



Republic of the Philippines
Department of Education
REGION X

SCHOOLS DIVISION OF MISAMIS ORIENTAL

Office of the Schools Division
Superintendent

14 FEBRUARY 2022

DIVISION MEMORANDUM

No. **115** s. 2022

**ADDENDUM TO DIVISION MEMO NO. 053, S. 2022 RE: 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

1. In consonance with **Division Memorandum No. 053, S. 2022**, this Office requires all Elementary, Secondary and Senior High Schools to use the **Request for Quotation (RFQ) format** saved in this google link: <https://bit.ly/3IBQxIM>
2. For the **procurement of goods**, the file entitled **RFQ-SHOPPING** shall be used.
3. For the **procurement of services**, the file entitled **RFQ-SMALL VALUE PROCUREMENT** shall be used.
4. To **reiterate**, the Request for Quotation (RFQ) should be in the following formats when e-mailed to the BAC Secretariat:
 - a. Should be in **PDF Format**
 - The Request for Quotation should be properly filled in with the required correct details.
 - It should be duly signed by the BAC-Chairman.
5. E-mailed Request for Quotations which **did NOT follow the instructions** directed in Division Memorandum No. 053 S. 2021 and this memo **shall NOT be posted.**
6. Strict compliance to this Memorandum is directed.


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



Address: Del Pilar corner Velez Street, Brgy. 29, Cagayan de Oro City 9000
Telephone Nos.: (088) 881-3094 | Text: 0917-8992245 (Globe)
Website: www.deped.misor.net
Email: misamis.oriental@deped.gov.ph



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SCHOOLS DIVISION OF MISAMIS ORIENTAL

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

FINANCE COMMUNICATIONS
SCHOOLS RULES AND REGULATIONS

FINANCE | ega | rlc



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