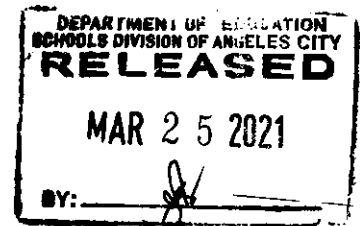




Republic of the Philippines  
**Department of Education**  
REGION III  
SCHOOLS DIVISION OF ANGELES CITY



March 23, 2021

**DIVISION MEMORANDUM**  
No. 070 S. 2021

**DIVISION PROCUREMENT PLANNING AND BUDGETING TEAM**

To: Assistant Schools Division Superintendent  
SGOD and CID Chiefs  
Division Unit Heads  
Heads, Public Elementary and Secondary Schools

1. In compliance to Regional Memorandum No. 90, s. 2021, the Division Procurement Planning and Budgeting Team shall be composed of the following:

Chairman: Division Chief  
(as the Program Owner)

Vice-Chair: Division Chief  
(who is not the Program Owner)

Members: Gay Y. Pangilinan  
Division Accountant

Education Program Supervisor (Proponent)

Marifou Q. Castro  
Planning Officer

Enrique D. Pangilinan  
Administrative Officer V

Secretariat: Engr. Norma P. Cabigting (for Infrastructure)

Armin M. Tayag (for Goods/Services/ Catering)

Aveneir V. Mendoza (for ICT)



CN 2021 - 050  
Address: Jesus Street, Pulungbulu, Angeles City  
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2. The Procurement Planning and Budgeting Team shall have the following responsibilities:
  - 2.1. Prepare and upload the approved Work and Financial Plan (WFP) to PMIS;
  - 2.2. Prepare and submit the documentary requirements for procurement to the BAC;
  - 2.3. Determine the required specifications, conduct market surveys and prices to ensure that the standards are followed; and
  - 2.4. Does other related tasks.
  
3. For the school level, the Procurement Planning and Budgeting Team shall be composed of the following:

Chairman: School Principal  
Members: Property Custodian  
Teacher-Representative  
PTA President  
Secretariat: To be designated by the School Principal
  
4. Immediate dissemination of and strict compliance to this Memorandum is desired.

  
**MA. IRELYN P. TAMAYO PhD CESE**  
Asst. Schools Division Superintendent  
Officer-In-Charge  
Office of the Schools Division Superintendent

rrq/adas3/osds  
Control No: \_\_\_\_\_



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