



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

June 4, 2026

OFFICE MEMORANDUM

BAC-2026 **274**

**SUBMISSION OF PROCUREMENT DOCUMENTS FOR THE THIRD QUARTER
REGIONAL ACTIVITIES**

To: Chief and Unit Heads
All Employees
This Office

1. To ensure the smooth, efficient, and timely implementation of procurement activities for the Third Quarter of Calendar Year 2026, all Functional Divisions and Units are hereby directed to submit the complete procurement documents pertaining to their planned regional activities, programs, projects, trainings, workshops, meetings, and other related undertakings scheduled for the third quarter.
2. The submission of procurement requirements in advance is necessary to facilitate proper procurement planning, compliance with applicable government procurement laws, rules and regulations, and the timely delivery of goods and services needed for the conduct of official activities.
3. All procurement documents for activities scheduled during the Third Quarter shall be submitted to the Procurement Unit on or before June 19, 2026.
4. Immediate dissemination and compliance of this Memorandum are desired.


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Regional Director

BAC/PU/JDD



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