



Republic of the Philippines  
**Department of Education**

REGION IX  
SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE

OFFICE OF THE SCHOOLS DIVISION SUPERINTENDENT

RECORDS SECTION

DepED, Division of Zambo. Norte

No: \_\_\_\_\_

Date: \_\_\_\_\_ By: \_\_\_\_\_

NOV 13 2024  
**RELEASED**

November 13, 2024


Division Memorandum

No. 613, s. 2024

**DEADLINE FOR THE SUBMISSION OF PURCHASE REQUESTS WITH  
PROPOSALS FOR THE FY 2025 EARLY PROCUREMENT ACTIVITIES (EPA)**

TO: **Assistant Schools Division Superintendent  
Functional Division Heads  
Section/Unit Heads  
Identified Division Office Personnel  
All others concerned.**

1. In preparation for the Early Procurement Activities (EPA) for Fiscal Year 2025, all concerned offices and personnel are instructed to submit their approved Purchase Requests (PRs) for projects under their respective programs no later than **November 20, 2024**. The submission must include the corresponding proposals.
2. Please ensure that all Purchase Requests and proposals are aligned with the approved Work and Financial Plan for CY 2025.
3. All documents must be submitted to the BAC Office, which is in charge for the conduct of the EPA. Kindly use the IPS system in creating the Purchase Requests. Timely submission of these documents is crucial for ensuring an efficient and effective procurement process
4. Your cooperation in adhering to this deadline is highly appreciated and expected.
5. For your information and strict compliance.

  
**LOURMA I. POCULAN EMD, CESO VI**  
Assistant Schools Division Superintendent  
Officer-in-Charge  
Office of the Schools Division Superintendent

BAC/CJP/mjlo/DM-\_\_\_\_-2024/Deadline for Submission of PR for EPA/11122024