



Republic of the Philippines
DEPARTMENT OF EDUCATION
Region X
DIVISION OF MISAMIS ORIENTAL
Cagayan de Oro City



DIVISION ADVISORY

**TO: EDUCATION PROGRAM SUPERVISORS
PS DISTRICT SUPERVISORS
ELEMENTARY & SECONDARY SCHOOL HEADS
This Division**

**FROM: CHERRY MAE L. LIMBACO, Ph.D., CESO V
Schools Division Superintendent**

RE: Changes of signatories on purchase request (P.R.)

DATE: January 30, 2014

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1. To ensure effective and efficient implementation of the procurement program in the schools, particularly on supplies and materials procurement for the normal operation of the schools, this Division will implement the changes of signatories on purchase request (P.R.).
 2. Enclosed is the sample of Purchase Request showing the changes of signatories.
 3. For immediate dissemination.

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PURCHASE REQUEST

Department of Education, Division of Misamis Oriental

Department: <u>DepEd Misamis Oriental</u> School/Section: _____	PR. No.: _____ Date: _____ SAI No.: _____ Date: _____
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No.	QTY	UNIT OF ISSUE	ITEM DESCRIPTION	STOCK NUMBER	UNIT COST	TOTAL COST

Purpose: _____

	REQUESTED BY:	APPROVED BY:	CHECKED AGAINST
Signature:			APPROVED APP BY:
Printed Name:			
Designation:	End-User/Teacher	School Head/Principal	PSDS/District Adviser