



*Administrative Service*  
*Property Division*

OCT 17 2007

*Direct line: 633-72-17*  
*Trunk line: 632-13-61 to 70*  
*Loc: 2122, 2222, 2030, 2031*  
*E-mail: [deped.apacific@net.ph](mailto:deped.apacific@net.ph)*  
*Website: <http://www.deped.gov.ph>*

**DEPED MEMORANDUM**

No. 433, s. 2007

**ROLE OF REGIONAL AND DIVISION SUPPLY OFFICERS IN THE  
PROCUREMENT ACTIVITIES IN THE FIELD**

**TO: Undersecretaries**  
**Assistant Secretaries**  
**Bureau/Service/Center Directors**  
**Regional Directors**  
**Schools Division Superintendents**  
**Regional and Division Supply Officers**

In order to avoid conflict of interests in the conduct of Procurement Procedures from Requisition Stage to Acceptance Stage, all Supply Officers shall be members of the BAC Secretariat and not members of Bids and Awards Committee that is mainly responsible in handling all procurement activities.

The major responsibilities of Supply Officers are merely on recording, inspection and acceptance of all deliveries such as Textbooks, Desk and Armchairs, Equipment and others.

Immediate dissemination of this memorandum is desired.

**TEODOSIO C. SANGIL, JR.**  
Undersecretary for Finance and Administration

Reference:

None

Allotment: 1—(D.O. 50-97)

To be indicated in the Perpetual Index  
under the following subjects:

BIDS & AWARDS  
COMMITTEE  
PROCUREMENT