



DEPARTMENT OF EDUCATION  
Region X- Northern Mindanao  
DIVISION OF MALAYBALAY CITY



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DIVISION MEMORANDUM  
NO. 345, s. 2014

247  
DepEd-MALAYBALAY CITY DIVISION  
**RELEASED**  
Date: 11-14-14 Time: 8:28  
By: [Signature]

TO: Promotional Staff  
Section Heads  
This Division

FROM: [Signature]  
EDILBERTO L. OPLENARIA  
OIC-Schools Division Superintendent

RE: DEADLINE FOR SUBMISSION OF PURCHASE REQUESTS

DATE: November 13, 2014

1. In view of Division Memorandum No. 294, s. 2014 re Deadline for Liquidation and Processing of Payments which states among others that the deadline for payment of all procured goods shall be on December 12, 2014 all concerned are hereby requested to likewise observe the following deadline:

- Purchase Request to be submitted to Supply Section – **November 24, 2014**
2. This is being done to give about three weeks allowance for procurement process to the Bids and Awards Committee.
3. All Purchase Request submitted beyond deadline shall be the sole responsibility of the end user in case it does not reach the Accounting Section on or before December 12, 2014.
4. For strict compliance.

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