



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

February 6, 2024

OFFICE MEMORANDUM

AD-2024 - **83**

CY 2024 QUARTERLY INTERFACING OF PROCUREMENT FOCAL PERSONS OF REGIONAL OFFICE'S FUNCTIONAL DIVISIONS/SECTIONS/UNITS

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

1. This Office, through the Procurement Unit (PU), informs all concerned on the conduct of the CY 2024 Quarterly Interfacing of Procurement Focal Persons of RO Functional Divisions/Sections/Units at the Administrative Division Conference Room on the following schedules:

First Quarter	- March 23, 2024 (2:00 PM)
Second Quarter	- June 22, 2024 (2:00 PM)
Third Quarter	- Sept. 20, 2024 (2:00 PM)
Fourth Quarter	- Nov. 27 2024 (2:00 PM)

2. The interfacing aims to:
a) provide update/feedback on procurement documents preparation (PR, DFR, BAC Reso) including disbursement of completed procurement activities;
b) inform the participants of procurement activities indicated in the approved APPs and PMPs of the respective offices; and
c) discuss other issues and concerns relative to procurement.

3. Attached is the list of designated procurement focal persons of RO Functional Divisions/Sections/Units for reference.

4. The expenses for snacks shall be charged against the Procurement Unit fund, subject to the existing accounting and auditing rules and regulations.

5. Immediate dissemination of and compliance with this Memorandum are desired.

AD-PU-FAV



DVELYN R. FETALVERO CESO IV
Regional Director



Address: Government Center, Candahug, Palo, Leyte

Telephone No.: (053) 832-5738

Email Address: region8@deped.gov.ph

Website: region8.deped.gov.ph