



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

March 24, 2026

REGIONAL MEMORANDUM

AD-2026- **369**

**VIRTUAL ORIENTATION ON THE DUTIES AND FUNCTIONS OF THE
PROCUREMENT UNIT PERSONNEL OF THE
SCHOOLS DIVISION OFFICES**

To: Schools Division Superintendents
All Others Concerned

1. As an offshoot to the 1st Convergence-cum-Capacity Building of the Heads of the Administrative Service of the Regional Office, Schools Division Offices and Implementing Units, this Office, through the Administrative Division, shall conduct a **Virtual Orientation on the Duties and Functions of the Procurement Unit Personnel of the Schools Division Offices** on **April 24, 2026**. The meeting link will be shared through the official messenger account of the Administrative Officers a week prior to the scheduled activity.
2. The activity aims to ensure a uniform understanding of the duties and functions of the newly created Procurement Unit positions across the thirteen (13) SDOs and ensure alignment of key result areas with the provisions in the Compendium.
3. The participants from the RO are the Chief, SAO, and Heads of the Units and Sections and AO II (Procurement Unit) of the Administrative Division and the AO V, AO IV, AO II (Procurement Unit) and the HRMO from the SDOs.
4. Immediate dissemination of and compliance with this Memorandum are desired.


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Regional Director

Enclosures: None

References: None

To be indicated in the Perpetual Index under the following subjects:

DUTIES AND FUNCTIONS
PROCUREMENT UNIT PERSONNEL
SCHOOLS DIVISION OFFICES

AD-EEC



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