



Republic of the Philippines
Department of Education
REGION VII – CENTRAL VISAYAS
DIVISION OF CITY SCHOOLS – TAGBILARAN CITY

Office of the Schools Division
Superintendent

DIVISION MEMORANDUM
MLA-2021-BAC-167

To : **Dr. Beatriz C. Luga**
Dr. Aimee T. Amistoso
Dr. Beatriz E. Incog
Dr. Aquilino T. Milar Jr.
Mr. Alberto A. Lacang
Dr. Vida A. Encarquez
Dr. Nenita J. Incog
Dr. John Ariel A. Lagura
Miss Angeli Faith V. Pascual
Mr. Bernadito T. Taguisa
(Mrs.) Marife C. Rallos
Mr. Ananias J. Sumaylo
Mr. Ruben C. Lorejo
(Mrs.) Jennifer B. Sarigumba
Mr. Christian John L. Capon

Miss Marianne C. Palomares
Miss Lady May P. Karaan
(Mrs.) Michelle T. Sagara CPA, MM
Mr. Joseph C. Barrete
Mr. Artemio B. Alo LLB, EnP
Engr. Junicel T. Mancha
Engr. Jose C. Mariñas III
Engr. Louenie T. Indanao
(Mrs.) Julie Ann Kristie A. Redillas
(Mrs.) Rosalie A. Tambis
Mr. Japhet A. Revereal
(Mrs.) Rhodelia B. Tumanda
Dr. Filomena C. Tanggaan
Dr. Rosene D. Olaivar
Dr. Esther L. Cagas

From : **JOSEPH IRWIN A. LAGURA PhD**
Schools Division Superintendent *file*

Subject: **ADDENDUM TO MLA-2021-BAC-155 (re: SEMINAR-WORKSHOP ON THE PREPARATION OF THE 2022 PPMP, APP, WFP, AND PMIS OF THE DIVISION OF CITY SCHOOLS – TAGBILARAN CITY)**

Date : November 19, 2021

- 1) This Office announces the Division Bids and Awards Committee (BAC) Seminar-Workshop on the Preparation of CY 2022 Project Procurement Management Plan (PPMP), Annual Procurement Plan (APP), Work and Financial Plan (WFP), and Program Management Information System (PMIS) of the Division of City Schools – Tagbilaran City on November 22 - 24, 2021 at Mithi Resort & Spa, Bingag, Dauis, Bohol.
- 2) Attached herewith is the matrix of activities for the said three-day event.
- 3) Participants are to bring their own laptop to be used for the hands-on workshop.
- 4) All other provisions of MLA-2021-BAC-155 not consistent with this Memorandum are still in effect.
- 5) Immediate dissemination of this memorandum is desired.



**DIVISION BIDS AND AWARDS COMMITTEE (BAC)
SEMINAR-WORKSHOP ON THE PREPARATION OF THE 2022 PROJECT
PROCUREMENT MANAGEMENT PLAN (PPMP), ANNUAL PROCUREMENT
PLAN (APP), WORK AND FINANCIAL PLAN (WFP), AND PROGRAM
MANAGEMENT INFORMATION SYSTEM (PMIS)**

MITHI RESORT & SPA, BINGAG, DAUIS, BOHOL

NOVEMBER 22 – 24, 2021

MATRIX OF ACTIVITIES

DAY 1	November 22, 2021	
TIME	ACTIVITY	
08:30 – 09:30 a.m.	PART I – ARRIVAL AND REGISTRATION	
09:30 – 10:30 a.m.	PART II – PRELIMINARIES - NATIONAL ANTHEM - WELCOME ADDRESS - STATEMENT OF PURPOSE	- Beatriz C. Luga PhD
10:30 – 11:30 a.m.	PART III - PRESENTATION OF APP CSE 2022 - Overview of the PPMP	Marife C. Rallos
11:30 a.m. – 12:00 p.m.	- PRESENTATION OF PPMP PER UNIT: - SGOD - CID - ADMIN - CASH & SUPPLY - BUDGET & FINANCE	- Marife C. Rallos/ Marianne C. Palomares
12:00 - 01:00 p.m.	- LUNCH BREAK	
01:30 – 02:30 p.m.	- CONTINUATION ON THE PRESENTATION OF THE PPMP PER UNIT	- Marife C. Rallos/ Marianne C. Palomares
02:30 – 02:45 p.m.	- UNFREEZER/BREAK/SNACKS	
02:45 – 03:00 p.m.	- PRESENTATION OF INDICATIVE AND UPDATED APP 2021	- Marianne C. Palomares
03:00 – 04:00 p.m.	- OVERVIEW OF AGENCY PROCUREMENT COMPLIANCE AND PERFORMANCE (APCPI)	- John Ariel A. Lagura PhD
04:00 – 05:00 p.m.	- PRESENTATION OF BUDGET UTILIZATION	- Julie Ann Kristie A. Redillas

DAY 2		November 23, 2021	
TIME	ACTIVITY		
08:30 – 09:00 a.m.	PRELIMINARIES - NATIONALISTIC SONGS		
09:00 – 11:00 a.m.	- CONSOLIDATION/PREPARATION OF INDICATIVE APP 2022	-	
11:00 a.m. – 12:00 p.m.	- OVERVIEW/REVIEW/PRESENTATION OF PMIS	-	Engr. Junicel T. Mancha/ Mr. Artemio B. Alo
12:00 – 01:00 p.m.	- LUNCH BREAK		
01:30 – 05:00 p.m.	- HANDS-ON/APPLICATION OF Program Management Information System (PMIS)		
	SOCIAL GATHERING ❖ With special presentation by the BAC Members		

DAY 3		November 24, 2021	
TIME	ACTIVITY		
08:30 – 09:00 a.m.	PRELIMINARIES NATIONALISTIC SONGS		
09:00 a.m. – 12:00 p.m.	FINALIZATION/PRESENTATION OF OUTPUTS: - CONSOLIDATED PPMP 2022 - INDICATIVE APP 2022		
12:00 p.m.	LUNCH		

Aquilino J. Milar, Jr. PhD

Emcee