



Republic of the Philippines  
Department of Education  
Cordillera Administrative Region  
**DIVISION OF BAGUIO CITY**  
#82 Military Cut-Off, Baguio City  
Tel. No.: 446-6138 Fax: (074) 442-7



**DIVISION MEMORANDUM NO. 471, S. 2018**


**TO :** All Division Chiefs  
Public Schools District Supervisors  
Education Program Supervisors  
All Unit Heads and Personnel  
  
Division Bids and Awards Committee  
Division Technical and Working Group  
Division BAC Secretariat, and  
All Others Concerned

**FROM :** **FEDERICO P. MARTIN, Ed.D., C.Ed.D., CESO V**  
Schools Division Superintendent/  
Head of Procuring Entity (HoPE)

**SUBJECT :** **Letter of Acceptance and Undertaking for Central and Regional Offices' Requests for Procurement**

**DATE :** September 28, 2018

1. Before accommodating any request for procurement, the funds of which will be downloaded by the Central Office or the Regional Office, the following documents will be prepared first by the designated focal person:
  - a. Letter of Acceptance (follow the format as shown in Enclosure 1), and
  - b. Undertaking (follow the format as shown in Enclosure 2)
2. Once approved and the requesting office signified its conforme in the Undertaking, submit the documents together with the following to the Division Bids and Awards Committee through the BAC Secretariat:
  - a. Approved Work and Financial Plan
  - b. Approved Project Procurement Management Plan
  - c. Approved Activity Request/Proposal
  - d. Approved Purchase Request/s (technical specifications of the goods or services to be procured stated)
  - e. Copy of the Sub-ARO
  - f. Relevant Memorandum/letter from the requesting office, and
  - g. Other relevant documents, if any
3. Immediate and widest dissemination is enjoined.

  
**FEDERICO P. MARTIN, Ed.D., C.Ed.D., CESO V**  
Schools Division Superintendent



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(Date)

**(Name of CO/RO official who made the request)**

(Designation and Office)

Department of Education / DepEd – Cordillera Administrative Region  
DepEd Complex, Meralco Ave. / Wangal, La Trinidad  
Pasig City 1600 / Benguet

**Attention: (Name of CO/RO Focal Person)**

**Subject:** Request to procure the (goods or services for procurement, e.g. board and lodging) for the activity (title of the activity, e.g. National Training of Trainers on Campus Journalism)

Sir/Madam:

This is to inform you that the undersigned accepts your request to make the necessary arrangements and to procure the (goods or services for procurement) for the participants of (title of the activity) on (schedule of the activity).

Attached herewith is an undertaking for your conforme. Also indicated therein are the responsibilities of the Division Office's focal person. The officer assigned to coordinate with Mr./Ms. (CO/RO Focal Person) will be Mr./Ms. (DO Focal Person, designation) of this Division.

For your information.

Very truly yours,

**FEDERICO P. MARTIN, Ed.D., C.Ed.D., CESO V**



