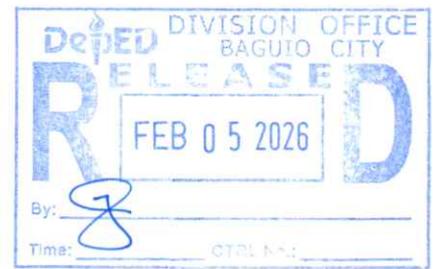




Republic of the Philippines
Department of Education
CORDILLERA ADMINISTRATIVE REGION
SCHOOLS DIVISION OF BAGUIO CITY



February 5, 2026

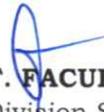
OFFICE MEMORANDUM

No. **008'2026**

PILOT TESTING OF SUPPLY HUB FOR ISSUANCE OF OFFICE SUPPLY

To: All Functional Divisions
Other Concerned Personnel

1. In line with the continuing efforts to improve the efficiency and transparency of the issuance of office supplies, the Schools Division Office (SDO) of Baguio City will conduct a **pilot testing of the Supply HUB Baguio System** for the processing of office supply requests.
2. All requests for SDO regular office supplies at the Supply Unit, during the pilot testing period shall be submitted online through the Supply Hub and processed by the Supply Unit. This initiative aims to streamline the requisition process, enhance monitoring of inventory, and reduce manual transactions.
3. The issuance of supplies shall proceed even while the individual Supply Hub accounts of requesters are still being created or finalized. In the interim, requests may be coursed through the designated focal person or temporary access arrangements, as coordinated with the Supply Unit.
4. For information, guidance, and strict compliance.


SORAYA T. FACULO PhD, CESO V
Schools Division Superintendent

OSDS/SPMU/vgc

