



Republic of the Philippines
Department of Education
REGION V
SCHOOLS DIVISION OF SORSOGON CITY

Office of the Schools Division Superintendent

January 15, 2026

DIVISION MEMORANDUM

No. 031, s. 2026

JAN 21 2026

To : Assistant Schools Division Superintendent
All Chiefs of Offices / Section Heads
All Program Owners / End-Users
All Others Concerned

**Strict Compliance with Procurement Requirements, Timelines,
and Approved Purchase Orders**

1. No purchase of any item nor conduct of any training, seminar, workshop, or similar activity shall be undertaken **without an approved and duly signed Purchase Order (PO)**. Any procurement activity or training conducted without a signed PO shall be considered **unauthorized** and shall not be processed for payment, reimbursement, or liquidation.
2. Procurement under Small Value Procurement (SVP):

(Above Two Hundred Thousand Pesos ₱200,000.00)

A. Trainings / Seminars

A.1. Submission of Significant Documents

The following documents must be submitted to the Procurement Unit **at least thirty (30) days before** the scheduled date of the training or seminar:

- Approved Requisition and Issue Slip (RIS)
- Approved Purchase Request (PR)
- Approved Project Proposal
- Approved Budget for the Contract (ABC)

Failure to comply with the prescribed timeline shall result in the **rescheduling of the activity**.



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3. Procurement under Direct Acquisition:

(Two Hundred Thousand Pesos ₱200,000.00 and below)

A. AUTHORITY TO USE DIRECT ACQUISITION

The End-User / Program Owner shall first secure a **written approval from the Head of the Procuring Entity (HOPE)**, specifically the **Schools Division Superintendent**, to use **Direct Acquisition** as the mode of procurement.

B. Trainings / Seminars

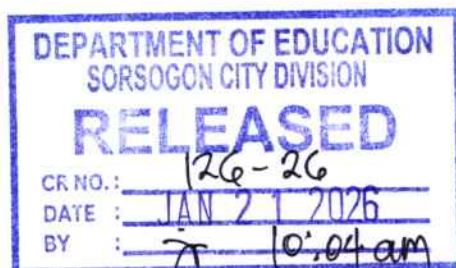
B.1. Submission of Significant Documents

The following documents must be submitted to the Procurement Unit **at least fourteen (14) days before** the scheduled date of the training or seminar:

- Approved Requisition and Issue Slip (RIS)
- Approved Purchase Request (PR)
- Approved Project Proposal
- Approved Budget for the Contract (ABC)
- Written approval from the Head of the Procuring Entity (HOPE) to use Direct Acquisition as mode of procurement

Failure to comply with the prescribed timeline shall result in the **rescheduling of the activity**.

4. For information, guidance, and strict compliance of all concerned.



WILLIAM E. GANDO, CESO VI
Schools Division Superintendent



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