



Republic of the Philippines
Department of Education
Region V – Bicol

TANGGAPANG PANSANGAY NG CATANDUANES

March 3, 2025

OFFICE MEMORANDUM
No. 039 s. 2025

**SUBMISSION OF REPORTS FROM MAJOR OFFICES INVOLVED
IN THE PROCUREMENT PROCESS**

TO: OIC – Assistant Schools Division Superintendent
Chief Education Supervisors
OSDS Unit Heads
Bids and Awards Committee and Secretariat
All Others Concerned

1. To monitor the actual status of paid and unpaid procured projects, this Office hereby requests for the following reports from respective offices **on or before March 7, 2025 (Friday)**:

Office	Document/s (as applicable)
Functional Divisions/Units	List of Procured Projects from January 2024 to February 2025
Bids and Awards Committee	List of Awarded Purchase Orders/Contracts
Budget Office	List of Obligated Procured Goods, Services, Infrastructure and Consulting Services
Accounting	List of Unpaid Transactions with submitted documents
Cash	List of Paid Procurement Transactions

2. List must be chronologically arranged from the first day of the month in 2024 & 2025 and must be classified into Goods, Services, Infrastructure and Consultancy as applicable. The report must be prepared in **landscape format in a long-sized bond paper**. A report sample is found in the enclosure to this memorandum.

3. Strict compliance with this memorandum is expected.

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



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Enclosure to Division Memorandum No. 029,s. 2025 SAMPLE OF REPORT

Name of Functional Division/Unit: **School Governance and Operations Division**

LIST OF PROCURED PROJECTS FY 2024

Month	Goods	Services	Infrastructure
JANUARY	1. Printer for the CES Awarded to: Bestfriends Amount: P	1. Food and Venue for the Conduct of Training on xxx Awarded to: Amount: 2. Food for the Conference xxx Awarded to: Amount:	1. None
FEBRUARY	None		
MARCH			
APRIL			
MAY			
JUNE			
JULY			
AUGUST			
SEPTEMBER			
OCTOBER			
NOVEMBER			
DECEMBER			

LIST OF PROCURED PROJECTS FY 2025

Month	Goods	Services	Infrastructure
JANUARY	1. Filing Cabinet Awarded to Bestfriends Amount: P		1. None
FEBRUARY			

Respectfully submitted by:

Name and Signature of Chief/Unit Head

Date: _____

Notes:

- If Infrastructure is not applicable for the functional division/unit, it may no longer be included in the column;
- All OSDS Units must submit their report. Those without procurement may indicate NONE; and
- Reports of the BAC, Budget, Accounting and Cash Units are expected to include Goods, Services, Infrastructure and Consulting Services (if any).



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