




REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF EDUCATION
REGION X
Division of Misamis Oriental
CAGAYAN DE ORO CITY



DIVISION MEMORANDUM
NO. 225 S. 2014

TO: Public Schools District Supervisors
Principals/School Heads/School-in-Charge

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

Subject: **Submission of Agency Procurement Request (APR) Thru Fax Message**

Date: October 7, 2014

1. For cost efficiency, fast service, strict observance on time on task and to avoid disruption of classes, the **Agency Procurement Request (APR)** shall be sent thru fax message to this Office with number **(088) 856-4524**. This Office shall then serve it to PS-DBM. Upon retrieval of the APRs from PS-DBM, the Office shall then release them thru the PSDS or Coordinating Principals during Friday.
2. Further, for Opol to Lugait districts the PS-DBM shall be served at DBM Bulua, Cagayan de Oro City by Mr. Lerio N. Caracho, Jr. while Tagoloan to Magsaysay districts, the PS-DBM shall be served at the PS-DBM Provincial Capitol grounds by Mr. Francisco Gallega, Jr.
3. This memorandum shall take effect immediately.
4. Immediate and wide dissemination of this memorandum is highly enjoined.