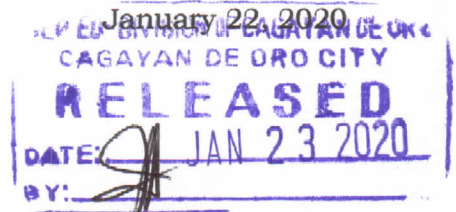




Republic of the Philippines
Department of Education
REGION X
DIVISION OF CAGAYAN DE ORO CITY

DIVISION MEMORANDUM
No. 05, s. 2020



To: Assistant Schools Division Superintendent
Education Program Supervisors
Public Schools District Supervisor
Division Personnel
Division Program Holders
Division Bids and Awards Committee
Public Secondary School Heads
Public Elementary School Heads
This Division

From: CHERRY MAE L. LIMBACO
Schools Division Superintendent *CL*

Subject: **Reiteration of Division Memorandum No. 215, s.2019**
Re: Instruction in the preparation of Purchase Request (PR)
and Request for Quotation (RFQ)

1. In reference to the Audit Observation Memorandum (AOM) No. 2019-01, this Division incurred deficiencies by not indicating the specifications, terms and conditions and the package of service to be rendered during seminars/conferences in the Purchase Request (PR), Request for Price Quotation (RFQ), Purchase Order (PO), and Acceptance & Inspection Report (AIR), thus the transactions were unreliable in violation of Section 3b and in Annex II, b). Small Value Procurement, Section 53.9 and Annex H, D.8, b1. of R.A. 9184, and Section 4 (6) P.D. 445.
2. To comply with the above-mentioned procurement rules, the field is hereby informed that in conducting trainings/seminars/conferences, all program holders and activity proponents are directed to indicate the **specifications, terms and conditions of the service packages** in the Purchase Request (PR), Request for Quotation (RFQ), Purchase Order (PO) and Inspection & Acceptance Report (IAR). See attached menu.
3. The BAC shall examine the PR and will not sign the RFQ if the information in the description column is not specific and other terms and conditions are lacking.
4. See attached sample forms.
5. For widest dissemination and strict compliance.



Address: Fr. William F. Masterson Avenue, Upper Balulang, Cagayan de Oro City
Telephone: (08822) – 8550048

PURCHASE REQUEST

Department of Education - Division of Cagayan de Oro City

Agency

Department : Education

PR No. :

Date :

Section :

SAI No. :

Date :

Stock No.	Unit	Item Description	Quantity	Unit Cost	Total Cost
	pax	Catering services for the 1-day Orientation for School Bids & Awards Committee (SBAC) on _____ (date) _____	120		
		Specifications:			
		1 meal (lunch) with 2 snacks (AM and PM)			
		Set A: Rice, Beef with mushroom, Fish Fillet (Malasugue), Four Seasons, Soup, Sliced Fruits			
		Softdrinks			
		Two (2) food stations (depending on the number of participants) shall be provided during meal time.			
		BUFFET TYPE.			
		Availability of drinking water at the session hall			
		Flowing coffee.			
		Provision of parking lots for at least _____ cars.			
		Flood-free area			
		Funds Available:			
		ARNEL A. CALUBAG, CPA			
		Accountant III			

Purpose : **(indicate here the title of the activity)**

Signature :

Printed Name :

Designation :

Requested by :

Approved by :

CHERRY MAE L. LIMBACO
Schools Division Superintendent



Republic of the Philippines
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Set A Rice Beef with Mushroom Fish Fillet (Malasugue) Four Seasons Soup Sliced Fruits Drinks	Set B Rice Beef Stew Chicken (Buttered) Sotanghon Soup Sliced Fruits Drinks
Set C Rice Pork Steak Chicken Curry Spring Roll (Lumpia) Soup Sliced Fruits Drinks	Set D Rice Chicken Fillet (Sweet & Sour Sauce) Pork Stroganoff/Chinese Humba Bam-i Soup Sliced Fruits Drinks
Set E Rice Beef Steak Chicken Garlic Pancit Guisado Soup Sliced Fruits Drinks	Set F Rice Pork Hamonada (Pork Chop) Lemon Chicken Chopsuey Soup Sliced Fruits Drinks