



Republic of the Philippines  
**Department of Education**  
CARAGA REGION  
**SCHOOLS DIVISION OF SIARGAO**



Office of the Schools Division Superintendent

March 13, 2025

**DIVISION MEMORANDUM**

No. **03-089**, 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

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DepEd Siargao



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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

Reference: 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**

CID/nedumanjog

03/3/25



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Enclosure 1. \_\_\_\_\_ Purchase Request Form

Appendix 60.

**PURCHASE REQUEST**

Entity Name: _____		Fund Cluster: _____			
Office/Section :SGOD		PR No.: _____		Date: _____	
		Responsibility Center Code : _____			
Stock/ Property No.	Unit	Item Description	Quantity	Unit Cost	Total Cost
TOTAL					
PURPOSE:					
Requested by:		Approved by:		Certificate of Allotment by:	
Signature : _____		MANUEL O. CABERTE		LOUELA G. VILLEGAS	
Printed Name : _____		Asst. Schools Division		Budget Officer III	
Designation : _____		ice of the Schools Division Superin			