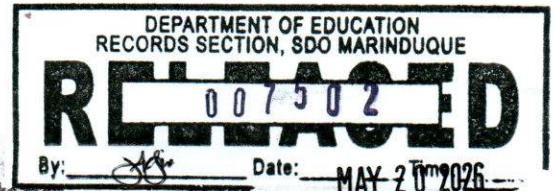




Republic of the Philippines
Department of Education
SCHOOLS DIVISION OF MARINDUQUE



Office of the Schools Division Superintendent

MEMORANDUM
OSDS-PU-2026-002

TO: Asst. Schools Division Superintendent
Chief Education Supervisors
Unit and Section Heads
All Others Concerned

FROM: **LYNN G. MENDOZA, EdD**
OIC, Schools Division Superintendent

SUBJECT: **GUIDELINES ON THE USE OF DIRECT ACQUISITION UNDER SECTION 32.1 TO 32.3 OF RA NO. 12009 AND ITS IRR**

DATE: April 15, 2026

1. In line with the implementation of Republic Act No. 12009 and its Implementing Rules and Regulations (IRR), all concerned personnel are hereby informed of the provisions governing the use of Direct Acquisition as an Alternative Mode of Procurement under Section 32.1 to 32.3.

2. Direct Acquisition may be resorted to subject to the conditions and requirements prescribed by law and its IRR. This mode of procurement allows the direct procurement of goods from legitimate manufacturers, exclusive distributors, dealers, or authorized suppliers when justified by the circumstances provided by law.

Hence, the following guidelines shall be observed:

a. Direct Acquisition shall only be utilized in instances allowed under Section 32.1 to 32.3 of RA No. 12009 and its IRR, and upon determination that the conditions for its use are present;

b. The Unit or End-User shall ensure that the procurement requirements are necessary, properly planned, and supported by complete technical specifications and other relevant documents;

c. The BAC, TWG, and concerned offices shall conduct the appropriate market studies, verifications, and evaluations to ensure that the procurement is advantageous to the government and that the supplier is legally authorized to supply the required goods;

d. All procurement activities under Direct Acquisition shall be properly documented and supported by complete records, including canvass or market



price verification, justification, certifications, and approvals as required by existing procurement laws, rules, and regulations; and

e. The principles of transparency, competitiveness, accountability, efficiency, and economy shall at all times be observed in the conduct of procurement activities.

3. All concerned personnel are directed to strictly comply with the applicable provisions of RA No. 12009, its IRR, and pertinent issuances from the Government Procurement Policy Board (GPPB) and the Commission on Audit (COA).

4. Immediate dissemination of and strict compliance with the contents of this Memorandum are desired.