

## Republic of the Philippines

## Department of Education

**REGION VIII - EASTERN VISAYAS** 

July 23, 2025

## OFFICE MEMORANDUM

AD-2025- 369

## CONDUCT OF MEETING WITH THE ADMINISTRATIVE DIVISION, FINANCE DIVISION, AND BIDS AND AWARDS COMMITEE

To:

Assistant Regional Director

Functional Division Chiefs

} Administrative Division

} Finance Division

} Human Resource Development Division

All Others Concerned

- 1. This Office through the General Services Unit of the Administrative Division will conduct a meeting today, July 23, 2025, at 2:00 p.m. at the Administrative Division Conference Room.
- 2. The objective of the meeting is to discuss the procurement for the repair and maintenance services of office vehicles.
- 3. The participants to this meeting are the Assistant Regional Director, Chief of the Administrative Division, the Supervising Administrative Officer (SAO), GSU personnel, the Head of the Procurement Unit, the Chief of the Finance Division, the Chief Accountant, the processor assigned to GSU transactions, and the Chief of HRDD in their capacity as Chair of the Bids and Awards Committee.
- 4. For information and compliance.



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Regional Director

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