



Republic of the Philippines
Department of Education
REGION VIII
SCHOOLS DIVISION OF NORTHERN SAMAR

Office of the Schools Division Superintendent- Procurement Office
Bids and Awards Committee -Secretariat

OFFICE MEMORANDUM

No. 01, s. 2026

20 July 2026

**TEMPORARY SUSPENSION OF THE USE OF DIRECT ACQUISITION
AS A MODE OF PROCUREMENT**

To: The Bids and Awards Committee
Assistant Schools Division Superintendent
Heads of Functional Units
Concerned Personnel

1. It has been observed that the following documents are still being required for the processing of payment of transactions, although the same are no longer prescribed for Direct Acquisition under applicable GPPB issuances and that said documents **cannot be downloaded and printed from the mGEPS/PhilGEPS Module** when Direct Acquisition is used as Mode of Procurement:
 - a. Valid Business Permit/Mayor's Permit,
 - b. BIR Certificate of Registration (COR),
 - c. Tax Clearance,
 - d. Income Tax Returns,
 - e. Audited Financial Statement,
 - f. DTI/SEC/CDA Registration
2. This impasse had caused substantial delay in payment processing, to avoid further delay, and in the interest of public service, client convience, this Office will be constrained to refrain for the time being from using Direct Acquisition as Mode of Procurement beginning July 2026 and until the applicable documentary and payment-processing guidelines are harmonized.
3. For information, guidance, and compliance.

FRANCIS RICO E. TOBES

Administrative Officer IV / Procurement Officer
BAC Secretary

Recommending approval

REY F. BULAWAN, EdD

Assistant Schools Division Superintendent
BAC Chairman

GAUDENCIO C. ALJIBE, JR, CESO V
Schools Division Superintendent