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

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