



Republic of the Philippines
Department of Education
REGION XI
SCHOOLS DIVISION OF DAVAO DEL NORTE

Office of the Schools Division Superintendent

DIVISION MEMORANDUM
SGOD-2023-404

To: Assistant Schools Division Superintendent
Chief, School Governance and Operations Division
Chief, Curriculum Implementation Division
Education Program Supervisors, CID
Education Program Supervisor, SGOD
Public Schools District Supervisors
All Others Concerned

Subject: **DEADLINE OF ACCEPTANCE OF PURCHASE REQUESTS**

Date: November 14, 2023

1. With the nearing end of the Fiscal Year, the Bids and Awards Committee (BAC) hereby announces that the last day of **acceptance of Purchase Requests** for **FY 2023** will be on **November 20, 2023**.
2. This is to give way for the Procurement Process to go through without delay and to give allowance or window for the BAC, BAC Secretariat, and other units involved to process the said Purchase Requests on time.
3. In adherence to all policies, everyone is encouraged to continuously support and value the Equal Opportunity Principle (EOP).
4. Immediate dissemination of and strict compliance to this memorandum are directed.


REYNALDO B. MELLORIDA, CESO V
Schools Division Superintendent

bac/secretariat

