



Republic of the Philippines
Department of Education
REGION VIII - EASTERN VISAYAS

December 19, 2025

OFFICE MEMORANDUM

ADMIN -2025 - **631**

ORIENTATION ON THE SALIENT FEATURES OF RA 12009

To: Functional Division Chiefs
Bid and Awards Committee
RO Divs./Units Designated End-Users
All Others Concerned

1. This Office, through the Bids and Awards Committee (BAC) will conduct an Orientation on the salient features of RA 12009 specifically on the new forms to be used in all procurement activities beginning next year on January 7-9, 2025 at RELC-NEAP 8, Candahug, Palo, Leyte.

2. The activity aims to capacitate all personnel involved in procurement activities of the Regional Office on the new forms of RA 12009 specifically on the new PPMP and APP forms.

3. The participants of this orientation are the following:

- a. RO Division Chiefs
- b. Bids and Awards Committee members
- c. BAC Secretariat and TWG members
- d. Designated RO Divs./Units End Users (In-Charge of PMIS)

4. The expenses for lunch and 2 snacks shall be charged against the Procurement Unit Fund, subject to the existing accounting and auditing rules and regulations.

5. Immediate dissemination of and compliance with this Memorandum are desired.

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