



Republic of the Philippines
Department of Education
Region VIII
SCHOOLS DIVISION OFFICE
TACLOBAN CITY

December 4, 2023

DIVISION MEMORANDUM

No. 720, s. 2023

FROM: Bids and Awards Committee (BAC) and Bids Awards Committee Secretariat

TO: Chief Education Supervisors
Education Program Supervisors and Public Schools District Supervisors
Senior Education Program Specialist
Division Unit and Section Heads
All Others Concerned

SUBJECT: DEADLINE FOR THE SUBMISSION OF PURCHASE REQUEST FOR THE YEAR 2023

1. In view of the processing of delivery and payments of goods and services for the calendar year 2023, the Bids and Awards Committee (BAC) announces that the deadline for the submission of Purchase Requests is on **December 11, 2023**.
2. This is to give ample time for the procurement process, implementation, liquidation, and processing of payments.
3. All Purchase Requests submitted beyond the above-stated deadline shall not be acted upon by the BAC unless the said request is under the Early Procurement Process (EPA) or its implementation is for calendar year 2024.
4. Immediate dissemination and compliance with this Memorandum are desired.


JUDELLA RUIZ-LUMPAS, EdD, CESO VI
Schools Division Superintendent

RELEASED
12/15/23
2:23 PM
[Handwritten initials]