



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

September 8, 2026

**OFFICE MEMORANDUM**

AD-2026 -

456

To: Assistant Regional Director  
Functional Division Chiefs  
All Others Concerned

**SPECIAL URGENT ACTIVITY ON PROCUREMENT/DISBURSEMENT PROCESSES**

1. This Office, through the Office of the Regional Director, shall conduct a Special Urgent Activity on Procurement/Disbursement 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. Immediate dissemination of and compliance with this Memorandum are desired.

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Regional Director

AD-PU-FAV



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