



Republic of the Philippines
Department of Education
NEGROS ISLAND REGION

Office of the Regional Director

OCT 01 2026

OFFICE MEMORANDUM

ORD-OARD-BAC-2026- 007

**SUBMISSION OF REMAINING PROCUREMENT ACTIVITIES AND
REQUIRED SUPPORTING DOCUMENTS FOR CY 2026**

To: Chief Education Supervisors/Chief Administrative Officers
All Others Concerned

1. In anticipation of the year-end closing of procurement activities for Calendar Year 2026, all Functional Divisions are hereby directed to submit **all remaining procurement activities intended for implementation within the current year** to the Bids and Awards Committee (BAC) Secretariat on or before October 15, 2026.
2. The submission shall include all procurement activities that have yet to be initiated or completed, including those requiring the preparation and processing of the appropriate procurement documents. This is to provide sufficient time for the necessary procurement processing, contract implementation, delivery/completion, inspection, acceptance, and payment within the prescribed period, and to avoid the accumulation of procurement activities toward the end of the year.
3. All Purchase Requests (PRs) shall be supported by the following duly approved and/or applicable documents:
 - a. Work and Financial Plan (WFP);
 - b. Project Procurement Management Plan (PPMP);
 - c. Supplemental Project Procurement Plan (SPP);
 - d. Special Allotment Release Order (SARO), if applicable; and
 - e. Approved Project Proposal.
4. All Functional Divisions are therefore enjoined to review their respective procurement plans and immediately identify and submit any remaining procurement requirements to ensure their timely implementation and completion within Calendar Year 2026.
5. Official templates for PR and SPP may be downloaded through the link **<https://tinyurl.com/PROC-DOCS>** while the WFP and PPMP are those which have been prepared, duly verified, and approved through the Policy, Planning, and Research Division's Project Management Information System (PMIS).
6. Immediate dissemination of and compliance with this Memorandum are desired.

RAMIR B. UYTICO EdD, CESO III
Regional Director

AHL/MVF/ SUBMISSION OF REMAINING PROCUREMENT DOCS
October 1, 2026



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