



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

DEPED - QUEZON ICT UNIT
<b>UPLOADED</b>
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OFFICE MEMORANDUM  
OM No. 027, s. 2022

03 March 2022

**SUBMISSION OF PURCHASE REQUEST AND OTHER DOCUMENTS  
FOR GOODS AND SERVICES**

To : OIC – Assistant Schools Division Superintendents  
Division Chiefs  
Section/Unit Heads  
Program Proponents  
Bids and Awards Committee Members/Secretariats/TWG

To ensure a timely and efficient procurement process in this Office, as mandated by R.A.9184, please be advised that all Purchase Requests, including Activity Requests/Authority to Conduct, requests for procurement (if applicable), and other supporting documents for the procurement of Goods and Services, must be received at the BAC Secretariat 15 calendar days before implementation for Goods and Services less than P1,000,000 and at least 45 calendar days before implementation for Goods and Services greater than P1,000,000.

For the information, guidance and strict compliance.

**ELIAS A. ALICAYA JR., EdD**  
Assistant Schools Division Superintendent  
Officer-in-Charge  
Office of the Schools Division Superintendent

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