



Republic of the Philippines  
**Department of Education**  
 Caraga Region  
**SCHOOLS DIVISION OF SURIGAO DEL SUR**



**DIVISION MEMORANDUM**

No. 029, s. 2026

**CARAGA REGIONAL ASSEMBLY OF EDUCATION LEADERS (RAEL) ON SCHOOL-BASED PROCUREMENT UNDER RA 12009**

To: Assistant Schools Division Superintendent  
 PSDS/DIC  
 Public Elementary and Secondary School Heads  
 Administrative Officers II  
 All Others Concerned

1. Pursuant to Regional Memorandum No. 0176, s. 2026, this Office directs the participation of concerned officials and personnel in the **Caraga Regional Assembly of Education Leaders (RAEL)** on School-Based Procurement under RA 12009, with the theme: **"Transparent and Accountable School Governance: School-Based Procurement in the New Procurement Law RA 12009."** The activity will be conducted on **March 5-6, 2026 at Balanghai Convention Center, Butuan City.**
2. This Division is allocated One Hundred Twenty (120) slots. Participants shall include **School Administrative Officers II** and select Division Office officials concerned with procurement, finance, and administrative services, as well as other personnel performing equivalent functions.
3. A registration fee of Three Thousand Pesos (**Php 3,000.00**) per participant shall be collected to cover meals (two lunches and four snacks), venue, training materials, and other related expenses. Payment shall be deposited to the designated account indicated in the Regional Memorandum.
4. **The registration fee of All Participants** and TEV of Division Office personnel **shall be charged against Division Office funds**, subject to the availability thereof and in accordance with existing budgeting, accounting, and auditing rules and regulations
5. **The Travel Expenses (TEV) of School Administrative Officers shall be charged against their respective School MOOE**, likewise subject to the availability of funds and compliance with existing government accounting and auditing policies.



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# Department of Education

Caraga Region

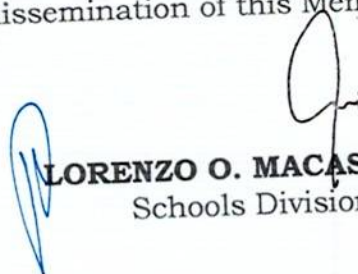
## SCHOOLS DIVISION OF SURIGAO DEL SUR

6. The duly accomplished list of participants, endorsed by the concerned Public Schools District Supervisor (PSDS), must be submitted on or before 12:00 noon of February 26, 2026 through email at: [surigaodelsur.procurement@deped.gov.ph](mailto:surigaodelsur.procurement@deped.gov.ph) or Contact **Ms. Janua R. De Jesus** at **09640864655**.

7. A matrix of allocated slots per district is attached for guidance and strict compliance.

District	No. of Pax	District	No. of Pax	District	No. of Pax
Barobo	7	Hinatuan North	5	Marihatag	4
Bayabas	3	Hinatuan South	6	San Agustin	4
Cagwait	4	Lanuza	4	San Miguel I	4
Cantilan	6	Lianga	6	San Miguel II	7
Carmen	4	Lingig I	6	Tagbina I	6
Carrascal	4	Lingig II	4	Tagbina II	4
Cortes	4	Madrid	4	Tago	7

8. Immediate and wide dissemination of this Memorandum is desired.

  
**LORENZO O. MACASOCOL, Ph.D., CESO V**  
 Schools Division Superintendent

Encl.: none  
 Reference: Regional Memorandum No. 0176  
 To be indicated in the Perpetual Index  
 under the following subjects: POLICY

OSDS/DAG  
 02/25/2025



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