



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

January 12, 2026

**OFFICE MEMORANDUM**

QAD-2025 - 23

**ORIENTATION ON THE USE OF MODERNIZED PHILGEPS AND THE  
PROCUREMENT OF COMMON-USE SUPPLIES AND EQUIPMENT (CSE)-  
VIRTUAL STORE AND eMARKETPLACE**

To: Director IV  
Regional Functional Division Chiefs  
All Others Concerned

1. In compliance with the Implementing Rules and Regulations (IRR) of RA 12009, specifically on the use of Modernized PhilGeps and eMarketplace for procurement of Common- Use Supplies and Equipment, this Office, through the Bids and Awards Committee (BAC), shall conduct an Orientation on the Use of Modernized PhilGeps and the Procurement of Common-Use Supplies and Equipment (CSE) Virtual Store and eMarketplace on January 19, 2026 at RELC NEAP.
2. This activity covers the following:
  - a) Navigation of the Virtual Store (VS) Platform;
  - b) Online Ordering and Transactional Processes;
  - c) Electronic Payment Systems (eWallet);
  - d) Current Policies on Procurement of CSE; and
  - e) Navigation of Modernized PhilGeps.
3. Expected participants are as follows:

EXPECTED PARTICIPANTS	NO. OF PARTICIPANTS
1) Functional Divisions PMIS Coordinators	9 Admin - 1      HRDD - 1 CLMD - 1      ORD - 1 ESSD - 1      PPRD - 1 FD - 1      QAD - 1 FTAD - 1
2) Canvassers	9
3) BAC Secretariat - In-charge for Virtual Store	2

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4) Asset Management Section	<b>3</b>
5) SPEAKERS	<b>2</b>
<b>TOTAL</b>	<b>25</b>

4) Expenses on food provision for 2 snacks and 1 lunch of the participants shall be charged against Regional Office/HRDD Fund, subject to the usual accounting and auditing rules and regulations.

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

**RONELLO AL K. FIRMO CESO IV**  
 Assistant Regional Director  
 Officer-In-Charge  
 Office of the Regional Director

BAC-RRC

