



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

February 10, 2026

OFFICE MEMORANDUM

AD-2026- **75**

SUBMISSION OF MARKET SCOPING

To: RO Functional Division Chiefs
Unit and Section Heads
Regional Office Employees
All Others Concerned

1. In Section 7 of RA 12009 states that procurement planning must include the conduct of market scoping along with analysis of procurement modalities, risk management, and disposal procedures to ensure sound procurement decisions.
2. This is to inform all concerned personnel that:
 - a) Market Scoping must be conducted for all procurement activities, and the signed market scoping document must be attached to the corresponding Purchase Request (PR); and
 - b) The Purchase Request form shall now include a column indicating the Mode of Procurement, which must be properly filled out for all submissions.
3. All personnel are advised to comply with the updated requirements to ensure proper documentation and adherence to procurement guidelines.
4. For guidance or clarifications, please coordinate with the Procurement Unit.

RONELO AL K. FIRMO, CESO IV
Assistant Regional Director
Office-in-Charge
Office of the Regional Director



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