



Republic of the Philippines
Department of Education
REGION III – CENTRAL LUZON
SCHOOLS DIVISION OFFICE - SCIENCE CITY OF MUÑOZ

February 27, 2023

DIVISION MEMORANDUM

No. 104, s. 2023

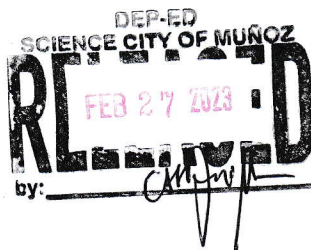
To: All Public Elementary and Secondary School Heads
School Property Custodians
All Others Concerned

SUBMISSION OF COPY OF PURCHASE ORDER AND ITS CORRESPONDING SUPPORTING DOCUMENTS TO THE COMMISSION ON AUDIT (COA)

1. In compliance with Section 3.2.1 of COA Circular 2009-001 and Section B.1 of COA Circular 96-010 re: Submission of Purchase Order (PO) and the basic data which should appear in the said form, all concerned are instructed to submit fully accomplished hard copies of purchase orders and its corresponding supporting documents to the Commission on Audit on a weekly and on a per cluster basis.
2. The advance copies of the said purchase orders and their supporting documents shall be e-mailed directly to depedcab.r3.22.munoz@gmail.com five working days upon issuance thereof for their advanced review and validation.
3. For further details and relevant concerns kindly coordinate to Ms. Winnie S. Valdez through CP No. 09264728359.
4. Widest dissemination and compliance of this memorandum is highly desired.

Dante G. Parungao

DANTE G. PARUNGAO, CESO V
Schools Division Superintendent



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Loyal, Excellent, Accountable and Dedicated to Service

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