



Department of Education
Region X- Northern Mindanao
DIVISION OF MALAYBALAY CITY
Sayre Highway, Casisang, Malaybalay City



Telefax: (088)813 - 2894 or (088) 221 - 4597 email: depedmlyblycity@yahoo.com

DIVISION MEMORANDUM
NO. G31 S. 2016

DepEd-MA
2016 11-348

RELEASED

Date: NOV 22 2016

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

FROM: 
EDILBERTO L. OPLENARIA, CESO VI
OIC – Schools Division Superintendent

RE: DEADLINE FOR SUBMISSION OF PURCHASE REQUESTS

DATE: November 18, 2016

1. In view of Division Memorandum No. 580 s. 2016 re **DEADLINE FOR LIQUIDATION AND PROCESSING OF PAYMENTS** which states among others that deadline for payment of all procured goods and services shall be on December 12, 2016 all concerned are hereby directed to likewise observe **NOVEMBER 22, 2016** as the deadline for submission of Purchase Request to the Property and Supply Unit.
2. This is being done to give 20 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 22, 2016.
4. For strict compliance.

Copy furnished: Records Unit
Property and Supply Unit