



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

September 8, 2026

OFFICE MEMORANDUM

AD-2026 - **452**

To: Assistant Regional Director
Functional Division Chiefs
All Others Concerned

**ORIENTATION ON THE DOCUMENTARY REQUIREMENTS AND
PROCUREMENT PROCESSES-PART 3**

1. This Office, through the Office of the Regional Director, shall conduct a 3rd part on-site Orientation on the Documentary Requirements and Procurement Processes of the Regional Office on Friday, September 11, 2026 at 8:30 AM at the RELC-NEAP, DepEd Regional Office VIII, Government Center, Candahug, Palo, Leyte.
2. The activity aims to discuss the following:
 - Disbursement process;
 - Other modes of procurement; and
 - Online preparation of Purchase Request (PR)
3. The participants to this activity are all employees of the Regional Office including their respective Contract of Services (COS) staff.
4. Functional Division Chiefs and Unit/Section Heads shall ensure the attendance of their respective Procurement Focal and should bring laptop for the said on-line orientation.
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

AD-PU-FAV



Address: Government Center, Candahug, Palo, Leyte
Telephone No.: (053) 832-5738
Email Address: region8@deped.gov.ph
Website: region8.deped.gov.ph

