



Republic of the Philippines
Department of Education
REGION X

SCHOOLS DIVISION OF MISAMIS ORIENTAL

Office of the Schools Division
Superintendent

13 JANUARY 2022

DIVISION MEMORANDUM

No. *053* s. 2022

**INSTRUCTIONS TO DEPED DIVISION OF MISAMIS ORIENTAL ELEMENTARY,
SECONDARY AND SENIOR HIGH SCHOOLS ON THE REQUIREMENTS WHEN
REQUESTING TO POST PROCUREMENT IN PHILGEPS WEBSITE**

To: Public Schools District Supervisors
Public Elementary School Heads
Public Secondary School Heads including Senior High School
All Field Finance Personnel
All Others Concerned

- As part of the internal requisite when requesting to post procurement in the PhilGEPS Website, all Elementary, Secondary and Senior High Schools are hereby **instructed to submit to the In-Charge the following forms:**
 - Purchase Request (PR) in Excel and PDF Format**
 - The Purchase Request should be properly filled in with the required correct details.
 - PDF file** → should be signed by the Signatories.
 - Excel file** → no need to put Signatures.
 - Request for Quotation (RFQ) in PDF Format**
 - The Request for Quotation should be properly filled in with the required correct details.
 - It should be signed by the BAC-Chairman.
 - DBM Certificate of Non-Availability of Stock in PDF Format**
- The forms shall be uploaded to this google link: <https://bit.ly/2O1VTGV>.
- Strict compliance to this Memorandum is directed.

JONATHAN S. DELA PEÑA, PhD, CESO V
Schools Division Superintendent

To be indicated in the Perpetual Index
under the following subjects:

FINANCE COMMUNICATIONS
SCHOOLS RULES AND REGULATIONS

FINANCE | ega | rlc



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