



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

November 27, 2024

DIVISION MEMORANDUM
 NO. 891s. 2024

**TO: Education Program Supervisors
 Public Schools District Supervisors
 All others concerned**

**SUBJECT: Mandatory Submission of Purchase Requests for Early Procurement for the
 1st Semester of Calendar Year 2025**

1. This memorandum reiterates the mandatory submission of Purchase Requests (PRs) for all necessary programs, projects, and activities to be implemented starting January 2025. This includes, but is not limited to: the Eastern Visayas Regional Athletic Association (EVRAA) Meet 2025; fuel requirements; publications; garbage collection; sanitary landfill; publication of statements of receipts and expenditures; equipment for business renewal; and office supplies. Deadline: All PRs must be submitted on or before December 2, 2024, to the City Mayor's Office. No exceptions or special accommodations will be made.
2. This policy strengthens financial accountability and ensures the optimal utilization of funds. The semesterly submission of PRs facilitates timely procurement.
3. CID Focal (EPS and PSDS) please be guided by the deadline and submit all pertinent documents as attachments. Miss Niceta L. Galura (School Board Secretary) to coordinate the collection and submission of all documents.
4. Your cooperation in enforcing this mandatory policy is crucial.
5. Immediate attention to this matter.

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