



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

**UNNUMBERED MEMORANDUM**

**TO:** OIC-Asst. Schools Division Superintendents  
CID and SGOD Chiefs  
Section/Unit Heads  
All Concerned

**FROM:** ELIAS A. ALICAYA, JR., EdD  
Asst. Schools Division Superintendent  
Officer-In-Charge  
Office of the Schools Division Superintendent

**SUBJECT:** SUBMISSION OF PURCHASE REQUISITION BASED ON WORK FINANCIAL PLAN

**DATE:** January 29, 2021

In relation to the 2021 Annual Procurement Plan (APP), all program owners (division chiefs and unit/section heads) are hereby advised to submit an approved Purchase Request Form to the Bids and Awards Committee thru its BAC Secretariat sixty (60) days prior to its financial disbursement schedule based on the submitted Work Financial Plan to have ample time to conduct procurement activities.

Moreover, Purchase Request Form must indicate complete and clear specifications and approved budget for the contract (ABC) as reference for procurement.

Strict compliance to this Memorandum is desired.

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ICT UNIT

UPLOADED

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By: Rommel

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