



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF EDUCATION
NATIONAL CAPITAL REGION
SCHOOLS DIVISION OFFICE – MARIKINA CITY
Shoe Ave., Sta. Elena, Marikina City
+63 (02) 682-2472 / 682-3989 (CID) / 508-6113 (SGOD)
<https://depedmarikina.ph> / (email) sdo.marikina@deped.gov.ph



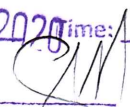
March 12, 2020

MEMORANDUM TO:

OIC, Office of the Asst. Schools Division Superintendent
Chief Education Supervisors, CID and SGOD
Elementary and Secondary School Heads
Officers-In-Charge
Public Schools Only

SCHOOLS DIVISION OFFICE
Marikina City
RECORDS UNIT

RELEASED

MAR 12 2020 time:
By: 

**SUBMISSION OF PURCHASE REQUESTS FOR SECOND QUARTER PROGRAMS,
PROJECTS, ACTIVITIES (PPAs)**

The field is hereby reminded of the submission of Purchase Requests (PR) for the second quarter Programs, Projects, Activities (PPAs) on **March 16 - 20, 2020** to the Office of the Officer-in-Charge, Asst. Schools Division Superintendent (thru Ms. Camille Carmona).

In preparing the PR, please consider the following:


- a. Detailed specifications of each item to be procured
- b. Quantity and unit must be accurately specified
- c. No branding

Submit the PR with the following attachments:

- d. Approved PPMP
- e. Approved APP (Non-CSE or CSE)
- f. Approved WFP
- g. Approved POW (for repair and infrastructure)

Approved PRs will be released by the Office of the Officer In-Charge, Schools Division Superintendent (thru Ms. Mary Seal R. Marcellana).

Immediate and wide dissemination of this memorandum is desired.


SHERYLL T. GAYOLA
Education Program Supervisor
Officer-In-Charge
Office of the Schools Division Superintendent