



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**  
No. 612, s. 2025

September 3, 2025

**SEMINAR ON RA 12009 OTHERWISE KNOWN AS THE NEW GOVERNMENT  
PROCUREMENT ACT AND ITS IMPLEMENTING RULES AND REGULATIONS (IRR)**

1. With reference to the attached letter from the Philippine Institute of Certified Public Accountants (PICPA) – La Union Chapter, a 2-day face-to-face Seminar on RA 12009 otherwise known as the New Government Procurement Act including its Implementing Rules and Regulations (IRR) will be conducted on November 7-8, 2025 at Aloha Nui Hotel, Candon City, Ilocos Sur. Said activity is under Self-Directed Learning subject to the approval of the CPD Council, and with approval from GPPB under Training Reference No. 2025-RP-00119.
2. The identified participants from the Division Procurement are the following:
  - i. Wilfreda D. Bongalos - Head of Procuring Entity
  - ii. Maurine C. Castaño - BAC Vice Chairperson
  - iii. Janet T. Butalid - BAC Regular Member
  - iv. Junicel T. Mancha - Technical Working Group
  - v. Marife C. Rallos - Budget Officer
  - vi. Japhet A. Revereal - Property & Supply Officer
  - vii. Angeli Faith V. Pascual - BAC Secretariat
  - viii. Bernadito T. Taguisa - BAC Secretariat
3. All expenses relative to the said activity shall be charged to the Division MOOE/local funds, subject to usual accounting and auditing rules and regulations.
4. Services rendered beyond official time of the concerned personnel shall be granted with payment of overtime or grant of compensatory time off, whatever is applicable, subject to availability of funds and existing auditing rules and regulations.
5. For information, guidance, and compliance.

**WILFREDA D. BONGALOS PhD, CESO V**  
Schools Division Superintendent 

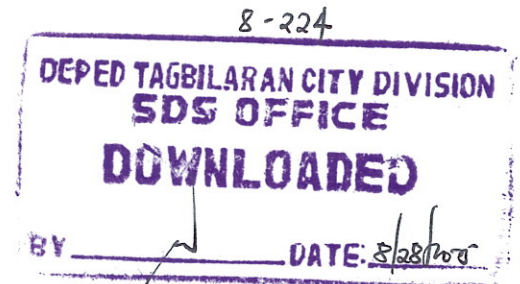
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**SEMINAR ON RA 12009 OTHERWISE KNOWN AS THE NEW GOVERNMENT PROCUREMENT ACT AND ITS IMPLEMENTING RULES AND REGULATIONS (IRR)**

From PICPA NL CPD Training <picpalaunionchapter@picpa.net>  
Date Thu 8/28/2025 8:15 AM  
To TAGBILARANCITY DIVISION <tagbilarancity.division@deped.gov.ph>



**SEMINAR ON RA 12009 OTHERWISE  
KNOWN AS THE NEW GOVERNMENT  
PROCUREMENT ACT AND ITS  
IMPLEMENTING RULES AND  
REGULATIONS (IRR)**

**November 7-8, 2025**

**Aloha Nui Hotel, Candon City, Ilocos Sur**

[CLICK HERE TO REGISTER](#)

The Philippine Institute of Certified Public Accountants (PICPA), the National Organization of Certified Public Accountants (CPAs), and the PICPA - La Union and Ilocos Sur-Abra Chapters will be holding a two-day face-to-face **Seminar on RA 12009 otherwise known as the New Government Procurement Act including its Implementing Rules and Regulations (IRR) on November 7-8, 2025, 8 AM – 5 PM at Aloha Nui Hotel, Candon City, Ilocos Sur.**

This 2-day activity is under Self-Directed Learning subject to the approval of the CPD Council. Also, this activity is with approval from

GPPB under Training Reference No. 2025-RP-00119. Our Resource Person is **MARIA CIELO MENDOZA- LAMPA**, a GPPB-recognized trainer.

**For national government agencies (NGAs), corporate government agencies (CGAs), government-owned and/or controlled corporations (GOCCs), government financial institutions (GFIs), State Universities and Colleges (SUCSs), National Hospitals and Local Water Districts (LWDs)**, we cordially invite your personnel the Bids and Awards Committee (BAC), Members of the BAC Secretariat, Technical Working Group (TWG), Head of Procuring Entity, End-Users, Supplier/Contractor, Accountant/Finance Officer, Disbursing Officer, Treasurers, Budget Officer, Administrative, Property and Supply Officer and Inspection and Disposal Committees and other interested personnel to attend the said seminar Finance/Accounting.

Also, for **local government units (LGUs)**, we respectfully invite,

- **For the Provinces, Cities, Municipalities, Provincial and District Hospitals** – The Members of the Bids and Awards Committee (BAC), Members of the BAC Secretariat, Technical Working Group (TWG), Head of Procuring Entity, End-Users, Supplier/Contractor Personnel from the Accounting/Finance, Budget Office, Treasury, Planning and Development Council, Human Resource, Administrator, Property and Supply Officer, Inspection and Disposal Committees Liga ng mga Barangay at Sanggunian;
- **For the Barangays** – BAC Members and TWG Members of the Barangays, Barangay officials and personnel which includes the Punong Barangay, members of the Barangay Council, Chairman of the Committee on Appropriations, Barangay Treasurers and Barangay Secretary; and
- **For the Sangguniang Kabataan (SK)** - BAC Members and TWG Members of the SKs, Members from the SK which includes the PPSK President of the Province or ex-officio member of the Provincial Board, PPSK President of the municipality or city or ex-officio member of the City or Municipal Council, SK Chairman, SK Treasurers and the rest of the SK council.

Schedule/Program of Activities is as follows:

**Day 1 – November 7, 2025**

Competitive Bidding under the NGPA including its Bid Documents and Other Forms

**Day 2 - November 8, 2025**

Alternative Mode of Procurement under the NGPA including its Bid Forms

Shown below are “per attendee” seminar fees, good for the entire activity for two days. (Note: Rates are pursuant to DBM NBC Circular No. 596 dated January 20, 2025 as specified on the guidelines of seminar fees for government personnel.)

***For CPAs or Non-CPAs:***

P4,500 – If paid until August 31, 2025

P5,000 – If paid from September 1 to November 6, 2025

*“No more **WALK-Ins**”*

Registration fee **includes** morning and afternoon snacks, lunch, kits and VAT. Accommodation is **not** included. Limited slots, 350 pax only.

Training and travel expenses shall be charged against the budgeted Maintenance and Other Operating Expenses (MOOE) of the government agency pursuant to the provisions under DBM NBC Circular No. 596 dated January 20, 2025 and Executive Order No. 77, s. of 2019.

TO PAY, please refer to the BANK DETAILS below:

LAND BANK OF THE PHILIPPINES

CHECKING ACCOUNT NO. 0202-0149-25

ACCOUNT NAME: PICPA LU CHAPTER

We accept cash deposit, check deposit, auto debit to account (ADA) and List of Due and Demandable Accounts Payable (LDDAP) payment schemes.

For complete registration, your personal details and your payment must be fully verified and validated. For validation, kindly send the following information to [picpalaunionchapter@picpa.net](mailto:picpalaunionchapter@picpa.net)

- a. Proof/Screenshot of Payment / Deposit Slip
- b. Full Name of Participant
- c. CPA No., if any
- d. Expiry Date of License, if any
- e. E-mail address
- f. Name of the Agency
- g. Position in the Procurement/Agency

**Come and visit us here in the Candon City, Ilocos Sur. Immerse yourself in the charm and beauty of our vibrant city nestled in the heart of Ilocandia.**

**Explore the beauty of the City and don't miss the fun and relaxation to our beaches and natural heritage sites. Lastly, have a taste to our local delicacies and don't forget to take some before going home.**

To register, click here:

<https://forms.gle/Qn1N5Q1zpC2X1V1JA>

For inquiries, you may reach us at [picpalaunionchapter@picpa.net](mailto:picpalaunionchapter@picpa.net) or 09437043474.

Thank you very much.

Respectfully yours,

**PICPA La Union & PICPA Ilocos Sur-Abra Chapters**

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REGISTER

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REPUBLIC OF THE PHILIPPINES  
DEPARTMENT OF BUDGET AND MANAGEMENT  
GEN. SOLANO ST., SAN MIGUEL, MANILA

**NATIONAL BUDGET CIRCULAR**

No. 596  
January 20, 2025

- TO :** All Heads of Departments, Bureaus, Offices, and Agencies of the National Government, Including State Universities and Colleges (SUCs), and Commissions and Offices under the Constitutional Fiscal Autonomy Group; Government-Owned Or -Controlled Corporations (GOCCs); Local Government Units (LGUs); And All Others Concerned
- SUBJECT :** Updated Guidelines on Participation of Government Officials and Employees in Conventions, Seminars, Conferences, Symposia, and Similar Non-Training Gatherings Sponsored by Non-Government Organizations or Private Institutions
- 

**1.0 Purpose**

This Circular is issued to update the guidelines and the allowable cost of participation of government officials and employees in conventions, seminars, conferences, symposia, and other similar gatherings prescribed in National Budget Circular (NBC) No. 563 dated April 22, 2016.

**2.0 Coverage**

- 2.1 This Circular shall cover all activities requiring the payment of registration and related fees for the participation of government personnel in conventions, seminars, conferences, symposia, and other similar gatherings conducted/sponsored by non-government organizations or private institutions in the Philippines.
- 2.2 For purposes of this Circular, conventions, seminars, and the like shall refer to those conducted primarily to share, discuss, or disseminate ideas or information on developments in a particular field or fields of interest for common appreciation, awareness, and resolution of specific issues, as well as to foster collaboration with different stakeholders.

These include, but are not limited to, those conducted by professional organizations or groups of common interest where government personnel are members.

## Illustrative Examples

### ***Illustrative Example I***

*Professional Organization ABC will have a three-day annual convention-seminar in Iloilo City. Registration fee is P2,500 per day, while annual individual membership fee is P500 per person.*

Ms. Cha Cristobal, an employee of Agency A that is based in Metro Manila, expressed her interest to join the convention-seminar in order to learn about the latest development and best practices in her field/profession. The attendance in such a convention-seminar is aligned with the Agency A's Career and Development Program.

The entire registration fee for the 3-day seminar amounting to P7,500 may be charged against the budget of the agency concerned. On the other hand, the individual membership fee shall be shouldered by Ms. Cristobal.

Moreover, since the official travel will be beyond the 50-km radius from her permanent station, Ms. Cristobal may be entitled to (a) transportation and miscellaneous expenses; and (b) daily travel expenses (DTE) of P1,800 per day (*Cluster II*) for hotel/lodging, meals, and incidental expenses, subject to the rules and regulations under EO No. 77, s. 2019, as may be amended.

### ***Illustrative Example II***

*Organization XYZ will have a one-day seminar in Baguio City on Public Service Values. Registration fee is P2,000 per day.*

Ms. Sandee Espiritu, an employee of Agency B that is based in Baguio City, signified her interest to attend the subject seminar being a relatively new public servant. The agency head approved the participation of Ms. Espiritu in the seminar to strengthen her public service ethos.

The registration fee of P2,000 shall be charged against agency funds.

### ***Illustrative Example III***

*L&D, Inc. will have a two-day seminar on ISO 9001:2015 Quality Management System. Course fee is P4,000 per day.*

Mr. Ivan Segundo, an employee of Agency C under the Planning Division, expressed his interest to attend the seminar since his unit is in-charge of the agency's ISO certification and the development of internal quality management policies.

The agency head approved the participation of Mr. Segundo in said seminar to enhance his planning and management competencies.

Corollary, since the seminar is conducted for training purposes that is aimed at enhancing the skills and competencies of its participants directly related to the performance of their duties and responsibilities, the same is excluded from the coverage of this Circular.