



Republic of the Philippines
Department of Education
REGION III
SCHOOLS DIVISION OFFICE OF BATAAN

OFFICE MEMORANDUM 2024 - 013

FROM : SCHOOLS DIVISION SUPERINTENDENT

TO : All Unit Heads

SUBJECT : **SUBMISSION OF PURCHASE REQUEST FOR PROCUREMENT OF COMMON-USE SUPPLIES AND EQUIPMENT (OFFICE AND JANITORIAL SUPPLIES, IT EQUIPMENT AND ACCESSORIES) FY 2025**

DATE : November 4, 2024

This Office informs all concerned regarding the **submission of purchase request for the procurement of common-use supplies and equipment (including office and janitorial supplies, IT equipment, and accessories) for FY 2025**. This will serve as the basis for the **Early Procurement Activity (EPA) for FY 2025**.

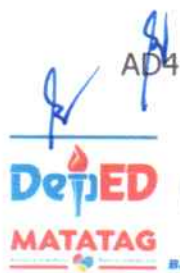
The template for the purchase request can be accessed via the following link:

<https://tinyurl.com/EPA2025PR>

Please ensure that both the soft copy and the approved hard copy of the purchase request are submitted **on or before the deadline, November 7, 2024**.

For information and compliance.


CAROLINA S. VIOLETA, EdD, CESO V
Schools Division Superintendent



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"We Mould Heroes"

