



Republic of the Philippines  
**Department of Education**  
Cordillera Administrative Region  
**SCHOOLS DIVISION OF TABUK CITY**  
City Hall Compound, Dagupan, Tabuk City



Division Memorandum  
No. 33, s. 2019



TO : Public Secondary School Heads  
Public Secondary School Disbursing Officers

FROM : *B*  
**BENEDICTA B. GAMATERO**  
OIC-Schools Division Superintendent

DATE : February 12, 2019

SUBJECT : Orientation Workshop on the Use of the Innovated e-Procurement and Liquidation Tool

1. In line with the commitment of the Government of the Philippines to promote good governance and its effort to adhere to the principle of transparency, accountability, equity, efficiency and economy in its procurement process, a conduct of Orientation workshop on the use of the innovated e- Procurement and Liquidation Tool for all Secondary School Heads and Secondary School Disbursing Officers shall be conducted on February 20, 2019, 8:00 AM at Las Vegas, Dagupan West, Tabuk City.
2. This orientation workshop aims to:
  - a. orient participants on the use of the e- procurement and liquidation tool.
  - b. improve the level of efficiency of schools in preparing procurement and liquidation reports.
3. The participants are requested to report at the venue on the specified time and date with their laptop, 2019 AIP and WFP.
4. Please call or text 09674290411 for confirmation of attendance.
5. Wide and immediate dissemination of this memorandum is highly enjoined.