurate supporting documents;
- Ensure timely posting in accordance with procurement timelines;
- Coordinate with the BAC Secretariat and End-User Units.

Procurement Unit

- **Christie N. Drilon** – Administrative Officer II

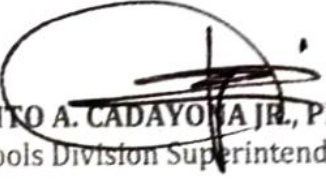
Duties and Responsibilities:

- Prepare and encode procurement postings (RFQs, notices, awards, and related documents);
- Upload complete and accurate supporting documents;
- Ensure timely posting in accordance with procurement timelines;
- Coordinate with the BAC Secretariat and End-User Units.

4. To ensure integrity, transparency, and accountability in the use of the PhilGEPS system:

- Strict segregation of duties shall be observed;
- All users shall maintain the confidentiality of login credentials;
- Sharing of accounts is strictly prohibited;
- Accounts of personnel who are transferred, reassigned, or separated from service shall be immediately deactivated;
- The Agency Coordinator shall conduct periodic review and updating of user accounts.

5. This Memorandum shall take effect immediately upon issuance and shall remain in force unless sooner revoked or amended.
6. Immediate dissemination of and strict compliance with this Memorandum is directed.


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

