



Republic of the Philippines  
**Department of Education**  
REGION III – CENTRAL LUZON  
SCHOOLS DIVISION OFFICE - SCIENCE CITY OF MUÑOZ

January 6, 2021

**DIVISION MEMORANDUM**

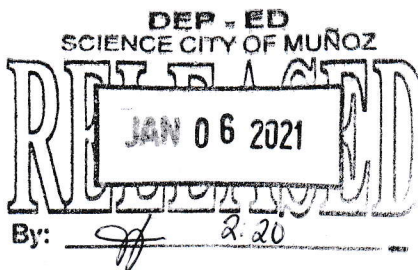
No. 11 s. 2020

**CORRIGENDUM TO DIVISION MEMORANDUM NO. 1, s. 2021 - STREAMLINED  
PROCUREMENT MANAGEMENT PROCESS**

To: Assistant Schools Division Superintendent  
Division Chiefs  
Unit Heads  
Bids and Awards Committee  
All SDO Employees

1. In clarification to the Detailed Procurement Process, the submission of the approved Project Proposal and Purchase Request to commence the procurement process to the Office of the Schools Division Superintendent shall only apply to PPAs whose funds are Centrally Managed Items or INSET Funds. Furthermore, the submission of approved Project Proposal for the procurement of commonly – used supplies, equipment and services that are used in the day-to-day operation of the agency or emergency in nature is not required.
2. In exceptional cases wherein the supplier will require payment prior to the delivery or pick up of goods or the conduct of services, the cashier is allowed in such cases to issue, or hand carry the payment to the supplier or service provider prior to the delivery or pick – up of the items or conduct of the activity.
3. All others stated in the Detailed Procurement Process shall remain in effect.
4. Please be guided accordingly.

  
**DANTE G. PARUNGAO, CESO VI**  
OIC - Schools Division Superintendent



*Loyal, Excellent, Accountable and Dedicated to Service*

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