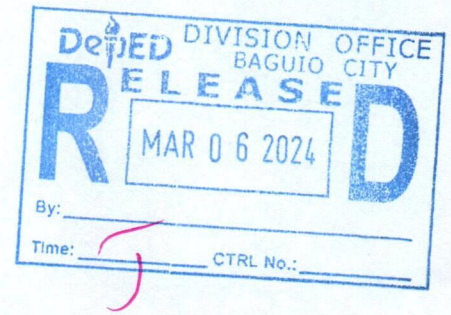




Republic of the Philippines  
**Department of Education**  
 CORDILLERA ADMINISTRATIVE REGION  
**SCHOOLS DIVISION OF BAGUIO CITY**



March 6, 2024

**DIVISION MEMORANDUM**  
 No. **152-2024**

**PROVISION OF THE DATE OF DELIVERY IN THE PURCHASE REQUEST  
 BY THE END-USERS AND PROGRAM OWNERS**

To: All Chief Education Supervisors  
 Education Program Supervisors  
 Section/Unit Heads  
 Public Schools District Supervisors  
 Public Schools Heads  
 Others Concerned

1. The Government Accounting Manual (GAM) provides that the purchase order (PO) is a form/document used by the agency/entity, addressed to a supplier, to deliver specific quantities of supplies/goods/property subject to the terms and conditions contained in the PO. Anent this, Appendix 61 of the GAM specifies that the **definite date of delivery and place of delivery shall be provided but if not provided the date of delivery shall mean seven (7) calendar days after receipt of the PO by the supplier.**
2. Moreover, **all end-users and program owners are reminded to specify the date of delivery portion** in the purchase request (PR) used by the Schools Division Office (SDO) of Baguio City as follows which can be downloaded from the SDO official website ([www.depedpines.com](http://www.depedpines.com)):

**PURCHASE REQUEST**

Entity Name:

Fund Cluster:

Office/Section :		PR No.:		Date:	
		Responsibility Center Code :		Delivery Period:	
Stock/ Property No.	Unit	Item Description	Quantity	Unit Cost	Total
1	pc				
2					

End-user,  
 program  
 owner, specify  
 the delivery  
 period





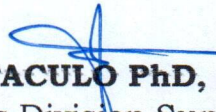


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## Department of Education

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3. The identification of date of delivery in the PR by the end-users or program owners is crucial during the procurement process until the payment to the suppliers. The date provided in the PR serves as the basis of the Bids and Awards Committee (BAC) to identify what delivery period shall be included in the Request for Quotation (RFQ) which later becomes the basis of the Supply Unit to determine the date of delivery in the PO.
4. This Office reiterates that all required information in the PR shall be provided and encoded by the end-user or program owner before forwarding to the Budget Section and approval by the Schools Division Superintendent.
5. For information, guidance and strict compliance.

  
**SORAYA T. FACULO PhD, CESO VI**  
Assistant Schools Division Superintendent  
Officer-in-Charge  
Office of the Schools Division Superintendent

