



Republic of the Philippines
Department of Education
REGION XI
SCHOOLS DIVISION OF PANABO CITY

Office of the Schools Division Superintendent

March 26, 2024

DIVISION MEMORANDUM

No. 0070, s. 2024

**STRICT PRESENTATION OF DETAILED SPECIFICATIONS OF THE
PRODUCTS AND ITEMS PROCURED IN THE ISSUED PURCHASE
ORDERS**

To : Assistant Schools Division Superintendent
Elementary and Secondary School Heads/Principals
Accounting Section
All Others Concerned

1. Pursuant to the Audit Observation Memorandum (AOM) No. 2024-007 received by this Office last February 27, 2024, re: **No Reflected Detailed Specifications of Quoted Products in the Purchase Orders**, this Office hereby mandates the strict compliance of all schools to the standard government procedures on the preparation of all purchase orders released by the schools.

2. **Detailed technical specifications of products and/or items procured to the winning supplier are required to be indicated in the Purchase Order to have a reliable basis on the checking of the conformity of the delivered goods.**

3. For purchases of meals and snacks, complete menu is required to be reflected in the POs whereas for products such as but not limited to supplies and equipment, POs should contain the detailed technical specification of the item.

3. This memorandum shall take effect immediately.

For the information, guidance and compliance of all concerned.

JINKY B. NIRMAN, PhD, CESO VI

Assistant Schools Division Superintendent
Officer-In-Charge

Office of the Schools Division Superintendent

RELEASED

MAR 26 2024

RECORDS SECTION-SDO PANABO CITY

BY



Schools Division of Panabo City
City Hall Compound, Panabo City
Tel. No. (084) 823-1469

Email: panabocity.division@deped.gov.ph

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