

### Republic of the Philippines

### Department of Education

### SCHOOLS DIVISION OF SIARGAO

Office of the Schools Division Superintendent

March 3, 2025

#### **DIVISION MEMORANDUM**

No. 0.3 - 0.9, 2025

### QUARTERLY SUBMISSION OF ACTIVITY PROPOSALS AS BASIS FOR THE PROCUREMENT CALENDAR

To:

Office of the OSDS
Chief, CID, and SGOD
Public Schools District Supervisors
Education Program Supervisors
Senior Education Program Specialists
Administrative Officer V
This Division

- 1. In adherence to Republic Act No. 12009, or the Government Procurement Reform Act on implementing the Project Procurement Management Plan (PPMP), all project owners are required to efficiently plan and execute procurement-related activities to expedite the acquisition process and ensure timely implementation of projects.
- 2. To ensure efficient and timely procurement that is compliant to the cited guidelines, all Personnel/PAPs Focal Person are directed to submit a proposal of the activities in the approved PPMP not later than the dates below for the BAC to calendar procurement.

| QUARTER        | DEADLINE OF SUBMISSION         |  |  |  |  |
|----------------|--------------------------------|--|--|--|--|
| First Quarter  | February 28, 2025              |  |  |  |  |
| Second Quarter | on or before March 7, 2025     |  |  |  |  |
| Third Quarter  | on or before June 2, 2025      |  |  |  |  |
| Fourth Quarter | on or before September 1, 2025 |  |  |  |  |

- 3. Furthermore, project owners shall be responsible for preparing and submitting the **Purchase Request (PR)** (See Enclosure 1) for their respective procurement activities, ensuring that all necessary details are complete and accurate.
- 4. For strict compliance with procurement policies, no items, goods, or services shall be procured if not reflected in the duly approved PPMP/APP.

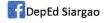






Address: Brgy. Osmeña, Dapa, Surigao del Norte, 8417

Contact No.: 09190040217
Website: sdosiargao.com
siargao@deped.gov.ph





### Republic of the Philippines

## Department of Education caraga region

### SCHOOLS DIVISION OF SIARGAO

- 5. For queries or clarifications, please contact the BAC Chair, Dr. Roel T. Diamante, OIC-ASDS, at roel.diamante@deped.gov.ph.
- 6. For immediate dissemination and strict compliance.

MANUEL O. CABERTE

Assistant Schools Division Superintendent
Officer-in-Charge
Office of the Schools Division Superintendent

Encl: As stated Réferènce: As stated

RA 12009

DepEd Order No. 13, s. 2016

To be indicated in the Perpetual Index under the following subjects:

ACTIVITY PROPOSALS

QUARTERLY SUBMISSION

BAC

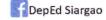
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### Republic of the Philippines

# Department of Education caraga region schools division of stargao

| Enclosure | 1. | F | ui | cl | rase | Re | quest | F | orm |
|-----------|----|---|----|----|------|----|-------|---|-----|
|           |    |   |    |    |      |    |       |   |     |

Appendix 60

### **PURCHASE REQUEST**

| Entity Name:   | Fund Cluster:                           |  |   |  |                    |  |  |  |  |
|--|---|--|---|--|--------------------|--|--|--|--|
| Office/Sectio  | n:SGOD                                  | PR No.:Responsibility Genter G   | Date:   |  |                    |  |  |  |  |
| Stock/<br>Property No.   | Unit                                    | Item Description   | Unit Cost   | Total Cost                               |                    |  |  |  |  |
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|  |   | TOTAL  |   |  |                    |  |  |  |  |
| PURPOSE:   |   |  |   |  |                    |  |  |  |  |
| Requested by:  | Requested by: Approved by:              |  |   | Certificate of Allotment by:             |                    |  |  |  |  |
| Signature :  |   | annitra una que reministra con distribución de la constitución de la c | CONTRACTOR OF THE PROPERTY OF |  |                    | anni a sustanti di suomi di su |  |  |  |
| Printed Name:  | *************************************** |  |   | . CABERTE                                | LOUELA G. VILLEGAS |  |  |  |  |
| Designation :  |   | lic  | Asst. Scho<br>e of the School   |  | Budget Officer III |  |  |  |  |





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