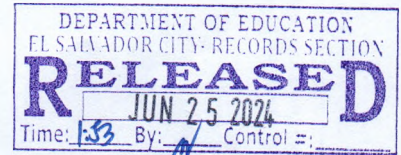




Republic of the Philippines  
Department of Education  
REGION X – NORTHERN MINDANAO  
SCHOOLS DIVISION OF EL SALVADOR CITY



Office of the Schools Division Superintendent

June 24, 2024

**DIVISION MEMORANDUM**

No. 292, s. 2024


**SUBMISSION OF PROCUREMENT MONITORING REPORT (PMR)  
FOR THE FIRST AND SECOND QUARTER OF FY 2024**

To: Assistant Schools Division Superintendent  
Chief Education Supervisors  
Education Program Supervisors  
Public Elementary and Secondary School Heads  
Nonteaching Personnel in Schools  
All Others Concerned

1. Relative to the Division's semestral compliance to the Government Procurement Policy Board (GPPB), this Office hereby directs the schools to submit the Procurement Monitoring Report (PMR) on or before the following schedule:

<b>1st Semester FY 2024</b>	<b>July 5, 2024</b>
<b>2nd Semester FY 2024</b>	<b>January 6, 2025</b>

2. This aims to ensure prompt submission to the statutory and regulatory requirements of this institution. Moreover, all schools are advised to use the official template from the GPPB.
3. Further, this Office hereby require thorough review of the said report prior to the submission to the Schools Division Office (SDO). Please submit both the signed copy and upload the softcopy thru this link <https://bit.ly/elsaPMR2024>.
4. This activity shall adhere to the Equal Opportunity Principle (EOP) wherein there is no discrimination based on age, gender, identity, sexual orientation, civil status, disability, religion, ethnicity, or political affiliation.
5. Immediate and wide dissemination of this Memorandum is desired.

  
**RANDOLPH B. TORTOLA**  
Schools Division Superintendent

To be included in the perpetual index  
with following subject: PMR Quarterly Submission  
/BACsec



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