



Republic of the Philippines
Department of Education
REGION I



OFFICE MEMORANDUM

No. 63 s. 2026

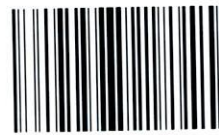
**REITERATION AND STRICT COMPLIANCE TO THE PROCUREMENT AND
INSPECTION PROCESS OF THE DEPED- REGIONAL OFFICE I**

To: Assistant Regional Director
Chiefs of the Functional Divisions
Heads of Units/ Sections
All Others Concerned

1. To facilitate the timely processing of the procurement activities in accordance with the provisions of the Republic Act No. 12009, the program owners/end- users of this Office shall facilitate the submission of complete documents to the Administrative Division- Procurement Unit one (1) month prior to the conduct of their activities.
2. This Office, through the Administrative Division- Asset Management Section, also reminds the program owners/end- users to observe due diligence in the inspection of delivered goods/services as members of the Inspectorate Team. They are reminded that they shall check, validate, and scrutinize if the delivered goods/services conform to the technical specifications and standard quality of the item they require as per the contract signed by the supplier. As much as possible, program owners/end- users are discouraged to receive items which are below the technical specifications.
3. In relation to this, the program owners/end- users must ensure that the Supplier's Performance Evaluation System (SPES) is duly attached and initially signed by the former.
4. Immediate dissemination and compliance with this memorandum is desired.

TOLENTINO G. AQUINO
Director IV

AD-PU&AMS/rjlc/roc/eqb/rnb/OM_ProcurementProcess
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Flores St., Catbangen, City of San Fernando, La Union
Telephone Nos.: (072) 607-8137/682-2324
DepEd Region I region1@depd.gov.ph
www.depdedregion1.com

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