

Republic of the Philippines
Department of Education
Region VI-Western Visayas
DIVISION OF SAGAY CITY

January 3, 2018


DIVISION MEMORANDUM

No. 001 s. 2018

To: Asst. Schools Division Superintendent
Division Chief (SGOD & CID)
Administrative Officer V-Admin. Services
Administrative Officer V-Budget
BAC Secretariat
Education Program Supervisors (CID)
Senior Education Program Specialists
Planning Officer III
Education Program Supervisor (SGOD)
Accountant III
Administrative Officer IV-Supply

Subject: Orientation on Procurement Process

1. It has been observed that in the year 2017, there are instances where the Programs/Projects/Activities are conducted in short notice. This sometimes resulted to problems in the procurement of goods, labor and services which are needed in the said activity.
2. In order to avoid violating provisions of the procurement law, there is a need to set systems and procedures in the conduct of the activities ensuring that goods and services needed in the conduct of the training are procured in accordance with the said law.
3. In view of this, the BAC is hereby instructed to conduct orientation to the concerned units in order to establish the guidelines and system procedures to avoid inconvenience.
4. All concerned are therefore invited to attend the orientation/ discussion relative to this matter on January 15, 2018, 2:00 pm at the Division Office Conference Room.
5. For wide dissemination.


MARSETTE D. SABBALUCA, CESO VI
Asst. Schools Division Superintendent
Officer in Charge
Office of the Schools Division Superintendent 