



DIVISION MEMORANDUM

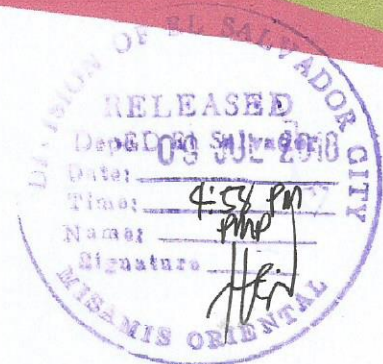
No. 195, s. 2018

To: ALL EMPLOYEES

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

Subject: Reminders on Requesting for Item/s to be Purchased

Date: July 09, 2018



1. This is to inform all employees that with the following issues/concerns encountered by this Office relative to procurement of items, the following solutions are recommended to make the procurement in this Division more efficient.

ISSUES/CONCERNS	RECOMMENDED ACTION
Incomplete attachments (e.g. not duly signed or RIS is not yet numbered by the Supply Office)	Return to End-User w/o action; End-user must review the documents thoroughly before submission
Item requested exceeded the budget allotted (as evident in the amount indicated in their Purchase Request)	Purchase Request (PR) must have the initial signature of the Budget Officer/ Accountant before the Schools Division Superintendent (SDS) signs the PR
Some shops canvassed by school have no ADA Account and/or have issues on withholding tax	Canvasser of Schools must ensure that shops canvassed has an ADA account; Exclude suppliers w/ no ADA account

2. Further, this is to remind all employees that indicating a Brand Name for any item requested to be purchased is not allowed. Attached is an example of specifications to serve as your guide.
3. For information, guidance and strict compliance.

Copies Furnished:  
Person Concerned  
Records Section-Memo/ BAC/procurement

OSDS/ama



**SAMPLE SPECIFICATIONS OF ITEM/S TO BE PURCHASED**

Item No.	ITEMS & DESCRIPTION
1	<p><b>DIGITAL COPIER</b>                      With Document Management                      Software for electronic filing system                      that allows user to Scan, Archive,                      Index, search (by File Name, Text                      Content with OCR Keyword or Wild                      Card) retrieve, OCR, Browse, Sort,                      Compose, Combine, Convert and                      Compress file                      ABC : P40,000.00</p>
2	<p><b>DIGITAL SCANNER</b>– 25 originals per minute, A4 (8-1/2                      in. x 11in.)                      – Reversing Single Pass Feeder                      – Maximum original size, A3 (11in. x                      17in.)                      – 200 to 600 dpi resolution                      – TWAIN compliant (pull scan method)                      – Push and pull scan method                      – TIFF and PDF file formats                      – Panel operated scanning (with Touch                      Screen LCD)                      – Scan to: Desktop, E-mail, FTP Server                      – LDAP for easy e-mail address                      browsing and e-mail / file name                      entry from control panel                      ABC: P25, 000.00</p>
3	<p><b>NETWORK PRINTER</b>25 print per minute, A4 (8-1/2 in x11in)                      – Maximum original print size, A3                      (11in x 17in) standard of 600 dpi                      resolution that can be enhanced up                      to 1,200 dpi resolution – 64MB plus 256MB SODIMM memory                      – Duplex printing, paper output tray                      selection, smoothing print, fit to                      page print, image adjustment,                      watermarks                      – Pamphlet, binding edge, N-up                      (2/4/8/16) cover, transparency                      insertion, print auditor, Post Script                      Expansion Kit                      – Printer status monitor &amp; printer                      administration utility                      – 10Base-T, 100Base-TV                      – Support Windows 95/98/ME,                      Windows NT 4.0, Windows 2000/XP                      ABC: P 35,000.00</p>

*\*ABC- Approved Budget for Contract- must be indicated in the Purchase Request and must not exceed in the allotted budget for the procurement of such item*