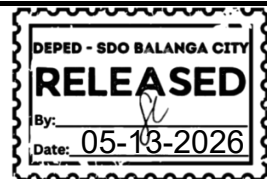




Republic of the Philippines  
**Department of Education**  
Region III – Central Luzon  
**SCHOOLS DIVISION OFFICE OF BALANGA CITY**

**Office of the Schools Division  
Superintendent**



**DIVISION MEMORANDUM**


No. 264, s. 2026

**MANDATORY PROCUREMENT SEMINAR AND COORDINATION MEETING**

TO: Education Program Supervisors  
Elementary and Secondary School Heads  
All Others Concerned

1. In reference to the letter from the Office of the City Mayor dated May 05, 2026, regarding the continuous improvement of educational services and the timely delivery of city-funded projects, this Office announces the conduct of the mandatory Procurement Seminar and Coordination Meeting to be facilitated by the Bids and Awards Committee (BAC) on May 19–20, 2026, from 8:00 a.m. to 4:00 p.m. via Zoom.
2. The activity aims to:
  - a. provide a comprehensive briefing on legal procurement protocols;
  - b. align administrative processes with the requirements of the Bids and Awards Committee (BAC);
  - c. address recurring administrative and procurement-related concerns; and
  - d. strengthen the implementation of the “No Delay” policy for Calendar Year 2026.
3. In this regard, the attendance of all Education Program Supervisors, Administrative Officers, School Clerks, and School Principals is hereby strongly encouraged. To ensure consistency and clarity of discussions, the presence of the concerned officials themselves is highly preferred to minimize miscommunication and procedural lapses.
4. Participants may join the session through the following Zoom details:

**Meeting ID:** 814 6734 6144  
**Passcode:** 532543
5. Immediate dissemination of and strict compliance with this Memorandum are desired.

  
**ROLAND M. FRONDA, EdD, CESO V**  
Schools Division Superintendent

Encl.: As stated

Reference:

To be indicated in the Perpetual Index under the following subjects:  
Bids and Awards Committee (BAC)  
Training Programs

Ref No.: OSDS-ADMN-2026-DM007  
O2/rtj



**Address:** DFS Phase III, Talisay, Balanga City  
**Email Address:** balanga.city@deped.gov.ph  
**Telephone No.:** (047) 935-0210

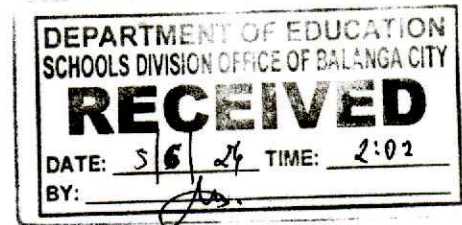




Republic of the Philippines  
Province of Bataan  
City of Balanga  
**OFFICE OF THE CITY MAYOR**

05 May 2026

**Mr. Roland M. Fronda, EdD. CESO V**  
City Schools Division Superintendent  
Department of Education – Balanga City  
Phase III, Talisay, Balanga City



Dear Dr. Fronda,

In our shared commitment to the continuous improvement of our educational services and the timely delivery of city-funded projects, the Bids and Awards Committee (BAC) is yet to conduct a mandatory Procurement Seminar and Coordination Meeting. This session is designed to provide a comprehensive briefing on legal procurement protocols and to ensure that all administrative processes are fully aligned with the requirements of the BAC.

We have observed in previous implementation cycles that several critical projects encountered delays or denials primarily due to a lack of sufficient lead time and late submission of requests. These bottlenecks have hindered operational efficiency and, more importantly, the timely delivery of resources to our learners. To resolve these issues and establish a more synchronized workflow, it is imperative that we standardize our understanding of procurement timelines and documentation requirements across all levels of school leadership and administration.

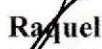
In this regard, we strongly encourage the attendance of all Education Program Supervisor, Administrative Officer, School Clerk, and School Principals. To ensure consistency and clarity of discussion, the presence of the concerned officials themselves is highly preferred, as the seminar will serve as the primary venue to address recurring administrative hurdles and to establish a "no-delay" policy for the 2026 calendar year. Direct participation will ensure that key personnel receive the guidance firsthand and minimize the risk of miscommunication or procedural lapses.

The meeting will be held on **May 19 – 20, 2026 at 8:00 AM – 4:00 PM** via Zoom. Participants may join the session using the **Meeting ID: 814 6734 6144** and **Passcode: 532543**.

We look forward to your full cooperation in ensuring that all concerned personnel are in attendance, so that we may continue to serve the people of Balanga with the highest standards of accountability and efficiency.

Thank you.

Very truly yours,

  
**Raquel Francis D. Garcia**  
City Mayor