



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

February 11, 2025

OFFICE MEMORANDUM
ADMIN-2025 - **075**

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

**CY 2025 QUARTERLY INTERFACING WITH PROCUREMENT FOCAL
PERSON OF REGIONAL OFFICE'S FUNCTIONAL
DIVISION/SECTION/UNIT**

1. The Administrative Division, through the Procurement Unit (PU), informs all concerned on the conduct of the CY 2024 Quarterly Interfacing with Procurement Focal Person of RO Functional Division/Section/Unit at the Administrative Division Conference Room with the following schedule:

First Quarter	- March 21, 2025 (2:00 PM)
Second Quarter	- June 20, 2025 (2:00 PM)
Third Quarter	- Sept. 19, 2025 (2:00 PM)
Fourth Quarter	- Nov. 22, 2025 (2:00 PM)
2. This activity aims to:
 - a) To provide Update/Feedback on procurement documents preparation (PR, DFR, BAC Reso) including disbursement of completed procurement activities;
 - b) To apprise 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 hereto is the list of designated procurement focal persons of RO Functional Division/Section/Unit, 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.

EVELYN R. FETALVERO, CESO III
Regional Director



AD-PU-FAV