



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

August 26, 2026

OFFICE MEMORANDUM

AD-2026- **421** | 

**ORIENTATION ON THE DOCUMENTARY REQUIREMENTS AND
PROCUREMENT PROCESS**

To: Assistant Regional Director
Functional Division Chiefs
All Others Concerned

1. This Office, through the Office of the Regional Director, shall conduct a one-day Orientation on the Documentary Requirements and Procurement Process of the Regional Office on Friday, August 28, 2026 at 8:30AM at the RELC-NEAP, DepEd Regional Office VIII, Government Center, Candahug, Palo, Leyte.
2. The activity aims to equip the participants with the knowledge on the documentary requirements and procurement process; improve the utilization and disbursement rates of the Regional Office and address procurement-related issues and concerns arising from the implementation of existing policies and procedures.
3. The participants to this activity are as follows:

OFFICE	NUMBER OF PARTICIPANTS
Administrative Division	14
CLMD	13
ESSD	6
Finance Division	13
FTAD	2
HRDD	8
PPRD	3
QAD	1
ORD	3
OARD	5
TOTAL	68

4. Functional Division Chiefs and Unit/Section Heads shall ensure the attendance of their respective Procurement focal. The COS personnel shall not attend on behalf of the designated participants.
5. The participants are advised to bring their own food.

6. Immediate dissemination of and compliance with this Memorandum are desired.

SALUSTIANO T. JIMENEZ JD, EdD, CESO III
Regional Director

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