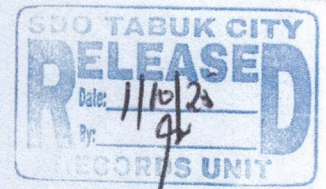




Republic of the Philippines
Department of Education
CORDILLERA ADMINISTRATIVE REGION
SCHOOLS DIVISION OFFICE OF TABUK CITY
Tabuk City, Kalinga



January 8, 2024

OFFICE MEMORANDUM
No. 16, s. 2025

**STREAMLINING THE PROCESSING OF ACTIVITY REQUESTS AND PURCHASE
REQUESTS IN THE SCHOOLS DIVISION OF TABUK CITY**

To: OIC Asst. Schools Division Superintendent
Chief Education Program Supervisors
Education Program Supervisors
Public Schools District Supervisors
Head of Units and Offices
All others concerned

1. In line with SDO Tabuk's commitment in delivering efficient and effective basic education services, this office directs all program holders and proponents to observe the streamlining of all activity requests and purchase requests to further enhance the efficiency, transparency, and effectiveness of delivery systems and services in the Schools Division Office.
2. All program holders and proponents are therefore enjoined to utilize the revised Activity Request, Purchase Request, and Post-activity Report templates enclosed in this memorandum that can also be downloaded from: <https://bit.ly/AR-PR-Templates>
3. The revised templates seek to streamline the process of planning, documentation, and monitoring of various Programs, Projects, and Activities in the Schools Division of Tabuk City. Its specific objectives are:
 - **To Enhance Efficiency in Documentation and Monitoring.** Ensures that physical and financial targets are accurately recorded and tracked. This minimizes errors and redundancies in documentation, enabling the Schools Division of Tabuk City to maintain a clear and comprehensive overview of its accomplishments and resource utilization. Proper documentation strengthens accountability and provides a solid basis for evaluating progress and success in program implementation.
 - **To Support Effective Foresighting and Planning.** Allows timely consolidation of data, which is critical for foresighting targets and commitments. By having an organized and systematic approach to handling requests, the division can anticipate future needs, allocate resources efficiently, and align its programs with strategic goals. This



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ensures that all planned activities and purchases contribute to achieving both immediate and long-term objectives.

- **To Promote Transparency and Accountability in Resource Management.** Provides clear guidelines and checkpoints, ensuring that requests are properly vetted and aligned with approved budgets and operational plans. This fosters transparency, reduces delays, and prevents misuse of funds or resources. It creates an audit trail that can easily be referenced for validation, ensuring that all physical and financial commitments are met and properly documented.

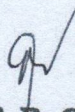
4. Below is the flowchart of transaction involving the use of the revised Activity Request, Purchase Request, and Post-activity Report:

1 Proponent prepares and signs Activity and Purchase Requests.	1.a For Learning and Development Activity, the L & D Focal Person endorses and logs the Activity Request and documents necessary data	2 Proponent submits Activity Request to Budget Officer for Certification of Available funds	3 Chief/AO V Admin reviews Activity Request as per technical requirements
4 ASDS recommends approval of Activity Request and logs the document	5 Schools Division Superintendent approves Activity Request and Purchase request	6 Proponent submits approved PR and AR to BAC SEC	7 BAC Sec prepares RFQ and facilitates procurement activities
8 BAC Sec/ Supply Office notifies proponent of the service provider	9 Proponent conducts activity in accordance to approved parameters and accomplish the appropriate Inspection Checklist	10 Proponent prepares and submit Post-activity Report with complete attachments	10.a For Learning and Development Activity, the L & D Focal Person endorses and logs the Post-activity Report and documents necessary data
11 Chief/AO V Admin Reviews Post-activity Report as per technical requirements	12 ASDS recommends acceptance of Post-activity Report to the SDS and logs the document	13 Schools Division Superintendent accepts the Post-activity Report	14 Proponent submits the Post-activity Report to the Supply Office to facilitate payment

5. Proponents are encouraged to directly communicate with the BAC Secretariat or with the supply office for information regarding their respective service providers.


6. For clarification and further inquiries regarding the matters herein, feel free to communicate with the Office of the Asst. Schools Division Superintendent.

7. Immediate dissemination of and compliance to this memorandum is desired.


BENEDICTA B. GAMATERO PhD, CESO V
 Schools Division Superintendent



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