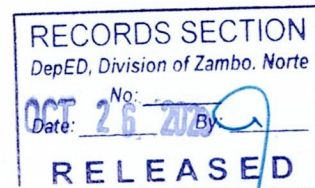




Republic of the Philippines
Department of Education

REGION IX
SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE



Office of the Schools Division Superintendent

October 25, 2023

Division Memorandum

No. 483, s. 2023

DEADLINE FOR THE SUBMISSION OF PURCHASE REQUEST FOR F.Y. 2023

TO: Assistant Schools Division Superintendents
Division Chiefs
EPSs/PSDSs/SEPSs
Sections/Units Heads
All Others Concerned

1. This has reference to Office Memorandum No. 24, s.2022, where it provides the agreement of the Executive Committee to set deadlines on the submission of the Purchase Request (PR) in order to deter the recurring audit observation by the Commission on Audit (COA).
2. In this connection, this office notifies all concerned personnel that purchase request are only allowed until November 15, 2023 (for competitive bidding) and December 1, 2023 (for SVP). In addition, all activities must be conducted before Christmas break and program owners must see to it that documents are complete for payment processing.
3. Submission of the Purchase Request should be directed to the BAC Office to proceed with the procurement process.
4. Widest dissemination and strict compliance of this memorandum is desired.

ROY C. TUBALLA EMD, JD, CESO VI
Schools Division Superintendent

BAC/njld/Division Memorandum / 001/October 26, 2023



Address: Capitol Drive, Estaka, Dipolog City 7100 Tel. No.: (065) 212- 5843
Email: zn.division@deped.gov.ph Website: www.depedzn.net
FB: DepEdTayo- Schools Division of Zamboanga del Norte



Republic of the Philippines
Department of Education
Region IX, Zamboanga Peninsula
SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE

JUL 21 2022
RELEASE
7

Office Memorandum No. 24, S. 2022

To: Assistant Schools Division Superintendents
Division Chiefs
EPSs/PSDSs/SEPSs
Heads, Schools/Sections/Units
All Others Concerned
This Division

From: VIRGILIO P. BATAN JR., CESO VI
Schools Division Superintendent

Subject: EXECOM'S RESOLUTION ON ACCOUNTS PAYABLE'S AUDIT
OBSERVATION

Date: **July 15, 2022**

1. This has reference to the agreement between officials during the 6th ExeCom meeting concerning the recurring audit observation by COA on account payables which involved transactions where purchase requests and conduct of activities were made towards the end of fiscal year. As a result, suppliers could not cope up with the very short period given to deliver, while other supporting documents for the payment of transactions were not readily available before the cut-off.
2. As agreed and in order to deter further COA observation on this matter, this office notifies all concerned that purchase requests are only allowed until November 15, 2022 (for public bidding) and December 9, 2022 (for SVP). In addition, all activities must be conducted before Christmas break and program owners must see to it that documents are complete for payment processing.
3. In line with this, the Division Chiefs/Section or Unit Heads are mandated to review all AIPs/catch-up plans/proposals to ensure that programs and activities are conducted within the timeline. To further ensure adherence to auditing regulations, BAC/Finance officials and program owners may be recalled from leave of absence when availed of towards the end of fiscal year.
4. Immediate dissemination of and compliance with this memorandum is directed.