



Department of Education
Region X
DIVISION OF MISAMIS ORIENTAL

Cagayan de Oro City
Tel. Nos. 08822-72-4615/088-8564454
Fax No. 088-856-4524
Website: www.depedmisor.net




January 27, 2014

DIVISION MEMORANDUM
NO. 26, s. 2014

To: All School Heads
Secondary and Elementary Schools
This Division

**DIVISION POLICY ON THE PROCUREMENT OF CONSUMABLE OFFICE SUPPLIES
THROUGH THE PROCUREMENT SERVICE OF THE DEPARTMENT OF BUDGET AND
MANAGEMENT (PS-DBM)**

1. It has come to the attention of this office that some of the school heads were going to the PS-DBM Region X Depot, Cagayan de Oro City, for the procurement of consumable office supplies but were not accommodated by the latter for some reasons, therefore, this incurs a waste of funds particularly the transportation expenses.
2. To minimize this matter, the following guidelines are hereby issued to be adopted by all school heads in the above said procurement:
 - a. Upon receipt of the downloaded cash advance from MOOE, the attached Agency Purchase Request (APR) for common office supplies shall immediately be sent to PS-DBM through fax (73-87-18). The PS-DBM will reply through fax also sending that same APR reflecting already the items available and so with the items not available. The items available will be reserved for five (5) days from the issuance of the confirmation. Hence, disbursement or withdrawal from your cash advance shall immediately be made before five (5) days, however, a schedule given by PS-DBM in the payment and withdrawal shall be followed.
 - b. Items not available in the PS-DBM as reflected in the confirmation shall then be procured in your locality or any supplier/store outside PS-DBM through shopping.
3. If and when the items available at PS-DBM after confirmation will be less when such will be procured locally, then, the School Head may procure such items locally together with other items not available at PS-DBM. Table showing price and cost difference shall be reflected.
4. For updates of the price list to be reflected in the APR, you may log on at www.psedo.8m.com
5. Please be guided accordingly.


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