



DEPARTMENT OF EDUCATION
Region X- Northern Mindanao
DIVISION OF MALAYBALAY CITY
Casisang, City of Malaybalay



Telefax # 088-314-0094, E-mail add: dpdmlyblycity@yahoo.com
Website: www.depedmalaybalay.net

February 26, 2015

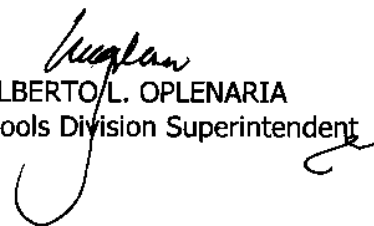
DIVISION MEMORANDUM

NO. 055, s. 2015

TO: Education Program Supervisors
Public Schools District Supervisors
Elementary and Secondary School Heads
All Teaching and Non-Teaching Personnel
This Division

Re: **CENTRALIZED PROCESSING OF PROCUREMENT/PAYMENT UNDER THE
SPECIAL EDUCATION FUND**

1. Per agreement made during the Local School Board meeting held last February 24, 2015, all request for procurement and/or payment under the Special Education Fund of the Local School Board shall be made through the Office of the Schools Division Superintendent and not directly to the City Government of Malaybalay. This is to streamline the processing of all procurement and/or payment documents including the acceptance of the goods or infrastructure procured under the Special Education Fund.
2. For guidance and strict compliance.


EDILBERTO L. OPLENARIA
OIC-Schools Division Superintendent

Copy furnished: Records Section

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Dep-MALAYBALAY CITY DIVISION
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MAR 03 2015 Time: 8:00 AM
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