



# DEPARTMENT OF EDUCATION

Region X-Northern Mindanao

## DIVISION OF MALAYBALAY CITY

Corner Don Carlos-Guingona St., City of Malaybalay

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December 2, 2013

034  
Deped-MALAYBALAY CITY DIVISION

RELEASED

Date: 12/4/13 Time: 9:47 AM  
By: *[Signature]*

### MEMORANDUM

**TO :** Division BACs, Secretariats, Technical Working Group, and Inspectorate Team  
All Section Heads  
Office staff responsible in the preparation of PPMP

**RE : Urgent Meeting**

1. You are hereby directed to attend an urgent meeting on December 9, 2013, to start at 2:00PM to be held at the Division Office Conference Hall, Malaybalay City.
2. Important matters will be discussed as regards to procurement like the preparation of Project Management Procurement Plan (PPMP), Annual Procurement Plan (APP), Project Monitoring Report (PMR), Agency Procurement Compliance and Performance Indicators (APCPI), among others.
3. For compliance.

*[Signature]*  
**EDILBERTO L. OPLENARIA**  
Schools Division Superintendent

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