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

December 13, 2022

OFFICE MEMORANDUM

No. **720**, s. 2022

To: Regional Office Division Chiefs
Procurement Focal Person
All Others Concerned

**4th QUARTER INTERFACE WITH PROCUREMENT FOCAL PERSON
OF RO FUNCTIONAL DIVS./SECTION/UNITS**

1. The Administrative Division through the Procurement Unit (PU) will conduct its 4th Quarter Interface with designated Procurement Focal Person of RO Functional Divisions/Sections/Units on December 16, 2022, 2:00 PM at the Administrative Division Conference Room.
2. The objectives of the meeting are as follows:
 - a) Updates/Feedbacks on procurement documents preparation (PR, DFR, BAC Reso) including disbursement of completed procurement activities;
 - b) Updates on the remaining procurement activities.
 - c) Other issues and concerns relative to procurement.
3. Attached hereto is the list of designated procurement focal person of RO Functional Divs./Section/Units.
4. Immediate dissemination of and compliance with this Memorandum are desired.


EVELYN R. FETALVERO, CESO IV
Regional Director

ADMIN/BAC/PU/FAV

