



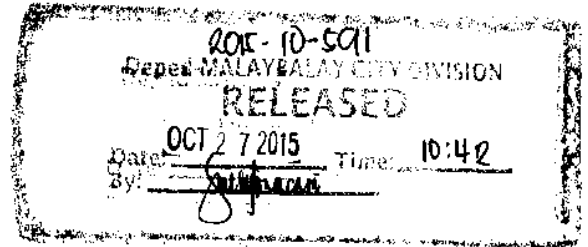
DEPARTMENT OF EDUCATION  
Region X- Northern Mindanao  
DIVISION OF MALAYBALAY CITY

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DIVISION MEMORANDUM  
NO. 438, s. 2015

TO: Chief Education Supervisor and Staff, CID  
Chief Education Supervisor and Staff, SGOD  
Unit Heads  
This Division



FROM: *Edilberto L. Oplenaria*  
EDILBERTO L. OPLENARIA, CESO VI  
OIC-Schools Division Superintendent

RE: **DEADLINE FOR SUBMISSION OF PURCHASE REQUESTS**

Date: October 23, 2015

1. In view of Division Memorandum No. 363, s. 2015 re Deadline for Liquidation and Processing of Payments which states among others that the deadline for payment of all procured goods and services shall be on December 11, 2015 all concerned are hereby requested to likewise observe the following deadline:
  - Purchase Request to be submitted to Property and Supply Unit – **November 13, 2015.**
2. This is being done to give about 30 days 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 11, 2015.
4. For strict compliance

Copy furnished: Records Unit  
Property & Supply Unit