



Republic of the Philippines  
**Department of Education**

Region XI  
SCHOOLS DIVISION OF PANABO CITY

**Office of the Schools Division Superintendent**

January 5, 2026

**OFFICE MEMORANDUM**

OSDS-2025-0007

**STRICT COMPLIANCE OF PROCUREMENT PROCESS AND  
LABOR LAWS ANENT PROCUREMENT OF SECURITY SERVICES**

**TO : RAUL E. GACUS**  
Administrative Officer V

**ATTY. ANNALENE A. DACUMOS**  
Attorney III

**TYRON E. DUJALI**  
ITO

Considering that the procurement of the Security Services for all schools is about to commence, and in order to ensure that the procurement process and applicable labor laws are strictly observed, you are hereby directed to carefully review and evaluate purchase requests, contracts, terms of reference and other documents related to the procurement of Security Services by schools, to ensure full compliance with existing laws, rules and regulations.

Further, you are hereby directed to continuously monitor compliance through inspections and on-site visits to ensure that both the security and the schools strictly implement the provisions of their contracts, including but not limited to wage requirements, working hours, benefits and other labor standards, as well as compliance with Republic Act No. 12009 and other pertinent laws. Lastly, you are directed to give technical assistance to schools in their procurement process.

Travel and incidental expenses relative to the said activity shall be charged against local funds, all subject to the usual accounting and auditing rules and regulations.

For immediate and strict compliance.

**RELEASED**

**JAN 16 2026**

RECORDS SECTION-SDO PANABO CITY  
BY

**JINKY B. FIRMAN, PhD, CESO VI**  
*Schools Division Superintendent*



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