



Republic of the Philippines
Department of Education
REGION VII – CENTRAL VISAYAS
Schools Division of Bohol

**Office of the Schools
Division Superintendent**

June 18, 2025

DIVISION MEMORANDUM
No. **374**, s. 2025

NOTICE OF MEETING WITH SDO-BOHOL SUPPLIERS

To: Assistant Schools Division Superintendent
Chiefs – SGOD and CID
SDO - Supply Unit Representative
SDO - Procurement Management Unit
DepEd Bohol's Suppliers representative/s – preferably from the Accounting Unit
All Others Concerned

1. Pursuant to Revenue Regulations No. 7-2024 (*Implementing Sections 113, 235, 236, 237, 238, 242, 243 of the National Revenue Code of 1997, as Amended by Republic Act No 11976, otherwise known as the "Ease of Paying Taxes Act", on the registration of procedures and invoicing requirements dated March 22, 2024*); Revenue Regulations No 11-2024 (*Amending the Transitory Provisions of Revenue Regulations No 7-2024 Relative to the Deadlines for Compliance with the Invoicing Requirements dated May 27, 2024*); and Revenue Memorandum Circular No. 077-2024 (*Clarification on the Invoicing Requirements Provided Under Revenue Regulations No. 7-2024 as amended by RR No. 11-2024 dated July 11, 2024*), as disseminated in DM No. 325, s. 2025; and as part of our continuing effort to streamline payment processes, ensure accurate financial documentation, and facilitate the prompt submission of all paid disbursements to the Commission on Audit (COA), this office would like to invite all concerned suppliers to a meeting on **June 23, 2025 (Monday) at 2:00pm at Conference Room, 3rd floor of the DepEd Div of Bohol office.**
2. This meeting aims to clarify current invoicing procedures, addressing recurring issues, and align our practices to ensure compliance with BIR issuances, as well as accounting and auditing requirements. We will also address concerns regarding the issuance of official invoices upon billing to SDO Bohol by suppliers and the corresponding issuance of proof of payment for payments received from the Cashier.
3. Agenda of the meeting are as follows:
 - i. Review of current invoicing practices
 - ii. Common issues observed
 - iii. Review of RR No. 7-2024, RR No. 11-2024 and RMC No. 77 - 2024
 - iv. Requires documentation and timelines
 - v. Q & A and open discussion



Republic of the Philippines
Department of Education
REGION VII – CENTRAL VISAYAS
Schools Division of Bohol

4. Suppliers' presence and participation are highly encouraged to help improved coordination and avoid delays in future transactions.
5. Immediate and wide dissemination of this memorandum is hereby directed.

FAY C. LUAREZ EdD PhD TM CESO VI
OIC -Schools Division Superintendent