



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

February 12, 2025

**OFFICE MEMORANDUM**  
ADMIN-2025 - **080**

**SUBMISSION OF APPROVED PURCHASE REQUEST FOR ALL  
ACTIVITIES WITH BOARD AND LODGING PROCUREMENTS  
FOR QUARTERS 2 TO 4 OF 2025 REGULAR FUNDS**

To: Director III  
Assistant Regional Director  
Regional Functional Division Chiefs  
All Others Concerned

1. All Regional Office (RO) Functional Divisions are hereby notified by this Office, through the Procurement Unit, to submit the Approved Purchase Request with all the necessary supporting documents, for all the recurring/regular activities with board and lodging for Quarters 2 to 4 of CY 2025 under Regular Funds as reflected in the 2025 Work and Financial Plan (WFP) on **February 28, 2025**.
2. If the mode of procurement to be resorted varies from the one indicated in the PPMP, the end-user shall submit a letter requesting the change of the mode of procurement and shall be addressed to the Head of the Procuring Entity (HoPE) through the Bids and Awards Committee. The Procurement Unit (PU) shall consolidate all the purchase requests for procurement purposes.
3. Immediate dissemination of and compliance with this Memorandum are desired.

  
**EVELYN R. FETALVERO, CESO III**  
Regional Director

BAC-RRC

