



**GPPB-TSO-CAGAYAN STATE UNIVERSITY
CERTIFICATION PROGRAM FOR PUBLIC
PROCUREMENT SPECIALIST - LEVEL I**
CSU Andrews Campus, Tuguegarao City
Tel. No.: 844-0711



REGISTRATION FORM

Registration Date:		Reservation Fee:	
Course Level: I – Basic	No. of Hours: 56 hours	Registration Fee:	

*PASSPORT SIZE
ID PICTURE*

STUDENT INFORMATION

Name : _____
Last Name
First Name
Middle Initial

Sex : **Male** **Female**

Age : _____

Civil Status : **Single** **Married** **Widow/er**

Highest Educational Attainment: _____

Religion : **Roman Catholic** **Protestant**
Others (Please specify) : _____

Ethnicity : **Ilocano** **Tagalog** **Ibanag**
Others (Please specify) : _____

Agency : _____

Address : _____

Position : _____

Designation : **BAC Chair** **BAC Member**
 BAC Secretary **TWG**
Others (Please specify) : _____

No. of Years in the Designation : _____

Trainings attended related to the implementation of RA 9184 :

Email Address : _____

Contact No. : **Mobile** _____ **Landline** _____

Student Signature



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DATE	TOPIC / COVERAGE	DURATION	RP/LECTURER
April 8-24, 2019	Enrollment Period	11 days	c/o CSU
May 4, 2019 8:00-8:30 am	Opening Program	30 mins	c/o CSU
May 4, 2019 8:30-12:30 nn	Principles and Practices Of Public Procurement – Basic Concepts in Procurement, Best Global Procurement Practices, Principles of Public Procurement	4 hours	Atty. Rowena Candice M. Ruiz Executive Director V GPPB-TSO
May 4, 2019 1:30-5:30 pm	Legal and Administrative Environment of Philippine Public Procurement – History of Philippine Procurement Law, legal Mechanisms under RA 9184, Scope and Coverage of RA 9184	4 hours	Atty. Rowena Candice M. Ruiz Executive Director V GPPB-TSO
May 11, 2019 8:30-12:30 nn	Ethics in Procurement	4 hours	Atty. Elmira S. Cruz-Caisido Deputy Executive Director IV GPPB-TSO
May 11, 2019 1:30 – 5:30 pm	Procurement Organization Framework – Roles and Functions of HoPE, BAC, BAC Sec, TWG, and Observers, Common Issues on Procurement Organizations	4 hours	Atty. Elmira S. Cruz-Caisido Deputy Executive Director IV GPPB-TSO
May 18, 2019 8:30-12:30 nn	Procurement Planning – Linkage between Budgeting and Procurement Planning, Procurement of Multi-Year Projects, Factors to Consider in Crafting Technical Specifications and in Identifying the Approved Budget of the Contract (ABC)	4 hours	Atty. Melissa A. Santiago-Yan Deputy Executive Director IV GPPB-TSO
May 18, 2019 1:30 – 5:30 pm	Procurement Planning – Preparation of the PPMP, APP and PMR	4 hours	Atty. Melissa A. Santiago-Yan Deputy Executive Director IV GPPB-TSO
May 25, 2019 8:30-12:30 nn	Procurement Procedures for Goods and Services – Definition of Terms, Procurement Short of Award, Steps 1-4, Eligibility Requirements	4 hours	Mr. Philippe D. Cortes OIC-Head, Secretariat Division GPPB-TSO
May 25, 2019 1:30 – 5:30 pm	Procurement Procedures for Goods and Services – Steps 5-8, Ordering Agreement	4 hours	Mr. Philippe D. Cortes OIC-Head, Secretariat Division GPPB-TSO
June 1, 2019 8:30-12:30 nn	Preparation of Philippine Bidding Documents for the Procurement of Goods and Services with Tips and Workshop on the Preparation of technical Specifications	4 hours	Dir. Francis C. Bautista OIC-Asst Regional Director DBM FO 2 GPPB Recognized Trainer
June 1, 2019 1:30-5:30 pm	Alternative Methods of Procurement for the Procurement of Goods	4 hours	Ms. Ludivina T. Potot Chief Budget & Management Specialist DBM FO 2 GPPB Recognized Trainer
June 8, 2019 8:30- 12:30 nn	Contract Management and Administration of Goods	4 hours	Mr. Reynaldo R. Villon Senior Budget & Management Specialist DBM FO 2 GPPB Recognized Trainer
June 8, 2019 1:30-5:30 pm	Contract Management and Administration of Goods	4 hours	Mr. Reynaldo R. Villon Senior Budget & Management Specialist DBM FO 2 GPPB Recognized Trainer
June 15, 2019 8:30-12:30 nn	The Modernized Philippine Government Electronic Procurement System (PhilGEPS)	4 hours	Dir. Rosa Clemente , Director IV, PhilGEPS
June 15, 2019 2:30 - 4:30 pm	EXAM	2 hours	c/o CSU Training Team
June 22, 2019	Graduation Ceremony	3 hours	c/o CSU Training Team