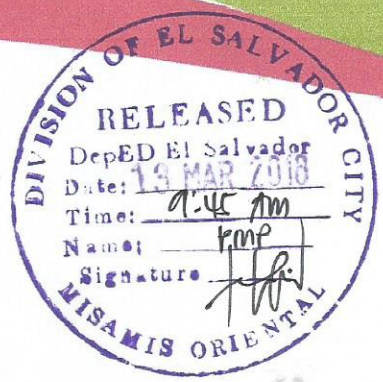




DIVISION MEMORANDUM  
No. 75, s. 2018



To: ALL EMPLOYEES

From: **AGUSTINES E. CEPE, Ph.D., CESO VI**  
Schools Division Superintendent

Subject: Procurement of Goods Charged to Capital Outlay Fund

Date: March 09, 2018

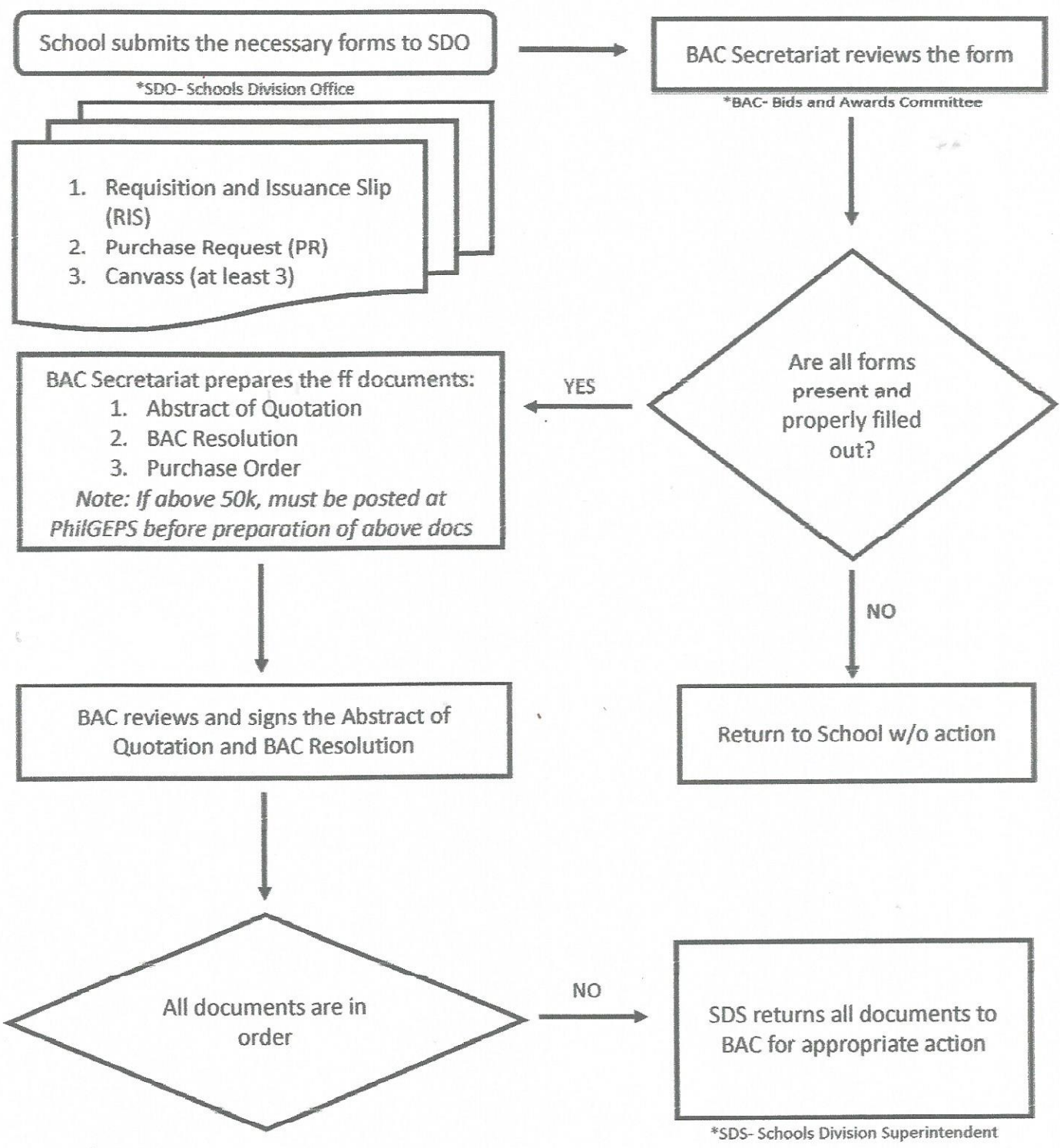
1. This is to inform all employees that per new guidelines, all the Procurement of Goods charged under the Capital Outlay fund of schools shall be processed by the Division Office c/o the BAC Secretariat.
2. To facilitate prompt action on such requests, all employees who are in charge or involved in such procurement are hereby requested to follow the enclosed Process Flow.
3. For information, guidance and strict compliance.

Copies Furnished:  
Person Concerned  
Records Section-Notice/Personnel/HR matters

OSDS/ama



**PROCESS FLOW FOR PROCUREMENT OF GOODS (CAPITAL OUTLAY)**

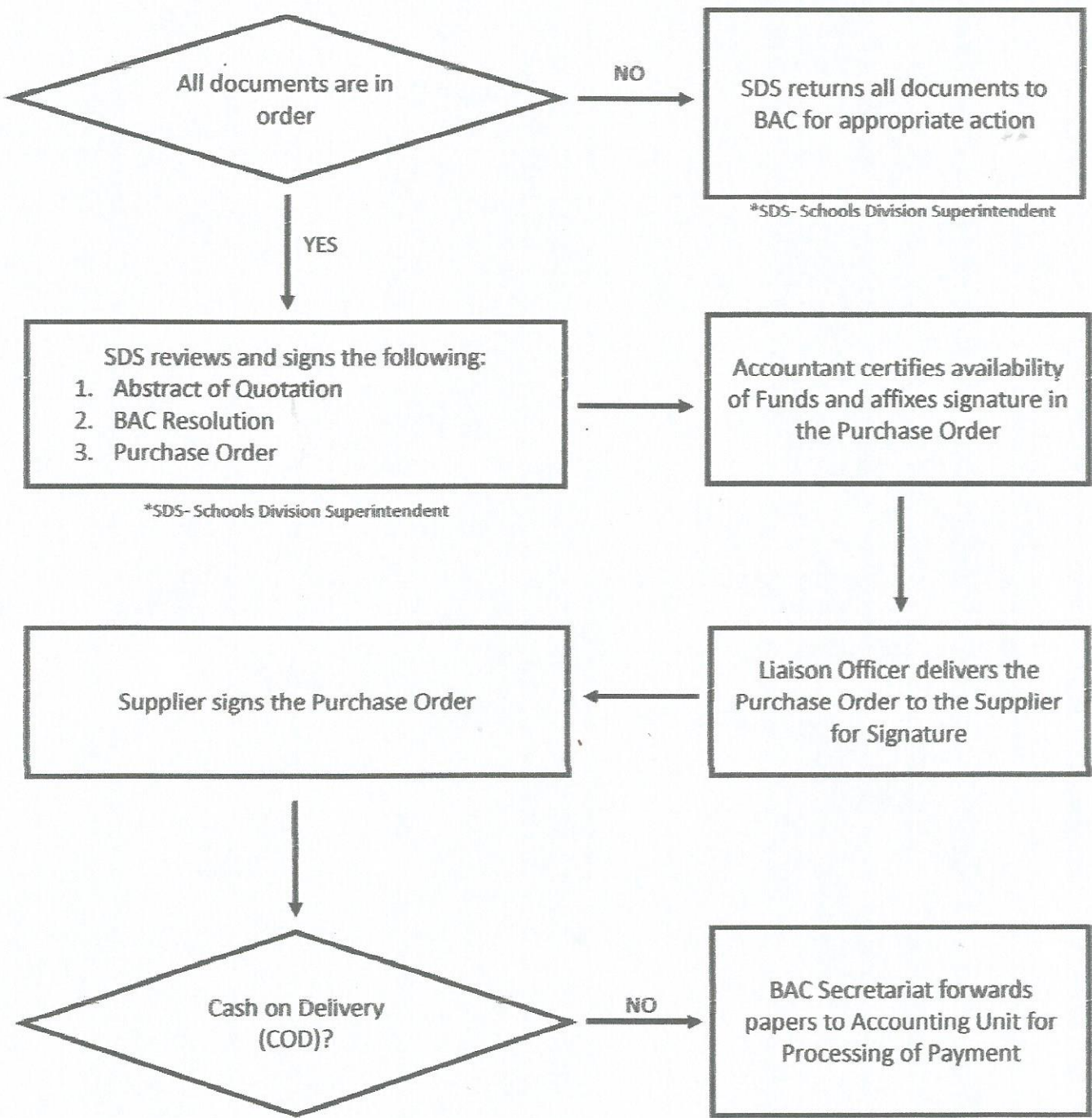


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...continuation on the PROCESS FLOW FOR PROCUREMENT OF GOODS (CAPITAL OUTLAY)

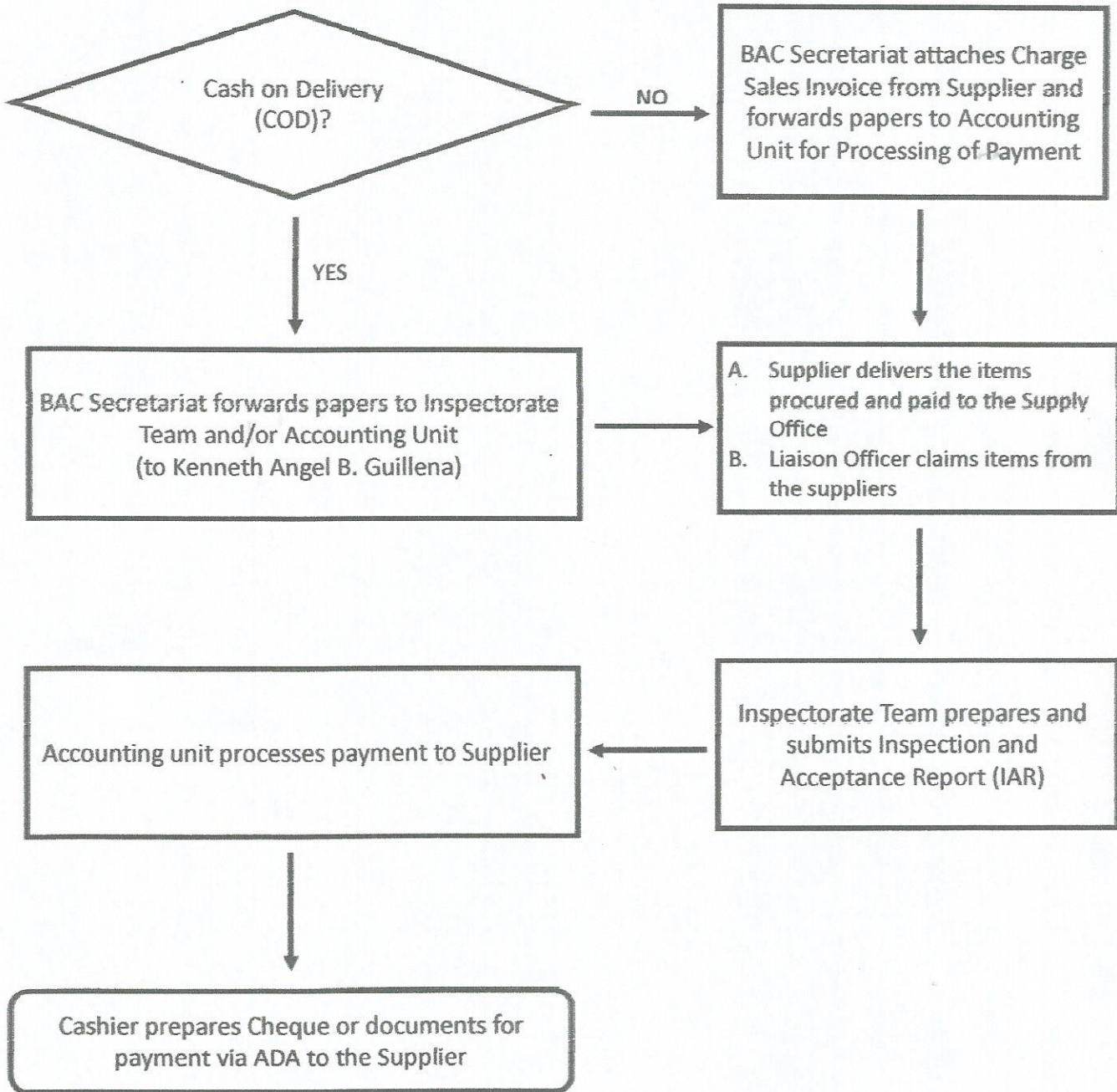


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Records Section-Notice/Personnel/HR matters

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...continuation on the PROCESS FLOW FOR PROCUREMENT OF GOODS (CAPITAL OUTLAY)



\*ADA- Automatic Debit Account

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