

DEPARTMENT OF EDUCATION

Region X-Northern Mindanao

DIVISION OF MALAYBALAY CITY

Sayre Highway, Purok 6, Casisang., Malaybalay City

Email Address: depedmalaybalay@gmail.com; Official website: www.depedmalaybalay.net



Deped-MALAYBALAY CITY DIVISION DIVISION MEMORANDUM No. 359, s. 2015 RELEASED JUL 2 8 2015 Date:

To

: Chief Education Supervisors and Staff, SGOD & CID

Public Schools District Supervisors

Public Elementary & Secondary School Heads

Section/Unit Heads and Staff

From

EDILBERTO L. OPLENARIA, CESO VI VOIC, Schools Division Superintendent

Date

: July 24, 2015

Re

: Dissemination of the New Format for Agency Procurement Request (APR)

- 1. For the information and guidance of all concerned, attached is the new format of Agency Procurement Request (APR) issued by Procurement Service-Department of Budget Management (PS-DBM).
- 2. Forms are downloadable from this website for your softcopy.
- 3. For dissemination and guidance.

Encl.: As stated

Copy furnished: Records Section

Property Unit

To be posted in the Division website

NAME A	AND ADDRESS OF			AGENCY ACCT. CODE				
REQUESTING AGENCY			AGENC	AGENCY CONTROL No.				
TEL. NOS.								
AGENCY PROCUREMENT REQUEST					PS APR No.			
To: THE PROCUREMENT SERVICE DBM Compound, RR Road (Date Prepared)								
Cristobal St., Paco, Manila-								
PLEASE CHECK (√) APPROPRIATE BOX ON ACTION REQUESTED ON THE ITEM/S LISTED BELOW								
[] Please issue common-use supplies/materials per Price List No								
In case fund is not sufficient:[] Reduce Quantity [] Bill Us [] Charge to Unutilized Deposit, APR No.:Date:								
[] Please purchase for our agency non-common items. Attached herewith : [] Complete Specifications								
This form shall be prepared for requisitions of Common-Use goods from the PS Depots & Sub-Depots; and for orders of Consumables & Non-Common Use Supplies from the PS Main.								
For PS Main-Common Use Supplies, please use Form 001 R or Form 001 B								
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