

## 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

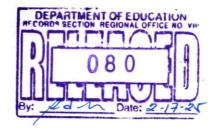
All Others Concerned

- 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





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