Republic of the Philippines
Department of Education
SCHOOLS DIVISION OF MARINDUQUE

DEPARTMENT OF EDUCATION
RECORDS SECTION, SDO MARINDUQUE
RELEASED
Date: NOV 18 2026

Office of the Schools Division Superintendent

MEMORANDUM
OSDS-PU-2026-004

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

FROM: **RONNIE S. MALLARI, PhD, CESO III**
Regional Director
Concurrent, Officer-in-Charge
Office of the Schools Division Superintendent

SUBJECT: **LAST DAY OF SUBMISSION OF PURCHASE REQUESTS FOR FY 2026**

DATE: November 18, 2026

1. All Program Owners are hereby informed that **November 27, 2026 (Friday) shall be the last day of submission of Purchase Requests (PRs)** for all goods, infrastructure projects, and services intended to be procured for Fiscal Year 2026 to the Procurement Unit.

2. Program Owners are also advised to ensure that their Purchase Requests, together with the corresponding technical specifications/terms of reference, approved budgetary requirements, and other applicable supporting documents, are complete, properly prepared, and duly signed by the authorized officials prior to submission.

3. All concerned are likewise reminded to submit only procurement requirements that are necessary and supported by the approved budget and applicable procurement plans. Submission of a Purchase Request does not automatically guarantee procurement or award, as all requests shall remain subject to evaluation and compliance with existing budgeting, accounting, and procurement rules and regulations.

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

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