



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

May 12, 2021

Division Memorandum
 No. 133, s. 2021

VIRTUAL CONDUCT OF REVISITING THE PROCUREMENT AND FINANCIAL TRANSACTION PROCESSES IN THE SCHOOL LEVEL

TO: All Public Elementary and Secondary School Heads
 School Administrative Officers
 School Supply Officer/Supply Officer Designate/Property Custodian
 School Bids and Awards Committee Chairman
 Administrative Assistant (Finance – School and DO Proper)

1. This is to inform the field that the Schools Division Office of Baguio City will conduct a virtual orientation on the Procurement and Financial Transaction Processes in the school level on May 19, 2021 from 8:00 am to 5:00 pm.
2. The purpose of this activity is to revisit the agency's processes to address the deficiencies communicated by the resident auditors through various Audit Observation Memorandums for the improvement of the agency's performance in the ensuing years.
3. Participants of this activity are as follows:

Participants	Total
School Heads	67
School Supply Officer/Supply Officer Designate/Property Custodian	67
School BAC Chairman	67
School Administrative Officer	25
Administrative Assistants II/III	24
Budget Officer	1
Accountant III	1
Information Technology Officer I	1
Total	253*+96

4. All concerned must ensure a stable internet connection. Link will be forwarded through email or functional official group chats.
5. Immediate and wide dissemination of this Memorandum is desired.

(Signature)
MARIE CAROLYN B. VERANO, CESO V
 Schools Division Superintendent



"DepEd SDO Baguio City: We Serve, We Care."

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