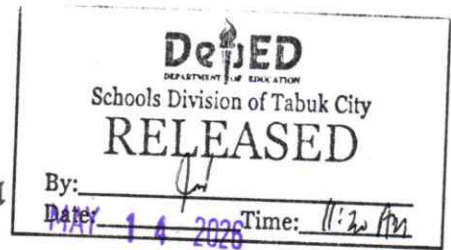




Republic of the Philippines
Department of Education
Cordillera Administrative Region
Schools Division of Tabuk City



Office of the Schools Division Superintendent

May 13, 2026

DIVISION MEMORANDUM

No. 218, s. 2026

ORIENTATION ON OFFICE PROCUREMENT PROCESS

To: Assistant Schools Division Superintendent
Chief Education Supervisors
Education Program Supervisors
All Other Concerned

1. In line with the continuous strengthening of procurement procedures and to ensure compliance with existing government procurement policies and guidelines, this Office announces the conduct of the **Orientation on Office Procurement Process** for all Program Holders.
2. The activity shall be conducted on:
Date: May 14, 2026
Time: 2:00 PM
Venue: Katarungan Hall, SDO Tabuk City, Bulanao Norte, Tabuk City, Kalinga
3. The orientation aims to provide guidance on the proper procedures, documentary requirements, and implementation of Small Value Procurement to ensure efficient and compliant procurement transactions.
4. All concerned personnel are hereby directed to attend and participate actively in the said orientation.
5. Immediate dissemination of and strict compliance with this Memorandum is desired.

CHRISTOPHER C. BENIGNO PhD, EdD, CESO VI
Assistant Schools Division Superintendent
OIC – Schools Division Superintendent



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