




Republic of the Philippines
Department of Education
Region VII-Central Visayas
SCHOOLS DIVISION OF BOHOL

OFFICE MEMORANDUM

June 13, 2022

No. 028, S. 2022

TO: **END-USERS**
CID & SGOD CHIEFS
EDUCATION PROGRAM SUPERVISORS
SECTION CHIEFS

FROM: **DR. BIANITO A. DAGATAN**, 
Schools Division Superintendent
Head of Procuring Entity

SUBJECT: **REITERATING THE PRESCRIBED PERIOD OF PROCESSING OF THE APPROVED BUDGET PROPOSAL WITH MENU FOR AT LEAST TWO (2) WEEKS BEFORE THE ACTIVITY**

The office of the BAC Secretariat and the Bids and Awards Committee reminds the end-users to strictly follow the period of processing of the documents (Approved Budget Proposal, Menu, Activity Request & Justification if needed) in the procurement of goods and services for **at least two (2) weeks before the activity**.

In the event that the training/seminar is urgent like mandated by the central office, a **justification letter and the memo from the central office stating among others of the conduct of such activity should be attached to the budget proposal**.

Budget Proposal for trainings/seminars that does not follow the period of processing of at least two (2) weeks before the activity shall be **returned to the end-user without action**.

Please be advised that all **approved budget proposals for trainings/seminars with menu** must be **submitted first to Dr. Marites Cimeni, Senior Education Program Specialist**, In-charge in the generation of the Activity Request (AR) in the Program Management Information System (PMIS) and to calendar the seminars/trainings before submission to the PMU to avoid overlapping of activities.

For appropriate and immediate action.

Thank you.



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