



Republic of the Philippines  
Region XI  
**SCHOOLS DIVISION OF DIGOS CITY**  
Digos City



DIVISION MEMORANDUM  
NO. 1005, s. 2019

November 5, 2019

**ATTENDANCE TO FIELD CONSULTATIONS, COMPETENCY NEEDS ASSESSMENT  
RISK PROFILING AND ROOT CAUSE MAPPING ANALYSIS OF REGIONAL AND  
SCHOOLS DIVISION OFFICES**

To: BEVERLY S. DAUGDAUG, EDD  
Chief-Curriculum and Implementation Division

Attention: IDA I. JUEZAN  
Public Schools District Supervisor

1. Attached is Unnumbered Regional Memorandum dated October 28, 2019, and DepEd Memorandum No. 137, s.,2019 regarding the Conduct of Field Consultations, Competency Needs Assessment Risk Profiling and Root Cause Mapping Analysis of Regional and Schools Division Offices.
2. In connection thereto, you are hereby directed to attend the said activity in Subic Bay Metropolitan on November 5-9, 2019. Further, you are to register through email at [asec@deped.gov.ph](mailto:asec@deped.gov.ph).
3. Travel and other incidental expenses of the participants shall be charged to local Maintenance and Other Operating Expenses, all subject to the usual accounting and auditing rules and regulations.
4. Other details of said activities are found in the enclosures.
5. For compliance.

  
CRISTY C. EPE, CESE  
Schools Division Superintendent

Encls:

References: Unnumbered Regional Memo dated October 28, 201  
DepEd Memorandum No. 137, s. 2019

To be indicated in the Perpetual Index under the following subjects:

Subjects: Consultation

ijj: FIELD CONSULTATIONS, COMPETENCY NEEDS ASSESSMENT RISK PROFILING AND ROOT CAUSE MAPPING ANALYSIS OF REGIONAL AND SCHOOLS DIVISION OFFICES  
11-05-2019





DepEd Schools Division of Digos City  
 RECORDS SECTION

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DATE: OCT 30 2019 TIME: 8:38ka  
 BY: \_\_\_\_\_

**MEMORANDUM**

To : Schools Division Superintendents  
 Regional Chiefs  
 Divisions of: CLMD, ESSD, PPRD

Subject: FIELD CONSULTATIONS, COMPETENCY NEEDS ASSESSMENT;  
 RISK PROFILING AND ROOT CAUSE MAPPING ANALYSIS OF  
 REGIONAL AND SCHOOLS DIVISION OFFICES

Date : October 28, 2019

The Office of the Assistant Secretary for Procurement and Administration has issued DepEd Memorandum No. 137, s. 2019 dated October 15, 2019 on the Field Consultations, Competency Needs Assessment, Risk Profiling and Root Cause Mapping Analysis of Regional and Schools Division Offices which is scheduled by cluster. Hence, for Cluster 2 Regions, the activity is set on November 5-9, 2019 within the Subic Bay Metropolitan Authority.

This aims to identify and assess the strengths, weaknesses and possible systems gaps in the procurement operations of the various DepEd Regional Offices (ROs) and Schools Division Offices (SDOs).

Corollary to this, the Regional Office XI has identified five participants from the Functional Divisions (please see attached list) while the SDOs are encouraged to send two from their offices. The Confirmation Slips of the participants shall be submitted at least five working days before the scheduled activity by sending through email at aseca@deped.gov.ph.

There will be no registration fee to be collected from the participants. However, transportation expenses will be charged to local Maintenance and Other Operating Expenses (MOOE) Funds, subject to the usual accounting and auditing rules and regulations.

For information and reference, please refer to the enclosures.

RECORDS SECTION  
 RELEASED

*[Signature]*  
**EVELYN R. FETALVERO, CESO V**  
 Assistant Regional Director  
 Officer-In-Charge  
 Office of the Regional Director

By: \_\_\_\_\_  
 Date: 10-29-19 10:38  
 ROF3/mrb

Empowerment Adaptability Goal-oriented Leadership Excellence

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Document Number : ROXI-114  
 Version Number : 2.0  
 Revision Number : 0  
 Date of Effectivity : July 15, 2019



**FIELD CONSULTATIONS, COMPETENCY NEEDS ASSESSMENT,  
RISK PROFILING AND ROOT CAUSE MAPPING ANALYSIS OF  
REGIONAL AND SCHOOLS DIVISION OFFICES**

November 5-9, 2019

**LIST OF PARTICIPANTS FROM THE REGIONAL OFFICE**

1. Evelyn R. Fetalvero, CESO V	Regional Director
2. Dr. Warlito E. Hua	Chief Supervisor - ESSD
3. Dr. Fedelina O. Huevos	EPS-CLMD
4. Ms. Nelly Clemencia S. Fabia	ND 11- ESSD
5. Ms. Joy L. Sibonga	ADAS 11 - PPRD
Total : 5 participants	

**PARTICIPANTS FROM SDOs**

<b>Division</b>	<b>No. of Participants</b>
1. Compostela Valley	2
2. Davao City	2
3. Davao del Norte	2
4. Davao del Sur	2
5. Davao Occidental	2
6. Davao Oriental	2
7. Digos City	2
8. IGACOS	2
9. Mati City	2
10. Panabo City	2
11. Tagum City	2
Total : 22 participants	

ROF3/nrb

*Empowerment Adaptability Goal-oriented Leadership Excellence*

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Document Number : ROXI-114  
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Republic of the Philippines  
**Department of Education**

15 OCT 2019

DepEd MEMORANDUM  
 No. **137** .s. 2019

**FIELD CONSULTATIONS, COMPETENCY NEEDS ASSESSMENT, RISK  
 PROFILING AND ROOT CAUSE MAPPING ANALYSIS OF REGIONAL  
 AND SCHOOLS DIVISION OFFICES**

To: Regional Directors  
 Minister, Basic, Higher and Technical Education, BARMM  
 Schools Division Superintendents  
 All Others Concerned

1. The Office of the Assistant Secretary for Procurement and Administration will conduct **Field Consultations, Competency Needs Assessment, Risk Profiling and Root Cause Mapping Analysis of Regional and Schools Division Offices** in the following clusters:

Cluster	Region	Date	Venue
1	National Capital Region I, II, III, IV-A, IV-B, Cordillera Administrative Region and Central Office	October 21-25, 2019	Within Subic Bay Metropolitan Authority
2	VI, VII, VIII, IX, X, XI, XII, Caraga, Bangsamoro Autonomous Region of Muslim Mindanao, and Central Office	November 5-9, 2019	

2. The activity aims to identify and assess the strengths, weaknesses and possible systems gaps in the procurement operations of the various DepEd regional offices (ROs) and schools division offices (SDOs). The goal is to provide a framework for necessary interventions to ensure that bottlenecks in procurement operations are minimized, if not eliminated.

3. The launching of the **Center-led, Center-guided Approach** to DepEd field procurement is integral in the implementation of the DepEd Procurement Performance Enhancement Program (PPEP), which is envisioned to strengthen DepEd management systems and promote good governance. This is aimed at implementing a streamlined and standardized procurement management systems, customized to the operations of the DepEd Central Office, ROs, and SDOs, and in professionalizing procurement functions.

4. The DepEd PPEP is designed to set off from preliminary assessment and consultation activities to gain a broader understanding of the realities of the procurement functions and issues in the field offices.

5. The activity expects to gather members of the Bids and Awards Committee (BAC), members of the BAC Secretariat, members of the Technical Working Group, and Heads of the Procuring Entities.

6. ROs are enjoined to send five participants each, while the SDOs are encouraged to send two each from their offices. Walk-in registrations shall not be entertained.

7. No registration fee shall be collected from the participants. However, transportation expenses will be charged to local Maintenance and Other Operating Expenses (MOOE) Funds, subject to the usual accounting and auditing rules and regulations.

8. The first meal to be served will be dinner on Day 0, **October 21, 2019** for Cluster 1 and **November 5, 2019** for Cluster 2 and the last meal will be breakfast of Day 4, **October 25, 2019** for Cluster 1 and **November 9, 2019** for Cluster 2. Check-out shall be in the morning of Day 4 and participants staying in excess will do so at their own expense.

9. The Confirmation Slips of the participants must be submitted **at least five working days** before the scheduled activity to facilitate billeting, meals, and accommodations and send through email at [asec.paa@deped.gov.ph](mailto:asec.paa@deped.gov.ph).

10. The Confirmation Slip and Program of Activities are enclosed.

11. Participants are advised to register via the link for faster processing: [oua.deped.gov.ph/oua-confirmation/user/](http://oua.deped.gov.ph/oua-confirmation/user/). All concerned are advised to read the instructions and accomplish the Entry Form. After completing the pre-registration, a ticket containing the participants information and Quick Response code will be provided, which the participant must present upon arrival. Digital copies are preferred.

12. For more information, please contact either **Ms. Haidee Malana**, Executive Assistant III or **Ms. Angelina Bautista**, Senior Technical Assistant II, Office of the Assistant Secretary for Procurement and Administration, 5th Floor, Mabini Building, Department of Education Central Office, DepEd Complex, Meralco Avenue, Pasig City through email at [haidee.malana@deped.gov.ph](mailto:haidee.malana@deped.gov.ph) or [angelina.bautista002@deped.gov.ph](mailto:angelina.bautista002@deped.gov.ph) or at telephone no. (02) 634-1169.

13. Immediate dissemination of this Memorandum is desired.

  
**LEONOR MAGTOLIS BRIONES**  
Secretary

Encls.:

As stated

Reference:

None

To be indicated in the Perpetual Index  
under the following subjects:

BUREAUS AND OFFICES  
CONFERENCE  
OFFICIALS  
PROCUREMENT  
SCHOOLS