



Republic of the Philippines
Department of Education
SOCCSKSARGEN REGION

19 Oct 2026

REGIONAL MEMORANDUM

No. 233 s. 2026

**ORIENTATION AND PLANNING ON THE JOINT MEMORANDUM FOR FY 2027
EARLY PROCUREMENT ACTIVITY OF LEARNING TOOLS AND EQUIPMENT
FOR PUBLIC SCHOOLS**

TO: Schools Division Superintendents

1. Pursuant to the Joint Memorandum dated September 28, 2026, titled "*Guidelines on the Utilization of the FY 2027 Provided Funds to Regional Offices for the Early Procurement Activity (EPA) of Learning Tools and Equipment (LTE) for Public Schools*," the Department of Education (DepEd) SOCCSKSARGEN Region shall conduct an orientation and planning meeting to ensure a common understanding and coordinated implementation of the prescribed guidelines across the region.

2. The activity aims to:

- orient concerned personnel on the provisions, fund utilization procedures, and implementation requirements under the Joint Memorandum,
- clarify the roles and responsibilities of the Regional Office, Schools Division Offices (SDOs), and concerned personnel in planning, procurement, implementation, monitoring, and reporting,
- establish coordination mechanisms between procurement and curriculum personnel for the identification of recipient schools and validation of learning tools and equipment requirements,
- discuss the conduct of needs assessment, market scoping, preparation of technical specifications, and incorporation of identified procurement projects into the appropriate Work and Financial Plan (WFP) and Annual Procurement Plan (APP),
- develop an implementation plan and timeline for the conduct of EPA in accordance with applicable procurement laws, rules, and regulations, and
- ensure proper documentation, monitoring, and timely submission of status and accomplishment reports in accordance with the Joint Memorandum.

3. The orientation and planning meeting shall be conducted **on October 23, 2026 (Friday)**. The venue shall be communicated separately.

4. The following officials and personnel shall participate in the orientation and planning meeting:

Office	Required Participants
Regional Office	- Assistant Regional Director - Chief, Curriculum and Learning Management Division (CLMD) - Learning Resources (LR) Supervisor - TechPro Supervisor - MAPEH Supervisor - Head, BAC Secretariat



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	• Administrative Officer IV – Procurement • Administrative Officer II – Procurement • COS – Procurement Unit
Schools Division Offices (SDOs)	• BAC Chairperson • Chief, Curriculum Implementation Division (CID) • Learning Resources (LR) Supervisor • SHS Division Focal • Head, BAC Secretariat • Administrative Officer IV – Procurement

5. All concerned personnel shall review the Joint Memorandum and its annexes before the meeting. Participants shall prepare relevant inputs on school needs, proposed LTE requirements, recipient school validation, market scoping, procurement timelines, implementation concerns, and reporting requirements.

6. The Schools Division Offices shall undertake their respective EPA activities as the Procuring Entities, subject to the Joint Memorandum and applicable laws, rules, and regulations. The Regional Office shall provide the necessary coordination, technical assistance, monitoring, and consolidation of reports in accordance with its prescribed responsibilities. The award of contracts shall be made only upon the enactment and approval of the FY 2027 General Appropriations Act (GAA).

7. Meals, venue, accommodation and other related expenses shall be charged against available and applicable funds of Regional Offices, subject to usual accounting and auditing rules and regulations.

8. For clarifications, contact Remie P. Pama through email at remie.pama@deped.gov.ph

9. For strict compliance and guidance.


ATTY. ALBERTO T. ESCOBARTE, CESO II
Regional Director

Encl.: As stated
Reference:
Allotment:
To be indicated in the Perpetual Index
under the following Subject:

TRAINING

RPP/ASD/RM-ORIENTATION AND PLANNING FOR THE JOINT MEMORANDUM FOR FY 2027 EARLY PROCUREMENT ACTIVITY (EPA) OF LEARNING TOOLS AND EQUIPMENT (LTE) FOR PUBLIC SCHOOLS
063/ October 19, 2026

ROASD8



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Enclosure 1: Indicative Schedule of Activity

Time	Activity	Lead / Resource Person
8:30–9:00 AM	Registration of Participants	RO Procurement
9:00–9:15 AM	Opening Program: Prayer, National Anthem, and Preliminary Activities	RO Procurement
9:15–9:30 AM	Opening Remarks and Message	Kathrine H. Lotilla - Assistant Regional Director
9:30–9:45 AM	Statement of Purpose	Remie P. Pama - Procurement
9:45–10:30am	Overview and Key Provisions of the Joint Memorandum FY 2027 LTE Fund Allocation, Fund Utilization, and Responsibilities of Concerned Offices Discussion of EPA Procedures, Procurement Timeline, and Contract Award Conditions and Implementation	Assistant Regional Director / BSC Chair
10:30–12:00NN	Identification of items and discussion of technical specification (Science and Math, TechPro, and MAPEH)	8 SDOs
	LUNCH BREAK	
1:00–3:00 PM	Presentation of Identified of Recipient Schools according to Annex B	8 SDOs
3:00–5:00 PM	Creation of Monitoring Tool, Documentation, and Monthly Status and Accomplishment Reports Open Forum, Agreements, and Closing Remarks	RO and SDOs
5:00 onwards	Dinner	RO and SDOs