



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

September 16, 2022

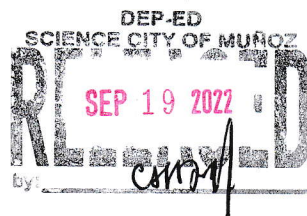
**DIVISION MEMORANDUM**

No. 483, s. 2022

**CONDUCT OF EARLY PROCUREMENT ACTIVITY (EPA) FOR CATERING SERVICES AND PROCUREMENT OF SUPPLIES IN THE CONDUCT OF PROGRAMS, PROJECTS, AND ACTIVITIES (PPAs) FOR FY 2023**

To: Assistant Schools Division Superintendent  
CID and SGOD Chiefs  
Unit / Section Heads  
Others Concerned

1. Pursuant to GPPB Circular No 06-2019, Guidelines on the Implementation of Early Procurement Activities, the Schools Division Office of Science City of Munoz shall conduct early procurement activity for catering services and procurement of supplies in the conduct of Programs, Plans and Activities (PPAs) for FY 2023.
2. The PPAs to be included in the EPA are those included in the approved National Expenditures Program (NEP) of the Schools Division Office, i.e., INSET Funds.
3. Each functional division (OSDS, CID and SGOD) shall assign an encoder to consolidate the data of their respective division. The encoder must clearly specify the food to be served and supplies to be procured during the conduct of the activities.
4. The online template for the encoding of required data is thru <https://tinyurl.com/FY2023EPA>
5. The deadline of online encoding is on or before September 23, 2022.
6. For information, guidance, and compliance of all concerned.



  
**DANTE G. PARUNGAO, CESO V**  
Schools Division Superintendent

BAC/BACSec/JMT09.16.2022



*Loyal, Excellent, Accountable and Dedicated to Service*

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