



Republic of the Philippines
Department of Education
Cordillera Administrative Region
DIVISION OF BAGUIO CITY
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DIVISION MEMORANDUM

No. 100, s. 2013

To : All Public Elementary and Secondary School Heads;
Public Schools District Supervisors

From : ESTELA LEON CARIÑO, CESO V
City Schools Division Superintendent

Subject : PROCUREMENT OF COMMONLY USED SUPPLIES, DEVICES AND
EQUIPMENT FROM DBM-PS (PROCUREMENT SERVICE)

Date : 14 August 2013

This office noticed that most of the schools are not purchasing commonly used supplies (office/school, utilities, electrical and computer), devices and equipment from the Department of Budget and Management-Procurement Service (DBM-PS) which is against the Joint Commission Circular No. 77-2 of the Department of Budget and Management AND Commission on Audit and Executive Order No. 524 (as implemented by DBM Circular Letter No. 2006-6).

In view of this, everyone is being reminded to strictly abide with the abovementioned circulars and order. Furthermore, purchases made outside of DBM-PS (except for those items not available there) will not be honored as supporting documents for the liquidation of cash advances.

Immediate dissemination of this memorandum and strict compliance of all concerned is enjoined.