



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




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DIVISION MEMORANDUM
NO. 127 s. 2013

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Deped-MALAYBALAY CITY DIVISION
RELEASED
Date: 11/20/13 Time: 8:30 AM
By: Atty. Anabelle C

TO: Promotional Staff
Section Heads
This Division

FROM: 
EDILBERTO L. OPLENARIA
OIC-Schools Division Superintendent

RE: DEADLINE FOR SUBMISSION OF PURCHASE REQUESTS AND PROCUREMENT DOCUMENTS FOR P.O. (Purchase Order)

DATE: November 15, 2013

1. In view of Division Memorandum No. 309, s. 2013 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 13, 2013 all concerned are hereby requested to observe the following deadlines.

- Approved Purchase Request to be submitted to Procurement Unit – **November 19, 2013**
- Approved Abstract of Bids with complete supporting documents to be submitted to Property & Supply Unit for P.O. (Purchase Order) – **November 29, 2013**

2. For strict compliance.

ELO/sylm