





December 27, 2017

Division Memorandum No. 467 s. 2017

2018 Brigada Eskwela Purchase Request

#82 Military Cut-off Road, Baguio City

To: PSDS
School Heads
Brigada Eskwela Coordinators

- In preparation for the 2018 Brigada Eskwela, the Local Government of Baguio will be donating an amount of 22,388.00 worth of construction materials to repair and improve our schools in preparation for the opening of classes on June 2018.
- In this regard, all Brigada Eskwela coordinators are advised to prepare purchase requests in <u>excel format</u> and submit a soft copy to <u>asunsaguid@yahoo.com.ph</u> on or before January 8, 2018. See attached sample template.
- 3. Immediate dissemination of this memorandum is desired.

FEDERICO P. MARTIN, Ed.D., CESO VI

Schools Division Superintendent

PURCHASE REQUEST

City Government of Baguio

| Department: Department of Education-Baguio City Division Section: | | | | PR No. : | | Date: | |
|--|-----|--------------------------|-----------------------------------|---------------------|--|-----------|--|
| | | | | | | Date: | |
| 500tion. | | | | ALOBS N | o. : | Date: | |
| Item No. | Qty | Unit of Issue | Item Descri | iption | Estimated Unit | Estimated | |
| | | | | | 1 One | COST | |
| | | | THE RESERVE OF THE SAME | | T | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | - | | |
| | 1 | | | | | | |
| | | | | | | | |
| | | | | | - | | |
| | | | | | - | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| - | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | 45 1 11 | | | | |
| | - | | *For delivery to the respective s | chool. | | | |
| | | | **Labor c/o PTA | | | | |
| | | | | | TOTAL | 22 200 0 | |
| | | | | | | 22,388.0 | |
| Purpose: | | Brigada Es | kwela 2018 | | | | |
| Requested B | | | | Cash Availability: | | | |
| | | Requested E | By: | | Approved by: | | |
| 8 | | | | | | | |
| gnature: | - | | | | X | | |
| nted Name: | - | ROBERTO GONZALES | | ALEX B. CABARRUBIAS | FEDERICO P. MARTIN Ed.D., CESO | | |
| esignation: | | Administrative Officer V | | City Treasurer | Schools Division Superintendent | | |