




Republic of the Philippines  
**Department of Education**  
 NATIONAL CAPITAL REGION

**REGIONAL MEMORANDUM**  
 ORD-2023-990

**TO :** OIC- CLMD  
 Regional LRMS Supervisor  
 Procurement Officer  
 BAC Secretariat  
 Regional LRMS Librarian  
 Legal Officer  
 Finance Officer

**FROM :**   
 WILFREDO E. CABRAL, CESO III  
 Regional Director

**SUBJECT :** PARTICIPATION IN THE ROLLOUT ACTIVITY AND ACTION  
 PLANNING OF DEPED FIELD PERSONNEL ON THE  
 PROCUREMENT OF SUPPLEMENTARY LEARNING  
 RESOURCES (SLRs)

**DATE :** September 27, 2023

1. This is in reference to the attached Memorandum DM-CT-2023-294 from Undersecretary Gina O. Gonong, Curriculum and Teaching, on the conduct of the above-mentioned subject on October 9 - 11, 2023, at The Ritz Hotel at Garden Oases, Davao City, for information and appropriate action.
2. Relative to this, the identified participants from the Regional Office are directed to facilitate their travel authority, and pre-register in the link stated in the Memorandum.
3. Immediate dissemination of this Memorandum is desired.



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Doc. Ref. Code	RO-ORD-F005	Rev	00
Effectivity	01.26.23	Page	1 of 2



Republic of the Philippines


## Department of Education

OFFICE OF THE UNDERSECRETARY FOR CURRICULUM AND TEACHING

**MEMORANDUM**

**DM-CT-2023- 204**

**TO :** REGIONAL DIRECTORS

**FROM :**   
GINA O. GONONG  
Undersecretary for Curriculum and Teaching

**SUBJECT :** PARTICIPATION IN THE ROLLOUT ACTIVITY AND ACTION  
PLANNING OF DEPED FIELD PERSONNEL ON THE  
PROCUREMENT OF SUPPLEMENTARY LEARNING  
RESOURCES (SLRs)

**DATE :** September 22, 2023

The Department of Education (DepEd) through the Bureau of Learning Resources–Quality Assurance Division (BLR-QAD) will conduct *Rollout Activity and Action Planning of DepEd Field Personnel on the Procurement of Supplementary Learning Resources (SLRs)* on **October 9 to 11, 2023** at **The Ritz Hotel at Garden Oases, Davao City**.

The activity aims to develop the knowledge, skills, attitudes, and values of field personnel on the procurement process for SLRs, simulate the procurement process and create an action plan on the procurement of SLRs, and gain insights on the roles and functions of the field personnel on the procurement activities related to SLRs. Attached is the program of activities for your reference.

In this connection, the Regional Offices (ROs) are requested to send **nine personnel** in charge of the procurement activities, preferably holding the following designations, to participate in the activity:

1. CLMD Chief,
2. Regional LR Supervisor,
3. Procurement Officer,
4. BAC Secretariat member,
5. Two (2) BAC members,
6. Librarian,
7. Legal Officer, and
8. Finance Officer.



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Please be reminded of the following details:

- **Arrival:** October 9, 2023, First meal - Lunch
- **Departure:** October 12, 2023, Last meal – Breakfast

The identified participants are requested to accomplish the online pre-registration form using this link: [https://bit.ly/PreReg\\_ProcurementRolloutSLRs](https://bit.ly/PreReg_ProcurementRolloutSLRs) on or before **September 28, 2023, 4:00 p.m.** They are also advised to bring their own laptops and extension cords.

Board and lodging of the participants will be shouldered by the BLR. Travel expenses will be charged against the local funds, subject to the usual government accounting and auditing rules and regulations upon submission of required documents. Participants are required to take the most economical means of transportation in attending this activity.

For any query and clarification, please contact **Mr. Robert P. Martin**, Senior Education Program Specialist of the BLR-QAD at telephone numbers (02) 8631-9294/8634-1054 or email address at [blr.lrqad@deped.gov.ph](mailto:blr.lrqad@deped.gov.ph) copy furnished [blr.od@deped.gov.ph](mailto:blr.od@deped.gov.ph).

For your information and appropriate action.

cc: **ATTY. REVSEE A. ESCOBEDO**  
*Undersecretary for Operations*