



Republic of the Philippines  
**Department of Education**  
REGION VIII - EASTERN VISAYAS

October 13, 2020

**OFFICE MEMORANDUM**

No. **418**, s. 2020

To: Functional Division Chiefs  
All Others Concerned

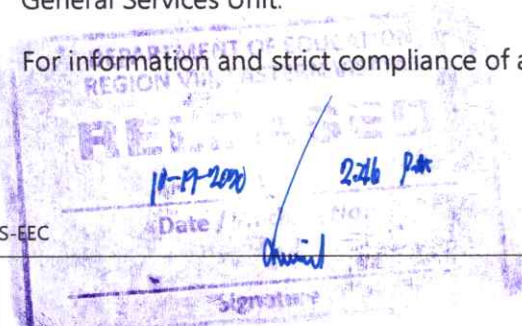
**SERVICE GUIDELINES OF THE ASSET MANAGEMENT SECTION**

1. To ensure efficient delivery of services and compliance with existing rules and regulations and its quality standards, the Asset Management Section (AMS) informs all Functional Divisions of the following guidelines effective October 21, 2020:

- a. request for preparation of Purchase Order (P.O.) for catering service shall not be accepted for activities which are scheduled within five (5) days from submission of documents by the Bids and Awards Committee (BAC) Secretariat;
- b. for activities with approved P.O. but were re-scheduled, the proponent office shall furnish the Asset Management Section a copy of the Memorandum at least two (2) days prior to the activity;
- c. approved P.O. shall be released or issued to the winning Supplier by personnel from the Asset Management Section only;
- d. for Cash-On-Delivery procurement, a representative from the Asset Management Section shall accompany the Cashier/any representative from the Cash Section to pick up the items to ensure that said items are inspected and accepted prior to issuance to the end-users;
- e. replenishment of supplies shall be in accordance with Memorandum OM-2018-282;
- f. office supplies shall be picked-up from the Asset Management Section Office if not bulky, otherwise, they shall be delivered with the assistance of personnel from the General Services Unit.

2. For information and strict compliance of all concerned.

AD-AMS-EEC



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