



Republic of the Philippines
Department of Education
Region VIII

SCHOOLS DIVISION OFFICE OF TACLOBAN CITY

November 22, 2024

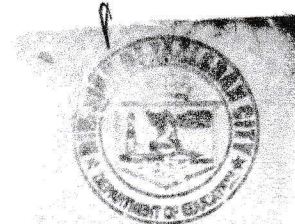
DIVISION MEMORANDUM
NO. 882 s. 2024

**CUT-OFF DAYS ON THE SUBMISSION OF PURCHASE REQUEST (PR) FOR
PROCUREMENT AND ADDENDUM ON THE PROCESSES OF SUBMISSION OF
PURCHASE REQUEST (PR)**

**TO: Chief, CURRICULUM IMPLEMENTATION DIVISION
Chief, SCHOOLS GOVERNANCE OPERATION DIVISION
UNIT HEADS
PROGRAM AND PROJECT FOCALS
ALL CONCERNED**

1. In compliance with the timeline of the procurement process and to have an efficient year-end management procurement process, BAC secretariat office will be accepting Purchase Request for Procurement until December 6, 2024 only, this is for the BAC secretariat office to have enough time on monitoring the ongoing procurement activities before the closing of books on December 16, 2024, and to have sufficient time for consolidation and preparation of essential documents for reporting.
2. Furthermore, to ensure the efficiency and correctness of the preparation of the Purchased Request (PR), the BAC secretariat is required to provide administrative support to the BAC through thorough checking of the specification before the approval of the Head of Procuring Entity (HoPE). Moreover, all PR must be countersigned by the BAC secretariat before the approval of the (HoPE).
3. For preferential attention and compliance.

Sherlita A. Palma
SHERLITA A. PALMA, EdD, CESO VI
OIC-Schools Division Superintendent



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Date: 22 NOV 2024
Time: 0:09
Signature: _____