



Republic of the Philippines  
**Department of Education**  
REGION XI  
**SCHOOLS DIVISION OF DAVAO DE ORO**

2025-07-08-0999  
DEPARTMENT OF EDUCATION  
DIVISION OF DAVAO DE ORO  
RECORDS SECTION  
**RELEASED**  
By:   
Date: 07-08-25 Time: 5:37AM

Office of the Schools Division  
Superintendent

July 7, 2025

**DIVISION MEMORANDUM**  
OSDS-2025- 872

**TECHNICAL ASSISTANCE IN NAVIGATING THE PHILGEPS**

To: **FELENE THERESE R. BARROGA** – BAC Secretariat Member  
**JOMAR M. DUMOPOY** – BAC Secretariat Member

1. Attached is the letter-request for technical assistance in navigating and proper use of PhilGEPS of Mr. Norman G. Jandog, EdD, School Principal IV, Atty. Orlando S. Rimando National High School, of this Division, dated July 1, 2025.
2. Anent to this, you are advised to attend/conduct the abovementioned activity on **July 16, 2025**.
3. This Memorandum ***serves as your Authority to Travel (ATT)***.
4. Travel, meals and other incidental expenses incurred in the activity shall be charged against any local funds, subject to the usual accounting and auditing rules and regulations.
5. Immediate dissemination of this Memorandum is desired.

**PHOEBE GAY L. REFAMONTE**  
OIC – Schools Division Superintendent

Encl.: As stated  
Reference: none  
FN: BAC/Memo\_TA in Navigating the PhilGEPS



Address: Capitol Complex, Brgy. Cabidanan, Nabunturan, Davao de Oro  
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Republic of the Philippines  
**Department of Education**  
REGION XI-DAVAO  
SCHOOLS DIVISION OF DAVAO DE ORO  
MACO NORTH DISTRICT

July 1, 2025

**PHOEBE GAY L. REFAMONTE, CESO VI**

OIC-Schools Division Superintendent  
Division of Davao de Oro  
Nabunturan, Davao de Oro



**Subject: Request for Assistance in Navigating and Proper Use of PhilGEPS**

**Madam:**

We formally write to request from your good office for an assistance in guiding our school – Atty. Orlando S. Rimando National High School on the proper use and navigation of the Philippine Government Electronic Procurement System (PhilGEPS).

In accordance with procurement regulations and to uphold transparency and accountability in government transactions, it is crucial for us to comprehensively grasp the appropriate utilization of the PhilGEPS system. However, the staff responsible for and engaged in the procurement process require orientation and technical support through training sessions, briefings, or any form of technical assistance if possible on **July 15, 2025** to guarantee the correct procurement procedure.

Hoping for favorable response on this matter.

Thank you.

Respectfully,

  
**NORMAN G. JANDOG, EdD**  
School Principal IV



**ATTY. ORLANDO S. RIMANDO NATIONAL HIGH SCHOOL**

Binuangan, Maco, Davao de Oro  
Vanguard of Excellence  
aosrnhs2.deped@gmail.com

