



Republic of the Philippines
Department of Education
Region VIII
SCHOOLS DIVISION OF TACLOBAN CITY
Tacloban City

May 2, 2024

DIVISION MEMO

NO. 336 s. 2024

**ORIENTATION/RE-ORIENTATION ON THE PROCUREMENT PROCESS FLOW OF
THE QUARTER 2 - QUARTER 4 PROCUREMENT ACTIVITIES**

**TO: BAC MEMBERS
TWG, BAC SEC MEMBERS
UNIT HEADS/FOCAL PERSONS/END-USERS**

1. Relative to the issuance of office Memorandum No. 15, s. 2024 and Office Memorandum No. 21 s. 2024 and to ensure effective and efficient implementation of governing principles, policies, specific procedures and management of programs, activities and projects respectively, the procuring entity through the Bids and Award Committee of the Schools Division of Tacloban City, enjoins all Unit-Heads/End-Users/Program Focal Persons to attend the orientation/re-orientation on the procurement process flow of the procurement activities on May 17, 2024, 8:30 AM at the SDO Conference Hall, Tacloban City.
2. The objectives of this activity are as follows:
 1. To orient/re-orient the participants as program focal person on the flow of the procurement activities being handled for FY 2024;
 2. To be able to procure the activity within the period stated in the PMIS;
 3. To be able to complete the procurement process upon submission of an approved procurement activity up to payment of the winning bidder/supplier.
3. Participants to this gathering are as follows:
 - A. Bac Members, TWG and Bac Sec Staff
 - B. Unit Heads/End-Users/Program Focal Persons
4. Further, all PMIS in-charge of the Three (3) Functional Divisions shall prepare the projects/programs based/generated deliverables from the PMIS system and furnish each program focal person under their unit a copy.
5. The Bids and Awards Committee through the BAC Secretariat shall prepare the venue and all needed equipment. Also, identified BAC Members and BAC Sec staff are directed to prepare their topics/parts of the said activity.
6. Expenses incurred like snacks of the participants shall be charged to Division MOOE subject to the usual accounting rules and auditing procedures.
7. For information, guidance and compliance



Sherlita A. Palma
SHERLITA A. PALMA EdD., CESO VI
Assistant Schools Division Superintendent
Officer-In-Charge
MSD NO. 198
dtg 4-30-2024