



Republic of the Philippines
Department of Education
Region XI
SCHOOLS DIVISION OF DIGOS CITY
Digos City

Office of the Schools Division Superintendent

DIVISION MEMORANDUM
No. 292, s. 2022

May 13, 2022

**DIRECTIVE TO PERUSE PURCHASE REQUEST NO. 22-03-017 WITH PURCHASE
ORDER NOS. 22-05-0027, 22-05-0028**

To: **NEPTUNE L. TAMBILAWAN**
Administrative Officer V

HEIDI B. ESCALONA
Acting Supply Officer

1. This has reference to the Obligation Request and Status Nos. 02-101101-2022-05-00466 and 02-101101-2022-05-00467 with Transaction Description "Supplies for Division Office Use", Purchase Request No. 22-05-0027, this office received last May 11, 2022.
2. The undersigned directs you to peruse these transactions on whether or not these are intended for the First Quarter of the Calendar Year 2022.
3. If found so, you are likewise instructed to realign the allocated budget to be utilized for the PRIME-HRM, QMS, and for supplies deemed necessary for the remaining quarters since to date we are already in the middle of the Second Quarter.
4. Such realignment shall be reported to the undersigned for approval.
5. For prompt action and strict compliance.


CRISTY C. EPE
Schools Division Superintendent

DepEd Schools Division of Digos City
RECORDS SECTION

RELEASED
22-84863

DATE: MAY 13 2022 TIME: 11:45 PM

BY: 

Encl: As stated