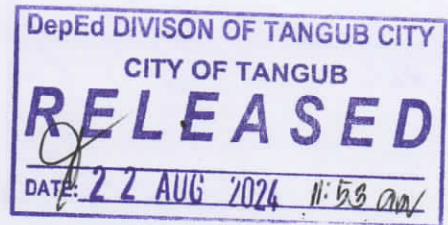




Republic of the Philippines
Department of Education
 Region X
SCHOOLS DIVISION OF TANGUB CITY



20 August 2024

DIVISION MEMORANDUM
 No. 278, s. 2024

TIMELY SUBMISSION OF COMPLETE PROCUREMENT DOCUMENTS

To: Assistant Schools Division Superintendent
 Chief Education Supervisors (CID and SGOD)
 Education Program Supervisors
 All Others Concerned
 This Division

- To facilitate and ensure timely payment of procurement activities and to improve the status of fund utilization, this Office reiterates that all program holders must submit the complete documents for procurement **within 2-3 weeks** after the receipt of the Sub-Allotment Release Order (Sub-ARO) or Letter of Advice of Allotment (LAA).
- For strict compliance.

SHAMBAEH A. ABANTAS-USMAN, PhD, CESO VI
 Schools Division Superintendent

To be indicated in the Perpetual Index
 under the following subject:

PROCUREMENT



Address: Anecito Siete St. Mantia, Tangub City
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