



Republic of the Philippines  
Department of Education  
REGION XI  
SCHOOLS DIVISION OF DIGOS CITY

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Office of the Schools Division Superintendent

**DIVISION MEMORANDUM**

**OSDS-2026- 020**

To : Assistant Schools Division Superintendent  
Chiefs, SGOD & CID  
Education Program Supervisors  
Public Schools District Supervisors  
Unit Heads / End-users  
Implementing Units / Program Holders  
Bids and Awards Committee  
All Others Concerned

Subject : **CONDUCT OF END-USER INTERFACE FOR THE UPDATES IN GOVERNMENT PROCUREMENT**

Date : January 20, 2026

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In view of the recent implementation of **Republic Act No. 12009** and its **Implementing Rules and Regulations (IRR)**, this Office will be conducting an **End-User Interface Session** to ensure unified understanding and proper compliance with the latest procurement policies, procedures, and documentary requirements.

This activity aims to strengthen coordination between End-Users and the Procurement Unit to improve accuracy in Purchase Requests (PRs), enhance procurement planning, and eliminate delays attributed to incomplete or inconsistent submissions.

**1. Purpose of the Interface**

The End-User Interface shall focus on:

- i. Presentation of updates on procurement rules, policies, and procedural guidelines;
- ii. Clarification of documentary requirements for common and agency-specific procurements;
- iii. Alignment of technical specifications, market study requirements, and Approved Budget for the Contract (ABC) formulation;
- iv. Standardization of procurement processes across end-user units;
- v. Addressing recurring issues encountered in previous procurement cycles.

**2. Participants**

All End-Users and designated program focal persons are **required** to attend. Division Section Heads are also requested to participate to ensure consistency in the implementation of procurement rules.

**3. Schedule and Venue**

**Date:** January 21, 2026

**Time:** 9:00 A.M.

**Venue:** Conference hall, Schools Division Office of Digos City



Address: Roxas Street cor. Lopez Jaena Street, Zone II, Digos City 8002

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Kindly ensure punctuality to maximize the session.

**4. Expected Outputs**

At the end of the interface, the following shall be achieved:

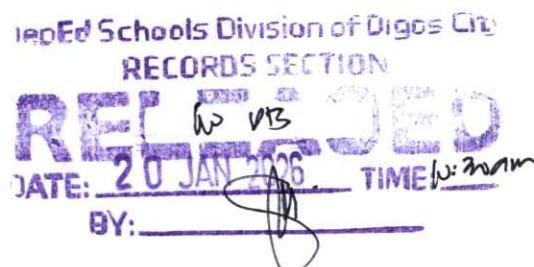
- i. Finalized and standardized procurement templates and checklists;
- ii. Updated reference materials for end-users;
- iii. Improved coordination mechanism between requesting units and the Procurement Unit;
- iv. Clearer understanding of timelines, responsibilities, and compliance requirements.

**5. Compliance**

All offices are enjoined to extend full cooperation. Non-attendance may affect the processing of procurement requests due to lack of updated knowledge on required procedures.

For information and **strict compliance**.

*M. Estacio*  
**MELANIE P. ESTACIO, Ph.D., CESO VI**  
Schools Division Superintendent *[Signature]*



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