



Republika ng Pilipinas
Kagawaran ng Edukasyon
REHIYON V (BIKOL)

TANGGAPANG PANSANGAY NG MGA PAARALAN NG LUNGSOD IRIGA

DEPARTMENT OF EDUCATION
SDO-Iriga City RECORDS SECTION

RECEIVED
16 SEP 2026

CIRL No. 2026-09-028 on 71

September 16, 2026

OFFICE MEMORANDUM

NO. 29, s. 2026

**LAST QUARTER CALL FOR PROCUREMENT SUBMISSIONS AND BIDS AND AWARDS COMMITTEE
(BAC) SCHEDULE**

To: Asst. Schools Division Superintendent
Chief Education Supervisors
Heads, Sections/Units
All Others Concerned

1. This memorandum serves as a reiteration and reminder that we are now in the **LAST QUARTER OF THE YEAR**. All program owners are hereby directed to submit the necessary procurement documents to the Procurement Office for checking and processing in accordance with existing rules and guidelines.

2. Submission of Documents

- Program owners are expected to have full knowledge of the funds downloaded to their respective offices.
- Required procurement requests must be prepared and submitted promptly, ensuring compliance with the procurement guidelines.
- Delays in submission may affect the timely processing and disbursement of funds before year-end.

3. BAC Meeting Schedule

Please be reminded that the **Bids and Awards Committee (BAC)** adheres to a strict and fixed schedule of meetings:

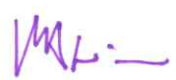
- September 21, 2026 (Monday)
- October 5, 2026 (Monday)
- October 19, 2026 (Monday)
- November 3, 2026 (Tuesday)
- November 16, 2026 (Monday)
- December 1, 2026 (Tuesday)
- December 14, 2026 (Monday)

All program owners must ensure that their procurement requests and supporting documents are submitted **ahead of these schedules** to avoid non-inclusion in the agenda.

4. Compliance

Strict compliance is expected from all concerned. This reiteration is issued to ensure that procurement activities are completed within the prescribed timelines and that no funds remain unutilized at the close of the fiscal year.

5. For your guidance and immediate action.


MARIA-MAGNOLIA F. BRIOSO, CESO VI
OIC, Schools Division Superintendent



**IRIGA
SPRINGS**

Sa Serbisyang Tapat at Maagap,
Edukasyon ay Dekalidad!



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