



Republic of the Philippines
Department of Education
REGION X – NORTHERN MINDANAO
SCHOOLS DIVISION OF MISAMIS ORIENTAL

Office of the Schools Division
Superintendent

September 7, 2023

DIVISION MEMORANDUM
NO. 506 , S. 2023

**ADDENDUM TO DIVISION MEMO NO. 211 AND NO. 236 S. 2023;
“AUTHORIZING THE REVISION OF SCHOOL ANNUAL PROCUREMENT PLAN
(APP) THROUGH AMENDATORY OR SUPPLEMENTAL APP
FOR THE 2nd to 4th QUARTER CY 2023
AND SUPPLEMENTARY GUIDELINES”**

To: All Public School District Supervisors
All Public School Heads/Principals/School-in-Charge
All Public School BAC Chairpersons and Members
All Field Finance Personnel
All Concerned

1. In line with Division Memo No. 211 & 236 s. 2023 dated March 31, 2023 and April 17, 2023, this memorandum aims to provide the following additional information to ensure effective and efficient utilization of funds:

1.1. Supplemental APPs or Amendatory APPs shall require an authorization from the SDS through an issuance of a Division Memo except for mandatory expenses like utility expenses (electricity, water, telephone-mobile, telephone-landline, internet), fidelity bond, insurance expenses, purchase of new biometric (with facial recognition) equipment necessary for attendance, supplies and materials expenses relative to the hosting of Division Management Committee Meeting, travelling expenses to trainings and seminars with approved memo from the Division Office and other relative expenses identified by the Division Office through official issuances.

1.2. Supplemental APPs or Amendatory APPs are allowed for expenses that are emergency in nature such as the need for supplies, materials and minor repairs due to typhoon, fire, flood, accident and other fortuitous events. These expenses does not require issuance of a Division Memo except for request of minor repair that requires approval of the Program of Work by the Division Physical Facilities Engineer and the SGOD Chief.



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MATATAG
Bansang Makabata Batang Makabansa



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2. Furthermore, this memorandum is hereby issued approving and authorizing the submitted revised Amendatory and Supplemental APP for CY 2023. The List of Approved Amendatory and Supplemental APPs for CY 2023 can be accessed online through this link: **bit.ly/APPROVEDASAPP**
3. This office continues to receive letter requests justifying the need for Amendatory and Supplemental APPs. The same link provided above shall be updated online to determine the status of the submitted Supplemental and Amendatory APPs. This will refrain School Heads and field personnel from travelling to the Division just to make follow-up of the submitted Amendatory/Supplemental APPs.
4. As emphasized in Division Memo No. 465 s. 2022, Implementing Guidelines on Amendatory and Supplemental APP: *“No received copy of the original Approved Amendatory/Supplemental APP in the Finance Office, Strictly No Procurement. This is to ensure and promote transparency and accountability in all school procurement activities”*
5. It is therefore advised to pick-up the Accounting Received Copy of the original Approved Amendatory/Supplemental APP in the Finance Office. Look for Ricky Caminades or Kim Cabalida for assistance.
6. For strict compliance and guidance.


EDILBERTO L. OPLENARIA, EdD, CESO V
Schools Division Superintendent

Enclosures:
As stated

References:
Division Memo No. 465 s. 2022

To be indicated in the Perpetual Index
under the following subject

RULES & REGULATIONS	PROCUREMENT
ACCOUNTING	BUDGETING

FINANCE/mltt

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