



DEPARTMENT OF EDUCATION
Region X-Northern Mindanao
DIVISION OF MALAYBALAY CITY
Corner Don Carlos-Guingona St., City of Malaybalay

325
Deped-MALAYBALAY CITY DIVISION

RELEASED

Date: 7/31/13 Time: 4:26PM
By: Anabelle



July 30, 2013

DIVISION MEMORANDUM

No. 193, s. of 2013

PROCUREMENT SERVICE (PS) DBM

To: Public Schools District Supervisors
Elementary and Secondary School Heads
This Division

1. Relative to the topic on Procurement Service (PS) DBM which was discussed during the Management Committee Meeting (MANCOM) at the Garden, Malaybalay City last July 23, 2013, that schedule on Processing of APR for Price Quotation (Monday to Wednesday) and Pick up of Stocks on Friday is applicable to Cagayan de oro City PS DBM only.
2. Further, the schedule of PS DBM Valencia Depot is to be observed (Monday to Thursday, 8:00 am to 3:00 pm and Half day every Friday). However, school heads are advised to adhere to the Regional Memorandum re: Schedule of doing transaction every Thursday (half day) and Friday to give time for instructional supervision.
3. Please be guided accordingly.

EDILBERTO L. OPLENARIA
Schools Division Superintendent