



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.


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

RELEASER
JAN 16 2025
RECORDS SECTION-SDO PANABO CITY
BY _____



Address: City Hall Compound, Km 31, JP Laurel,
Panabo City, Davao del Norte
Telephone No: (084) 823-1469, (084) 628-4066
Email: panabocity.division@deped.gov.ph
Website: www.depedpanabocity.com