



Republic of the Philippines  
Department of Education  
Region V – Bicol

TANGGAPANG PANSANGAY NG CATANDUANES


September 4, 2024

OFFICE MEMORANDUM  
No. 283, s. 2024

**DEADLINE OF PURCHASE REQUESTS  
FOR 2024 SUB-ALLOTMENT RELEASE ORDERS (Sub-AROs)**

To: Assistant Schools Division Superintendent  
OIC/Chief Education Supervisor  
OSDS Unit Heads  
CID, SGOD and OSDS Program Owners  
Bids and Awards Committee & Secretariat  
All Others Concerned

1. To ensure that all downloaded funds for 2024 will be fully utilized by the end of the year, and procurements are completed within the timelines mandated in the Government Procurement Law, this Office sets the **deadline for submission of procurement/purchase requests on October 16, 2024 (Wednesday)**.
2. This means that all requests for procurement (Purchase Requests) must be submitted by the Program Owners to the Bids and Awards Committee Secretariat (BAC Sec) on or before the said date.
3. Only procurements for Sub-Allotment Release Orders (Sub-AROs) received after October 16 are exempted from strict compliance to this memorandum.

  
**CECILE C. FERRO CESO VI**  
Assistant Schools Division Superintendent  
Officer-In-Charge  
Office of the Schools Division Superintendent



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