



Republic of the Philippines
Department of Education
Region VI – Western Visayas
DIVISION OF AKLAN

Arch. Gabriel M. Reyes Street, Kalibo, Aklan



05 January 2018

OFFICE MEMORANDUM

No. 44, s. 2018

PROCUREMENT PROCESSES AT THE SCHOOLS DIVISION OFFICE AND ITS FIELD OFFICES INCLUDING SCHOOLS AND LEARNING CENTERS

To: Office of the Schools Division Superintendent Personnel
OSDS Proper
OASDS
Administrative Services Unit
Administrative Officer V
Personnel, Records, Property and Cash
General, Driving and Security Services
Budget and Finance Unit
Administrative Officer V (Budget)
Accountant III (Accounting)
Legal Services
Attorney III
Information Technology Office
Information Technology Officer I
Curriculum Implementation Division (CID) Personnel
Chief Education Supervisor
Division Instructional Supervisors
Learning Resources Management and Development System
District Instructional Supervisors (PSDS/PID/HTID)
School Governance and Operations Division (SGOD) Personnel
Chief Education Supervisor
Education Program Supervisor
Senior/Education Program Specialists II, Medical Officer III, Engineer III (School Management Monitoring and Evaluation, Human Resource Development, Social Mobilization and Networking, School Facilities, School Health and Nutrition, Planning and Research)
Planning Office
Youth Formation Office
Others Concerned

1. Please be informed that effective 01 January 2018, the following procedures shall be observed by this Office and its field offices regarding all procurement processes and procedures pursuant to RA 9184 and its 2016 revised IRR, to wit:

1. The end-user/focal person prepares the necessary proposal and secures the signatures of Budget Officer, Accountant III, and the Schools Division Superintendent (any missing signature will not be treated for deliberation by the BAC);

2. submits the approved proposal to the BAC secretariat;

3. makes oneself available when the BAC meets and deliberates (if there will be clarifications);

“May katawhayan ag kalipayan sa among mga escuelahan.”

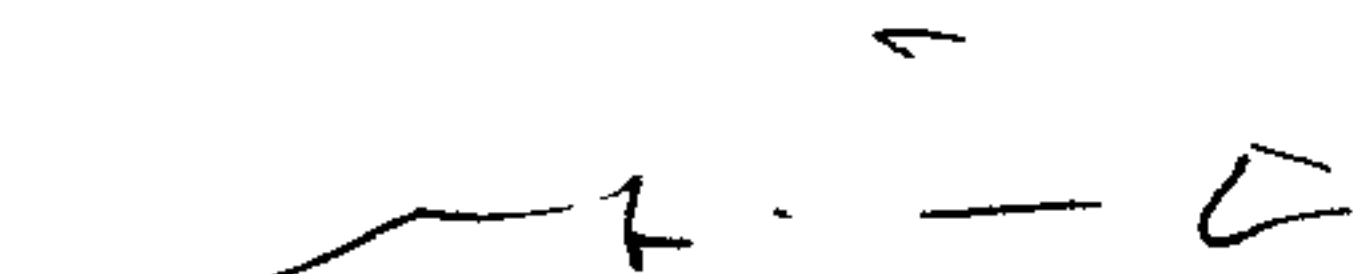
4. makes the necessary tracking of progress of paper trail from all concerned (supply officer, BAC members and the BAC procedures, budget and finance personnel, administrative services officer, office of the SDS, cashier, and until payment has been made);

Note: this applies regardless of threshold of amount and source of funds. The end-user/focal person shall be responsible and accountable for the proper utilization of funds pertaining to its intended PAPs.

The BAC will not treat procurement requests done after conducting the activity.

Emergency procurement must follow proper procedures.

3. For widest dissemination and strict compliance.



Dr. ERNESTO F. SERVILLON, Jr., MNSA, CESO VI
Assistant Schools Division Superintendent
Officer-in-Charge
Office of the Schools Division Superintendent

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