



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

February 5, 2025

OFFICE MEMORANDUM
ADMIN- 2026 - **72**

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

**CY 2026 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 2026 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 27, 2026 (2:00 PM)
Second Quarter	-	June 26, 2026 (2:00 PM)
Third Quarter	-	Sept. 25, 2026 (2:00 PM)
Fourth Quarter	-	Nov. 27, 2026 (2:00 PM)

2. This activity aims to:

- To provide Update/Feedback on procurement documents preparation (PR, DFR, BAC Reso) including disbursement of completed procurement activities;
- To apprise procurement activities indicated in the new approved template of APPs and PMPs of the respective offices; and
- Discuss other issues and concerns relative to the new procurement law.

3. Attached hereto is the list of designated procurement focal person 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.


RONEALO AL. K. FIRMO CESO IV
OIC-Regional Director

AD-PU-FAV



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