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DM 776-24

Republic of the Philippines  
**Department of Education**  
Region IV-A  
SCHOOLS DIVISION OF QUEZON PROVINCE


24 September 2024

**DIVISION MEMORANDUM**  
DM No. 776, s. 2024

**CONDUCT OF PRE-CONTRACT IMPLEMENTATION CONFERENCE**

To: Assistant Schools Division Superintendents  
Division Chiefs  
SBFP-Focal Person  
Supply Officer  
Procurement Officer  
Division Accountant  
All Others Concerned

1. Relevant to the procurement of Nutritious Food Products for the implementation of School-Based Feeding Program (SBFP) under the project titled "Supply and Delivery of Nutritious Food Products for SBFP Implementation for SY 2024-2025, this office enjoins the attendance of SBFP-Focal Person, Supply Officer, Procurement Officer, Division Accountant and Suppliers. This activity is scheduled on September 25, 2024, 9:00 a.m. at the CID Conference Room, CID Building, SDO-Quezon.
2. This activity intends to align all parties involved in the project as to expectations, requirements, and responsibilities and ensure mutual understanding of contract obligations, deliverables, timelines and other key aspects of the agreement
3. It is imperative to strictly adhere to prevailing health protocols.
4. Immediate dissemination of this Memorandum is desired.

  
**ROMMEL C. BAUTISTA, CESO V**  
Schools Division Superintendent

DEPEDQUEZON-TM-SDS-04-009-003



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