



Republic of the Philippines
Department of Education
REGION IX

SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE



Office of the Schools Division Superintendent

October 16, 2023

Division Memorandum
No. 44, s. 2023

DEADLINE FOR THE SUBMISSION OF PURCHASE REQUESTS WITH PROPOSALS FOR THE EARLY PROCUREMENT ACTIVITIES (EPA)

To: **All Concerned**
This Division

1. As provided under Annex "6" of DBM Memorandum Circular No. 2023-1 on the *Guidelines on the Grant of the Performance-Based Bonus (PBB) for Fiscal Year 2023 Under Executive Order (EO) No. 80, s. 2012 and EO No. 201, s. 2016*, the agency must be able to submit a Certificate of Compliance that it has conducted Early Procurement Activities (EPA) for at least 50% of the Total Value of the **FY 2024 Procurement Projects** to the GPPB-TSO before January 31, 2024. The EPA must have conducted in FY 2023.
2. In relation to this and to our commitment to undertake EPA for the grant of Performance-Based Bonus, all concerned personnel of this division office are hereby directed to submit their approved Purchase Requests (PRs), accompanied by proposals, if necessary, **on or before October 18, 2023**.
3. Submissions of the aforestated documents should be directed to the BAC Office who is in charge for the conduct of the EPA. Please be reminded that projects must be aligned with their approved Work and Financial Plan for CY 2024.
4. Cooperation of concerned personnel is hereby enjoined.
5. For information and strict compliance.

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

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