

Republic of the Philippines
Department of Education
SOCCSKSARGEN REGION
DIVISION OF SULTAN KUDARAT

RECORDS SECTION
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OFFICE MEMORANDUM
OSDS-BAC No. 109. 2024

**ANNOUNCEMENT OF THE DEADLINE FOR THE SUBMISSION OF
PURCHASE REQUESTS**

TO: Assistant Schools Division Superintendent
Chiefs of the Functional Divisions
Unit/ Section Heads
Division Office Personnel
This Division

1. This is to inform our Program Holders that the deadline for the submission of Purchase Requests (PR) will be on **December 11, 2024 5:00 P.M.**
2. Setting deadlines for the submission of PR is an essential practice that enhances efficiency, accountability, and compliance with the procurement timelines. Clear timelines facilitate better planning and avoid bottlenecks in the procurement workflow.
3. For queries and clarifications, all concerned may contact **MELVIN P. FORTUNA**, BAC Secretariat Chairperson through 0916-180-8840 or email at melvin.fortuna@deped.gov.ph
2. Immediate and widest dissemination of this Memorandum is directed.

CRISPIN A. SOLIVEN JR., CESE
Schools Division Superintendent

Enclosure: None

References: None

To be indicated in the Perpetual Index under the following subjects:

ANNOUNCEMENT	DEADLINE	PURCHASE REQUEST	SUBMISSION
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MPF/OSDS-BAC/OM- Announcement of the Deadline for the Submission of Purchase Requests/ December 9, 2024



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