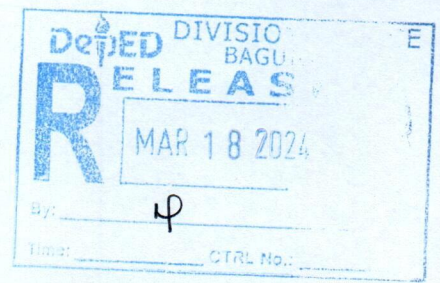




Republic of the Philippines  
**Department of Education**  
CORDILLERA ADMINISTRATIVE REGION  
**SCHOOLS DIVISION OF BAGUIO CITY**



March 15, 2024

**OFFICE MEMORANDUM**  
No. 014,2024

**IMMEDIATE SUBMISSION OF PURCHASE ORDERS AND THEIR  
SUPPORTING DOCUMENTS**

To: All Chief Education Supervisors  
Education Program Supervisors  
Section/Unit Heads  
Program Owners  
Others Concerned

1. Pursuant to Commission on Audit (COA) Circular No. 09-001 titled Restatement with amendment of COA Circular 87-278 and COA Memorandum 2005-027 re: submission of copy of government contracts purchase orders and their supporting documents to the Commission on Audit, which provides that **a copy of any purchase order irrespective of amount, and each and every supporting document, shall within five (5) working days from issuance thereof be immediately submitted.**
2. In relation to this, this Office **directs all program owners or end users to immediately submit the procurement folder with the duly signed/approved Purchase Order (PO)** to the concerned offices as reflected in the attached enclosure.
3. 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







Republic of the Philippines

## Department of Education

CORDILLERA ADMINISTRATIVE REGION  
SCHOOLS DIVISION OF BAGUIO CITY

### PROCESS FOR THE SUBMISSION OF PROCUREMENT FOLDER WITH SIGNED PURCHASE ORDER:

