



Republic of the Philippines  
**Department of Education**  
Region VIII  
**SCHOOLS DIVISION OF CALBAYOG CITY**

February 18, 2025

**DIVISION MEMORANDUM**  
No. 125, s. 2025

**BULK PROCUREMENT FOR CY 2025:  
SUBMISSION OF PROCUREMENT DOCUMENTS IN ACCORDANCE  
WITH WFP AND SUB-AROS GUIDELINES**

TO: OIC- Assistant Schools Division Superintendent  
Chief Education Supervisor, CID  
OIC- Chief Education Supervisor, SGOD  
Education Program Supervisors  
Public Schools District Supervisors  
PAPs Focal Persons  
Section/Unit Heads  
All Others Concerned

1. In line with the Department's commitment to effective and efficient resource management, the Office of the Bids and Awards Committee (BAC) will conduct a **Bulk Procurement for CY 2025**. This procurement aims to streamline the acquisition of goods and services, reduce administrative costs, and ensure timely delivery of resources for the implementation of the education programs for the upcoming year.

2. Each **PAPs Focal Person** is instructed to submit signed and approved procurement documents, with complete attachments, in **5 copies** on or before **5:00 PM of March 17, 2025**, to the BAC Office. Please ensure that the activities detailed in the **Work and Financial Plan (WFP) for 2025** are included in your submission. These activities should be aligned with the guidelines stipulated in the **downloaded Sub-Aros**, and must reflect the planned projects, programs, and resources for the year.

3. The timely and complete submission of procurement documents, including the accurate representation of WFP activities and Sub-AROs guidelines, is essential to ensure that the necessary resources are allocated efficiently and in accordance with department policies.




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4. Immediate dissemination of and compliance with this Memorandum is desired.

**MARGARITO A. CADAYONA JR. PhD, CESO VI**  
Assistant Schools Division Superintendent  
Officer In-Charge  
Office of the Schools Division Superintendent

***For the Schools Division Superintendent:***

  
**GRACE S. PAGUNSAN**  
Administrative Officer V  
Office In-Charge

SO # 010 S. 2025

