



Republic of the Philippines
Department of Education
REGION X – NORTHERN MINDANAO
SCHOOLS DIVISION OF EL SALVADOR CITY

Office of the Schools Division Superintendent

September 18, 2023



DIVISION MEMORANDUM

No. 395, s. 2023

REVISITING THE SCHOOL PROCUREMENT PROCESS

To: **Assistant Schools Division Superintendent**
School Heads
Schools' Bids Awards and Committee
School Inspectorate
Administrative Officer II
Administrative Assistant III
Administrative Assistant II
All others concerned
This Division

1. The Office shall conduct a meeting to revisit the School Procurement Process on September 22, 2023, 1:00 PM-5:00 PM via Microsoft Teams. Link will be provided 2 hours before the meeting.
2. This activity aims to:
 - o review and enhance our School Procurement Process
 - o ensure efficiency and transparency in our School Procurement Process
3. The participants of this activity are the Administrative Assistant II, Administrative Assistant III, Administrative Officer II, Schools Heads, Schools' Bids Awards and Committee, and School Inspectorate.
4. Furthermore, this Office adheres to the Equal Opportunity Principle (EOP). Hence, all decisions and actions shall be used solely on guidelines set forth, with no discrimination on the account of age, gender identity, sexual orientation, civil status, disability, religion, ethnicity or political affiliation.
5. For information, guidance and compliance.


RANDOLPH B. TORTOLA
Schools Division Superintendent 



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