

201-200



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF EDUCATION
REGION XI
DIVISION OF TAGUM CITY



Energy Park, Apokon, Tagum City, Davao del Norte, Philippines
Email Address: tagum_city@deped.gov.ph Website: deped.tagumcity.gov.ph TeleFax: (084) 216-3504

Division Memorandum

No. 010, s. 2020

TO : All Elementary and Secondary School Heads
FROM : Office of the Schools Division Superintendent
SUBJECT : **Reiteration to MOOE Request Requirements for 2021**
DATE : January 7, 2021

Prior to the release of requested MOOE starting January 2021, all schools are hereby advised to comply the required attachments for the request of supplies, repair and maintenance, other activities involving procurement along with the (LOR) Letter of Request the following to wit:

- Purchase request
- POW or Program of Works
- Request for Quotation
- Abstract of Quotation
- Purchase Order
- Agency Procurement Request

This Division is looking forward to facilitate each of your request with an utmost care and concern specially in this time of pandemic.

For your strict compliance and guidance.


DR. JOSEPHINE L. FADUL
Schools Division Superintendent

DEPARTMENT OF EDUCATION
DIVISION OF TAGUM CITY
RECORDS SECTION

RELEASED

BY: LM
Date: JAN 08 2021 Time: 9:00
Remarks: Disseminated to 010-2021/01