



Republic of the Philippines
Department of Education
REGION V - BICOL

SCHOOLS DIVISION OFFICE OF CATANDUANES



SEP 01 2022

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OFFICE OF THE SCHOOLS DIVISION SUPERINTENDENT

UNNUMBERED MEMORANDUM

OSDS-SDS-UM-9-1-2022/SSC

TO : Assistant Schools Division Superintendent
Chief Education Program Supervisors
All Others Concerned

FROM : **SUSAN S. COLLANO, CESO V**
Schools Division Superintendent

SUBJECT : **SUBMISSION OF PROCUREMENT PROPOSALS FOR
QUARTER 4**

DATE : September 1, 2022

In view of the Memorandum on the prohibition of the conduct of training, seminars, and workshops until September 17, 2022, the three offices are instructed to make adjustments in their pre-scheduled activities covered by the prohibition period.

Likewise, the three offices of the SDO proper, through the respective heads, are directed to submit the proposals with complete documents attached, of the 4th quarter programs, projects, and activities on or before September 9, 2022.

The Bids and Awards Committee (BAC) is also directed to consolidate the proposals and conduct one-time procurement activity to save time and effort.

The Accounting, Budget, and Cashier sections must ensure that funds for this purpose are requested and payments are made accordingly and on time.

Failure to submit the proposals and the ensuing payments on the scheduled time may not be acted upon favorably and the responsible office shall be made accountable for negligence as may be reflected in their performance for the year.

Attached is a reiteration of the list of documents to be included in the Activity Proposal.

For compliance.



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List of Documents

1. Approved Activity Proposal with Purchase Request
2. Activity Request generated from the PMIS
3. Memorandum (if the activity has a venue, the memo indicates venue to be announced later)
4. List of participants
5. Menu with complete specifications, if meals are included
6. List of supplies, tools, equipment, other supplies, if needed
7. Copy of Sub-ARO, if there is an issued Sub-ARO
8. Other requirements, if needed

