



Republic of the Philippines
Department of Education
REGION XI
SCHOOLS DIVISION OF DAVAO DE ORO



Office of the Schools Division
Superintendent

November 3, 2023

DIVISION MEMORANDUM

No. '902, s. 2023

DEADLINE OF SUBMISSION OF ALL PURCHASE REQUESTS

To: Assistant Schools Division Superintendent
Chiefs, Functional Division
All Section Heads
All Program Owners
All other concerned

1. The Bids and Awards Committee (BAC) of this Division informs all Section Heads and Program Owners that the **DEADLINE OF SUBMISSION OF ALL PURCHASE REQUESTS (PRs) with complete attachments** to the BAC Section will be on **November 15, 2023 (Wednesday) until 5:00 pm.**
2. This is to give way in processing all procurements since the tentative deadline for the Special Program and Purchase Orders for Obligation is on December 15, 2023, 5:00 pm.
3. Please see to it that all PRs will be submitted to the BAC Section on or before the deadline. Late submission of PRs will no longer be catered.
4. Immediate dissemination of this Memorandum is desired.

By the authority of the SDS:

ARLYN B. LIM PhD
OIC - Assistant Schools Division Superintendent
Office In-Charge
Office of the Schools Division Superintendent

Encl.: As stated
Reference: None
FN: BAC/Memo_Deadline of Submission of All PRs



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Doc. Ref. Code	PAWIM-F-019	Rev	00
Effectivity	09.12.22	Page	1 of 1