



Republic of the Philippines
Department of Education
Region XII
Schools Division Office of Tacurong City

September 30, 2026

DIVISION MEMORANDUM
OSDS- 2026 - 183₃

**SCHEDULE OF CUT -OFF DATES ON PROCUREMENT MATTERS, CLAIMS, CASH
ADVANCES AND OTHERS for FY 2026**

To: Assistant Schools Division Superintendent
SGOD Chief
CID Chief
Educational Program Supervisors
School Heads
Section Heads
School – based Finance personnel
All others concerned.

1. This is to remind all Schools Division of Tacurong City officials and employees of the Schedule of Cut -off dates on Procurement matters, claims cash advances and others. Please see table below:

Date	Transaction
October 15, 2026	Last day of submission of approved PPAs, market Scoping, Purchase Request and Activity Request to BAC. (For Public Bidding)
November 4, 2026	Last day of submission of approved PPAs, market Scoping, Purchase Request and Activity Request to BAC. (For SVP and Direct Acquisition)
November 9, 2026	For Additional School MOOE and other funds Downloading , Last day of submission of OBR and DV with supporting documents to Internal Control Unit .
November 11, 2026	For Additional School MOOE and other funds Downloading , Last day of submission of OBR and DV with supporting documents to Budget Section .
November 13, 2026	For Additional School MOOE Downloading , Last day of submission of OBR and DV with supporting documents to Accounting Section .
December 9, 2026	Last day of submission of approved PPAs and Purchase Request, Canvass, Purchase Order, and other supporting documents to Procurement Section .
December 11, 2026	Last day of submission of OBR, DV with supporting documents to Budget Section



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Email: tacurong.city@deped.gov.ph
Website: depedtacurong.org



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December 14, 2026	Last day of submission of Approved OBR, DV with supporting documents to Accounting Section for processing
December 17, 2026	Last day submission of Accounts Payable to Budget Section (from Supply Office/BAC) "No Notice of Award/ P.O. No Obligation"
December 18, 2026	Last day submission of Accounts Payable to Accounting Section

2. Submission of duly signed PPA, PR, Canvass, Purchase Order, OBR, DV and other supporting documents will enable the Supply, Budget, Accounting and Cash Sections to process and release payment before the closing of year 2026.
3. Widest and preferential attention of this Memorandum is highly enjoined.

Digitally signed by Susarno
Carlos Gulac
Date: 2026.09.30 12:02:14 +08'00'

CARLOS G. SUSARNO PHD., CESO VI
Assistant Schools Division Superintendent
Officer-In-Charge
Office of the Schools Division Superintendent

Enclosures: None
Reference: None
Allotment: None
To be included in the perpetual index under
RECORDS

JGS/OSDS/DM/SCHEDULE OF CUT -OFF DATES ON PROCUREMENT MATTERS, CLAIMS, CASH ADVANCES
AND OTHERS/ September 30, 2026



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