



Republic of the Philippines
Department of Education
CORDILLERA ADMINISTRATIVE REGION
Schools Division of Tabuk City

Office of the Schools Division Superintendent

evaluation prior to procurement programming and submission of procurement-related documents;

3.3 Observe complete staff work (CSW) by ensuring that all proposals, requests, technical specifications, program designs, cost estimates, supporting documents, and procurement submissions are accurate, complete, compliant, reviewed, validated, and implementation-ready prior to endorsement or approval;

3.4 Avoid fragmented, repetitive, rushed, unnecessary, or non-priority procurement activities inconsistent with approved plans, strategic objectives, fiscal discipline, and prevailing procurement laws and regulations;

3.5 Strengthen inter-office and school coordination, accountability, monitoring, records management, and documentation in all stages of planning, procurement, implementation, inspection, acceptance, utilization, and post-procurement evaluation;

3.6 Uphold procurement integrity, transparency, professionalism, fiscal responsibility, due process, and ethical standards in all government transactions and official undertakings.

4. All personnel and school heads are further reminded to be guided by the T.A.B.U.K. principles of Trust, Accountability, Bayanihan, Unity, and Kindness as foundational values in leadership, institutional stewardship, strategic governance, and learner-centered public service. These guiding principles shall continue to inspire collaboration, ethical decision-making, operational excellence, and faithful commitment to the welfare of every Tabukeño learner.

5. Successful implementation of programs, projects, activities, and procurement initiatives depends not only on compliance with law and procedure, but likewise on strategic foresight, prudent planning, sound implementation mechanisms, institutional coordination, complete staff work, and shared accountability in public service.

6. Immediate dissemination of and strict compliance with this Memorandum is hereby directed.

7. For guidance and strict compliance.


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



Address: Bulanao Central School Cmpd., Purok 2, Bulanao Norte, Tabuk City, Kaling
Email: tabuk.city@deped.gov.ph
Website: <https://www.depedtabukcity.com>

