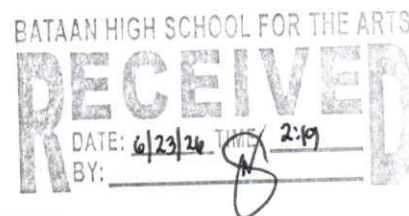




Republic of the Philippines
Department of Education
REGION III

BATAAN HIGH SCHOOL FOR THE ARTS



SCHOOL MEMORANDUM

No. 128, s. 2026

JUN 23 2026

TIMELY SUBMISSION OF PROCUREMENT REQUESTS AND SUPPORTING DOCUMENTS FOR ACTIVITIES, PROGRAMS, AND PROJECTS

To: Deputy Directors
Chief Administrative Officers
Chief Education Program Specialist
Teaching and Non-Teaching Personnel
All Others Concerned

1. To ensure the timely procurement and implementation of school activities, programs, and projects, all requesting units are directed to submit complete procurement requests and supporting documents within the prescribed timelines.
2. The required documents shall include, but not be limited to:
 - a. Purchase Request (PR);
 - b. Approved Project Proposal;
 - c. Program of Works and Detailed Cost Estimates, where applicable; and
 - d. Other supporting documents required under existing procurement regulations.
3. Effective July 13, 2026, all procurement requests and complete supporting documents shall be submitted to the BAC Secretariat at least twenty (20) calendar days before the intended activity, implementation date, procurement activity, or target delivery schedule.
4. To allow all offices sufficient time to align their internal processes, a transition period shall be observed. Until July 12, 2026, procurement requests shall continue to be accepted under existing practices.
5. Procurement requests submitted beyond the prescribed timeline, with incomplete documentary requirements, or requiring substantial revisions may be deferred to the next procurement cycle, subject to applicable procurement rules and schedules.



Republic of the Philippines
Department of Education
REGION III
BATAAN HIGH SCHOOL FOR THE ARTS

6. The BAC Secretariat shall monitor compliance with this Memorandum and maintain records of submissions for procurement planning and reporting purposes.
7. Immediate and strict compliance with this Memorandum is hereby directed.


MIA ARIANA P. TANCIONGCO, PhD
Director III
School Director

To be indicated in the Perpetual Index
Under the following subjects:
ACTIVITY
PLANNING
PROCUREMENT

SA 02/JUNE 22, 2026