



Republic of the Philippines
Department of Education
REGION IX, ZAMBOANGA PENINSULA
DIVISION OF PAGADIAN

2-22-23
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February 21, 2023

Division Office Memorandum

DMO No. 08, s.2023

To: Assistant Schools Division Superintendent
Division office personnel concerned
All School Heads
Others Concerned

**SUBMISSION OF REQUIRED DOCUMENTS FOR PROCUREMENT NOT LATER THAN THE
26TH CALENDAR DAY BEFORE THE SCHEDULED CONDUCT OF ACTIVITY**

1. In view of the issues and concerns in the procurement process, the undersigned hereby reiterates the provisions of *2016 Revised Implementing Rules and Regulations- Annex "C"* of Republic Act 9184 wherein all documents and pertinent attachments have to be submitted not later than the 26th calendar day before the scheduled conduct of the activity.
2. These documents, among others as may be required by the Bids and Awards Committee ((BAC), include the following:
 - i. Approved Activity Proposal
 - ii. Approved Purchase Request
 - iii. Approved EPMIS Activity Request including all pertinent annexes
3. Submission of the abovementioned documents within 26 days before the scheduled conduct of the activity constricts the procurement operational timeline. This will cause delay of the procurement of requested goods that resulting in the possible deferral of the conduct of the activity.
4. For guidance and compliance

For the Schools Division Superintendent:


MA. COLLEEN L. EMORICHA, EdD, CESO VI

Assistant Schools Division Superintendent
In-Charge of the Office

Attn.: As mentioned

DIO//dljusay/sgod

_____/February 20, 2023



Department of Education, Pagadian City Division, San Jose Heights, San Jose, Pagadian City



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