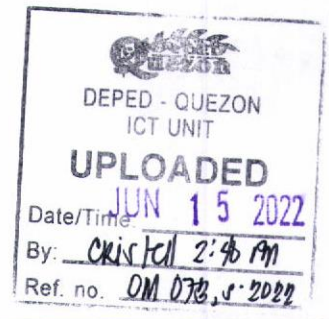




Republic of the Philippines  
**Department of Education**  
Region IV-A  
SCHOOLS DIVISION OF QUEZON PROVINCE



14 June 2022

**OFFICE MEMORANDUM**  
OM No. 073, s. 2022

**SUBMISSION OF REQUISITION AND ISSUE SLIP (RIS) AND OTHER DOCUMENTS FOR  
ISSUANCE AND PROCUREMENT OF GOODS**

**To** Assistant Schools Division Superintendents  
Division Chiefs  
Section/Unit Heads  
Program Proponents  
Bids and Awards Committee Members/Secretariat/TWG

In preparation for the procurement of goods particularly training supplies and materials which may not be available in the Department of Budget Management – Procurement Service (DBM-PS) and Division Supply Unit, this Office requires the concerned division personnel to promptly submit their Requisition and Issue Slip (RIS) on or before **15th of the month** prior to the actual conduct of the activity for proper consolidation to ensure a timely and efficient procurement process.

Immediate dissemination and strict compliance with this Memorandum is desired.

*caa*

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

supmpd06/15/22

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