



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:

<b>First Quarter</b>	-	March 27, 2026 (2:00 PM)
<b>Second Quarter</b>	-	June 26, 2026 (2:00 PM)
<b>Third Quarter</b>	-	Sept. 25, 2026 (2:00 PM)
<b>Fourth Quarter</b>	-	Nov. 27, 2026 (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 new approved template of APPs and PPMPs of the respective offices; and
- c) 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.

**RONELO AL K. FIRMO CESO IV**  
OIC-Regional Director

AD-PU-FAV



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