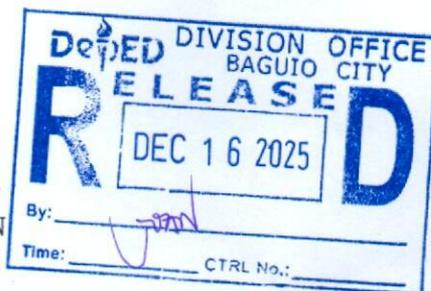




Republic of the Philippines
Department of Education
CORDILLERA ADMINISTRATIVE REGION
SCHOOLS DIVISION OF BAGUIO CITY



December 16, 2025

OFFICE MEMORANDUM

No. **098,2027**

**SUBMISSION DEADLINE FOR REQUEST OF OFFICE SUPPLIES THROUGH
REQUISITION AND ISSUE SLIP (RIS)**

To: Supplies Inventory Committee
All SDO Baguio Proper Personnel

1. This is to inform that the **last day for submitting office supply requests for CY 2025 through the Requisition and Issue Slip (RIS) at the Supply and Property Management Unit (SPMU) shall be December 29, 2025.** This cutoff is necessary to allow the conduct of the actual office supply inventory at the SPMU stock room scheduled on January 5-6, 2026, and to facilitate the reconciliation for the Physical Count of Inventories as of December 31, 2025,
2. Office supply requests submitted after December 29, 2025 shall no longer be accepted or processed until the inventory activity has been completed. Personnel are hereby directed to submit all supply request for January 2, 5, and 6, 2026 on or before the said date to prevent operational disruptions.
3. This is issued for your information, guidance, and strict compliance.


SORAYA T. FACULO PhD, CESO V
Schools Division Superintendent