



Department of Education
Republic of the Philippines

SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE
REGION IX

OFFICE OF THE SCHOOLS DIVISION SUPERINTENDENT

RECORDS SECTION
DepED, Division of Zambo. Norte
No. 30-0617
Date: 30 OCT 2024
RELEASED

October 30, 2024

Division Memorandum
No. 173 s. 2024

DEADLINE FOR THE SUBMISSION OF PURCHASE REQUESTS FOR F.Y. 2025

TO: Assistant Schools Division Superintendent

Division Chief
EPSS/ PSDSS/ SEPPS
Section/Unit Heads
All others concerned.

1. To expedite the procurement process for Fiscal Year 2024, this Office, through the Bids and Awards Committee (BAC), hereby informs you of the deadlines for submitting Approved Purchase Requests (APRs) with complete attachments to the BAC Office;

2. In this regard, this Office notifies all concerned personnel that purchase requests will only be accepted until **November 15, 2024 (for competitive bidding)** and **November 29, 2024 (for Small Value Procurement)**. Additionally, all procurement activities must be completed before the Christmas break, and program owners must ensure that all necessary documents are complete for timely 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 V
Schools Division Superintendent



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