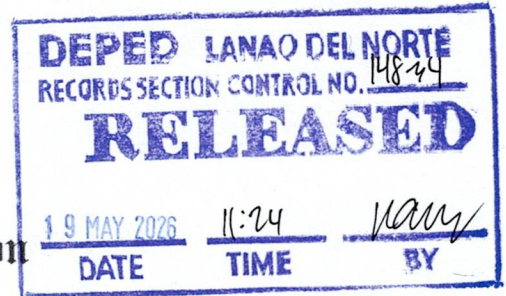




Republic of the Philippines
Department of Education
 REGION X

SCHOOLS DIVISION OF LANA O DEL NORTE



May 18, 2026

DIVISION MEMORANDUM

No. 256, s. 2026

**PHILGEPS ACCOUNT RETRIEVAL AND MODERNIZED PHILGEPS
 (mPhilGEPS) ORIENTATION SEMINAR**

To: Division BAC Secretariat
 Accounting Unit Staff
 Supply Unit Personnel
 District Administrative Officers II (DAO)
 Asst. District Administrative Officers II (ADAO)

1. In line with the Division's commitment to ensure compliance with government procurement regulations and to enhance organizational efficiency in the utilization of the Philippine Government Electronic Procurement System (PhilGEPS), an **Orientation Seminar on PhilGEPS Account Retrieval and Modernized PhilGEPS** shall be conducted on **May 20, 2026, at Evergreen Garden Function Hall, Esperanza, Bacolod, Lanao del Norte.**
2. It has been observed that several personnel in the field have encountered technical difficulties involving the retrieval of registered PhilGEPS accounts and the reactivation of inactive accounts, which have affected participation in procurement-related activities. Moreover, with the implementation of the Modernized PhilGEPS system, there is a need to familiarize concerned personnel with its updated features, processes, and compliance requirements.
3. In this regard, the orientation seminar aims to provide participants with guidance and technical assistance on the following:
 - a. Procedures for PhilGEPS account retrieval;
 - b. Requirements and processes for reactivation of inactive accounts;
 - c. Troubleshooting common account-related concerns;
 - d. Orientation on the Modernized PhilGEPS system, including its updated features and functionalities;
 - e. Proper navigation and utilization of the Modernized PhilGEPS platform; and
 - f. Compliance with government procurement policies and procedures through PhilGEPS.
4. Resource persons and technical representatives from the PS-DBM Regional Office in Cagayan de Oro City will conduct the one-day session on the necessary



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procedures, requirements, updates, and troubleshooting mechanisms relevant to PhilGEPS account management and the Modernized PhilGEPS platform.

5. Participants are requested to bring their own laptops for convenience during the simulation and actual troubleshooting activities. The District Administrative Officers II and Assistant District Administrative Officers II are hereby directed to conduct a scheduled short orientation program after attending this activity.

6. This Memorandum shall serve as the Authority to Travel. Traveling and meals expenses will be charged against Division MOOE fund subject to the usual accounting and auditing policies, rules, and regulations.

7. Immediate dissemination of and strict compliance with this Memorandum are hereby directed.

EDWIN R. MARIBOJOC, CESO V
Schools Division Superintendent

Reference: None

To be indicated in the Perpetual Index under the following subjects:

MODERNIZED PhilGEPS ACCOUNT RETRIEVAL ORIENTATION



Republic of the Philippines
Department of Education
REGION X
SCHOOLS DIVISION OF LANA DEL NORTE

Annex A. List of Participants

DAO	ADAO	OSDS
Gamale, Meliza E.	Manding, Suhayl Ibrahim	Edwin R. Maribojoc
Nuez, Therese Veronica	Estor, Richard D	Jayvy C. Vegafria
Rodriguez, Eilleen Rose B	Mabao, Wilbur Dick II	Armando B. Pasok
Turtogo, Michael O	Piamonte, Alexis	Torr Aurelio M. Ardon
Malaubang, Joel A	Ampaso, Raihana D	Emily S. Padayhag
Bacalso, Melojen Y	Abdul, Raihanie C	Mariam A. Mapandi
Pancho, Rowena S	Dimasangcay, Hidayah M	Cherry Beth C. Gupit
Nasser, Johainy C	Lomabao, Nasrodin D	Mae Aisa S. Pascua
Pandapatan, Jahara I	Muto, Asarah Ibrahim	Florderick C. Velarde
Barambangan, Neshrin	Asum, Alfaizzah Jahirah	Norhayfah D. Ali
Tangcowal, Rihamna M	Dibangkitun, Asnefa M	Jane J. Cabungcal
Bamba, Arnold Sergei A	Zamora, Melody Mativo	Hazel Sumalpong
Bongaros, Jeryl Mae M	Manuta, Michelle Panim	Heartlain Delos Reyes
Villanueva, Phoeza E	Kayla Michelle A. Mamac	Glenn Jumalon
Arnoco, Manilyn Villasor	Bitancor, Jazzen P	Jeffered Sibay
Tolero, Han Gretel S	Navises, Richeel Lee D	Leah Aleria-Pina
Gonzaga, Frank Lynne P	Apao, Criselle M	Glaiza Balatero
Manaros, Mike Macasare	Ibrahim, Roselainie C	John Oswald Ranoa
Egue, Omaima	Egue, Sittie Hannah Alyssa	Irene Mae Cebedo
Tago, Johairah Alingan	Gubaten, Norolain Ali	Kem Gorecho
Abdulcader, Emran Bara	Atar, Sahira Tominaman	Fegie June 9 Banggulan
Mapandi, Tahani M	Pananggila-An, Hadjarah M	Jhumar B. Kilat
Andoy, Anthony M	Dayondon, March Ivan Karl	Fema P. Uy
Charivel O. Obina	Somaira M. Odin	Benjamin Cataylo
Aldon D. Canon	Norhana Macatindong	Myles Sayre
	Beverly Daloyon	Dimple Cabasis