



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

**Office of the Schools
Division Superintendent**


August 14, 2025

OFFICE MEMORANDUM
OSDS-2025 32

PROCUREMENT PROCESSING OF GOODS AND SERVICES

TO: Assistant Schools Division Superintendent
Chief of SGOD and CID
Education Program Supervisors
Unit Heads of Every Sections
All Others Concerned

1. This is to urgently inform everyone that the office of the Procurement Management Unit (PMU) shall process the procurement of goods and services **at least two to three weeks before the date of the activity (21 calendar days)**.
2. Approved budget proposal shall not be accepted if beyond the twenty-one (21) calendar days to complete the processing of the procurement documents.
3. The End User shall not start the activity and accept the goods without processing the complete set of procurement documents, notice of award (NOA) and/or notice to proceed (NTP) shall be duly received by the caterer/supplier before activity started and delivered.
4. Immediate dissemination of this memorandum is enjoined.


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

SDS/ASDS/OFFICE/PMU/PDV/ifca



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