



Republic of the Philippines
Department of Education
REGION VIII

SCHOOLS DIVISION OF NORTHERN SAMAR



Office of the Schools Division Superintendent

October 20, 2026

OFFICE MEMORANDUM

No. 13, s. 2026

**FINAL CALL FOR SUBMISSION OF COMPLETE PROCUREMENT DOCUMENTS
FOR LAST QUARTER ACTIVITIES, THIS DIVISION**

To: Assistant Schools Division Superintendents,
Chiefs, Functional Division,
Unit Heads
All Concerned Personnel

1. In line with the approved Quality Control Plan for procurement activities, all concerned offices and units are hereby directed to prepare and submit the following complete procurement requirements to the Procurement Office in three (3) copies, **on or before November 15, 2026**.
 - a. Approved Activity Proposal, with list of participants, TWG, etc, if applicable;
 - b. Approved Purchase Request;
 - c. Market Scoping Checklist Form with Attachments;
 - d. PPMP or Approved APP, whichever is applicable;
 - e. Approved Activity Request or Certification PPAs not included in the PMIS;
 - f. Division Memorandum showing schedule of activity, if applicable;
2. This is to provide sufficient lead time for the timely and orderly procurement of goods, infrastructure projects, and consulting and other services required for the remaining Programs, Projects, and Activities of the Schools Division Office to be conducted October to December 2026.
3. For your information and strict compliance.

GAUDENCIO C. ALJIBE, JR, CESO V
Schools Division Superintendent
Head of Procuring Entity

Records
Carter - 10-22-26
10-22-26
CID - 10-22-26
Procurement - 10-22-26
Personnel Unit - 10-22-26
SUPPLY UNIT - 10/22/26
SMN - 10/22/26
LRMC - 10/22/26

ICT Unit
Accy. - 10-22-26
Facilities - 10/22/26
ASDS - 10-22-26
SGO - 10/22/26
PAYROLL UNIT - 10-22-26
Admin. - 10/22/26
Legal - 10/22/26
ASAC Item - 10/22/26
SGO - 10/22/26



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Division Official Website: <https://northernsamard.deped.gov.ph>