



Republic of the Philippines
Department of Education
DIGOS CITY DIVISION

Office of the Schools Division Superintendent

DIVISION MEMORANDUM

SGOD-2025- 1182

To : Bids and Awards Committee
BAC Technical Working Group
BAC Secretariat

Subject : INSTRUCTIONAL VIDEOS ON THE STANDARD FORMS FOR
PROCUREMENT UNDER REPUBLIC ACT 12009

Date : October 21, 2025

Attached is a memorandum from Wilfredo E. Cabral, Undersecretary, Officer-In-Charge, Office of the Undersecretary and Chief of Staff, regarding the dissemination of Instructional Videos on the Standard Forms for Procurement under Republic Act 12009.

The link to access the videos is found in the attached memorandum.

For your information and guidance.

For and in the absence of the SDS:

MARIA GENEVIEVE T. FRANCISQUETE, CESO VI

Officer-In-Charge

Assistant Schools Division Superintendent

RECORDS SECTION

RELEASED

DATE: OCT 22 2025

BY:



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Republic of the Philippines
Department of Education



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MEMORANDUM

PROC-2025-_____

TO : Undersecretaries
Assistant Secretaries
Bureau and Service Directors
Regional Directors
Schools Division Superintendents
Chiefs of Divisions/Offices/Units
All Others Concerned

ATTENTION : Bids and Awards Committees
Technical Working Groups
BAC Secretariats
End-Users - Project Focal Persons

FROM : 
WILFREDO E. CABRAL
Undersecretary
Officer-In-Charge
Office of the Undersecretary and Chief of Staff

SUBJECT : **Instructional Videos on the Standard Forms for Procurement under Republic Act No. 12009**

Date : October 13, 2025

1. Republic Act 12009 or the *New Government Procurement Act (NGPA)* and its Implementing Rules and Regulations took effect on August 13, 2024 and February 25, 2025, respectively. Further, the effectivity date on the use of the Standard Forms for procurement under the NGPA is September 21, 2025.
2. In order to equip the procurement personnel and actors across DepEd offices nationwide on the use of the new forms and templates, the DepEd Central Office (CO) has developed instructional videos particularly on the preparation of Project Procurement Management Plans (PPMPs), Market Scoping, and the Philippine Bidding Documents for Goods and Services, for ready reference.
3. DepEd CO shares these instructional videos to the Regional and Schools Division Offices (ROs and SDOs), as well as concerned schools for their adaption of the forms and as handy reference materials.

4. The instructional videos can be accessed through this link:
<https://bitly.cx/NGPAInstructionalVideos>.

5. For any clarification, please contact ProcMS-PPMD, thru Mr. Mark Lester V. Taca or Ms. Jenet R. Nadura at Telephone Nos. 8636-6543 or 8638-4392, or email at procms.ppmd@deped.gov.ph.

For information dissemination.


[PPMD/TSF/BTA/JRN]