



Republic of the Philippines
Department of Education
REGION VII – CENTRAL VISAYAS
Division of City Schools – Tagbilaran City

Office of the Schools Division
Superintendent

MEMORANDUM
No. 014 2020

TO : ALL DEPARTMENT HEADS/ END-USER
All Concerned Officials

FROM : JOSEPH IRWIN A. LAGURA, PhD
Schools Division Superintendent (Signature)
Office of the Schools Division Superintendent

SUBJECT : SUBMISSION OF BUDGET PROPOSAL AND REQUEST OF SUPPLY

DATE : March 6, 2020

You are requested to submit all your Budget Proposals to the Supply Unit of this Office shall be done not later than 1 week before the activity date. This is done to ensure that all your requests would undergo proper canvass. Rules and regulations in procuring supplies shall be strictly complied with; thus, late submission will not be accommodated in order to adhere to the legal processing period.

It is our task as Heads and End-User to be aware of the duties with regards to procurement matters and the regulations and policies relating to procurement, for we are also responsible for the legal framework for public procurement process; which than would lead to the development and implementation of procurement policies for the government.

Procurement of default product, services, or building which are not cost-effective is not allowed. Strict compliance of the procurement standard in public sector (directives, regulations, policies, and guidance relating to procurement of supplies, services, and works for the public sector) shall be observed. Procurement amounting to less than Php50,000.00 shall not be necessarily published in PhilGeps; however, such which exceeds to Php50,000.00 should be posted thereto.

For guidance.



Cash & Supply Section

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