

**DEPED LANAO DEL NORTE**  
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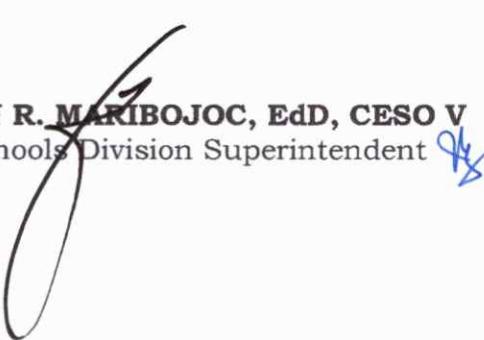
October 22, 2025

**DIVISION MEMORANDUM**  
 No. 650, s. 2025

**DISSEMINATION OF MEMORANDUM PROC-2025**  
 (Instructional Videos on the Standard Forms for Procurement  
 under Republic Act No. 12009)

To: Assistant Schools Division Superintendent  
 Chief Education Supervisor, Curriculum Implementation Division  
 Chief Education Supervisor, School Governance and Operations Division  
 Public Elementary and Secondary School Heads  
 Section/Unit Heads  
 All Others Concerned

1. For the information of all concerned, enclosed is Memorandum Proc-2025 titled *Instructional Videos on the Standard Forms for Procurement under Republic Act No. 12009*, which is self-explanatory.
2. Division and school members of the Bids and Awards Committee, Technical Working Group and Secretariat are instructed to watch the videos, get a copy of and study the use of the new forms and templates which are on the preparation of PPMPs, Market Scoping, and the Philippine Bidding Documents for Goods and Services.
3. Queries relative to this matter can be relayed to 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](mailto:procms.ppmd@deped.gov.ph)
4. This Office directs the immediate and wide dissemination of this Memorandum.

**EDWIN R. MARIBOJOC, EdD, CESO V**  
 Schools Division Superintendent 

Encl.: As stated  
 Reference: None  
 To be indicated in the Perpetual Index  
 under the following subjects:

BIDS AND AWARDS      INSTRUCTIONAL VIDEOS      PROCUREMENT

JCV/DM – Dissemination of Memorandum Proc-2025  
 October 22, 2025



Republic of the Philippines  
Department of Education

DEPED -LANAO DEL NORTE 47090  
RECORDS SECTION CONTROL NO.

RECEIVED

20-10-2025 9:25

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BY

**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.pppmd@deped.gov.ph](mailto:procms.pppmd@deped.gov.ph).

For information dissemination.

*[Signature]*  
/PPMD/TSF/BTA/JRN/