



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF EDUCATION
NATIONAL CAPITAL REGION
SCHOOLS DIVISION OFFICE – MARIKINA CITY

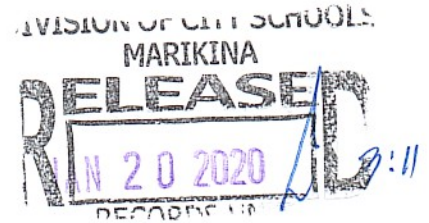
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January 20, 2020

MEMORANDUM TO:

OIC, Office of the Asst. Schools Division Superintendent
Chief Education Supervisors, CID and SGOD
Division BAC
Elementary School Principals
Secondary School Principals (Non Implementing Unit Only)
School BAC Chairman, Elementary and Secondary
School BAC Secretary, Elementary and Secondary



SUBMISSION OF PURCHASE REQUESTS FOR 1ST QUARTER CY 2020

In line with the approval of School Annual Procurement Plan (APP) for CY 2020, all elementary and secondary schools (Non Implementing Units) are hereby instructed to forward all Purchase Requests (PRs) covering the 1st Quarter Procurement Milestone only until January 23, 2020 (Thursday) for signature of the undersigned to commence the procurement process.

All PRs and its attachments (APP Regular, POWs, APP CSE and PPMPs whichever is applicable) are to be forwarded to the Office of the Asst. Schools Division Superintendent/ BAC Chairman for review.

Approved PRs are then to be released by the Office of the BAC Secretary, this division.

Attached herewith is the Purchase Request format to be used.

Immediate dissemination and strict compliance of this Memorandum is desired.


SHERILL T. GAYOLA

Education Program Supervisor
OIC, Office of the Schools Division Superintendent

