



Republic of the Philippines
Cordillera Administrative Region
DIVISION OF BAGUIO CITY
#82 Military Cut-off Road, Baguio City

DED DIVISION OF BAGUIO CITY

FEB 20 2017



RELEASED

February 17, 2017

Division Memorandum No. 63, s. 2017

To: PSDS
Public Elementary and Secondary School Heads
All Others Concerned

2017 Brigada Eskwela Purchase Request

1. In preparation for the conduct of the 2017 Brigada Eskwela, all schools are requested to prepare a purchase request amounting to P10,000.00 for the Brigada Eskwela materials to be submitted on or before February 21, 2017.
2. Kindly submit the hard copy to Ms. Asuncion C. Saguid, SGOD-Soc.Mob Section and send the soft copy at asunsaguid@yahoo.com.ph.
3. Attached herewith is the sample format for the Purchase Request.
4. Immediate dissemination of this memorandum is desired.


ATTY. AUGUSTIN P. LABAN III
OIC – Schools Division Superintendent

PURCHASE REQUEST
City Government of Baguio

Department: Department of Education-Baguio City Division PR No. : _____ Date: _____
 Section: _____ SAI No : _____ Date: _____
 ALOBS No. : _____ Date: _____

Item No.	Qty	Unit of Issue	Item Description	Estimated Unit cost	Estimated cost
PINSAO NATIONAL HIGH SCHOOL					
1	2	gal	FLEXI BAND	740.00	1,480.00
2	2	pc	16 Liters Megacryl 500 White	1,900.00	3,800.00
3	2	pc	paint brush, 4"	62.50	125.00
4	2	pc	paint brush, 2"	35.00	70.00
5	6	gal	Dark green Oil base	500.00	3,000.00
6	5	pcs	1/4 Liter Tinting Color Hansa Yellow	75.00	375.00
7	8	pcs	Standard size roler	100.00	800.00
8	7	pcs	Standard size roler plate	50.00	350.00
				TOTAL	10,000.00

Purpose: Brigada Eskwela 2017 PINSAO NATIONAL HIGH SCHOOL

Signature: Printed Name: Designation: Date:	Requested By:	Cash Availability:	Approved by:
	MA. LOURDES D. DUMPAYAN	ALEX B. CABARRUBIAS	ATTY. AUGUSTIN P. LABAN III
	School Head	ICO-City Treasurer	OIC-Schools Division Superintendent

Feb. 16 2017