



Republic of the Philippines
Department of Education
Region X – Northern Mindanao
DIVISION OF LANA DEL NORTE
Gov. A. Quibranza Prov'l. Gov't. Center
Pigcarangan, Tubod, Lanao del Norte



DIVISION MEMORANDUM
No. *406* s. 2018

**PRE-PROCUREMENT PLANNING CONFERENCE CUM ORIENTATION ON
PHILGEPS POSTING FOR SENIOR HIGH SCHOOL TVL EQUIPMENT AND
OTHER MATERIALS**

TO: Division Bids and Awards Committee & Secretariat
School BAC Secretariat

to: [Signature]
FROM: ROY ANGELO E. GAZO
Schools Division Superintendent

DATE: November 5, 2018

1. In order to expedite the procurement for the Senior High School TVL equipment and other materials, you are hereby directed to register to the online Philippine Government Electronic Procurement System also known as PhilGEPS at www.philgeps.gov.ph.
2. The recipient schools' BAC Secretariat are encouraged to attend an orientation on PhilGEPS Posting on November 6, 2018, 8:00AM at the 2nd Floor Division Office Building (old building), Pigcarangan, Tubod, Lanao del Norte.
3. Bring with you procurement documents like the accomplished Price Market Analysis and Request for Quotation, approved Purchased Request, BAC Resolution, Project Procurement Management Plan, Annual Procurement Plan; and also gadgets like laptop, extension wire and wifi connection.
4. Immediate dissemination of this memorandum is hereby desired.