



URGENT

Republic of the Philippines
Department of Education
REGION VIII
SCHOOLS DIVISION OF BILIRAN

DIVISION MEMORANDUM

No. 105 s. 2021

March 22, 2021

SUBMISSION OF REQUISITION AND ISSUE SLIP (RIS) FOR SUPPLIES AND MATERIALS NEEDED BY PUBLIC SCHOOLS WITHIN SDO BILIRAN FOR THE THIRD AND FOURTH QUARTERS OF SY 2020 - 2021

TO: Public Schools District Supervisors
Districts-In-Charges
School Heads, Elementary and Secondary Schools
All Others Concerned

1. The school heads of all public elementary and secondary schools (ESs, JHSs and SHSs) in this Division are hereby informed and strongly advised to submit immediately to the SDO Supply Office an accomplished Requisition and Issue Slip (RIS) using the prescribed template with accompanying supplemental School Annual Procurement Plan (APP) containing the supplies and materials needed for the Third and Fourth Quarters of the School Year 2020 – 2021.
2. In order to facilitate the consolidation of the requested items and the procurement process at the Division level as well as the distribution of the items later, the school heads are earnestly requested to download and use the RIS Template at http://bit.ly/SDOBiliran_RIS and prepare the Requisition and Issue Slip in accordance with the school allocation in the given five (5) Fund Sources. The schools are expected to submit one (1) set of RIS in each of the Fund Sources whenever they have the allocations.
3. The allocation for each school which serves as the ceiling requisition limit can automatically be generated using the RIS Template. The list of school allocations is found in Attachment A of this Memorandum.
4. Since the said Template is a macro-enabled MS Excel file, it is suggested that the preparation of the Requisition and Issue Slip shall be assisted by the school ICT coordinator. The soft copy of the accomplished RIS shall be sent via supplyoffice.sdobiliran@gmail.com **not later than 12:00 noon of March 25, 2021** while the printout copy of the RIS with the signature of the school head as the requestor and with the attached supplemental Annual Procurement Plan of the school shall be forwarded to the SDO Supply Office **not later than 11:00 o'clock in the morning of March 26, 2021.**
5. Immediate dissemination of the information and appropriate action to the urgency of the contents of this Memorandum are highly desired.

JUDELLA RUIZ-LUMPAS EdD CESO VI
OIC - Schools Division Superintendent



Larrazabal, Naval, Biliran
053-500-4054/4060
depedbiliran@gmail.com



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DIVISION OF BILIRAN
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DATE: *3/22/21*