



Republic of the Philippines  
**Department of Education**  
REGION XI  
SCHOOLS DIVISION OF DAVAO DE ORO



**Office of the Schools Division  
Superintendent**

**August 19, 2024**

**DIVISION MEMORANDUM**

No. 699, series 2024

**TO :** Assistant Schools Division Superintendent  
SGOD-Chief Education Supervisor  
Public Schools District Supervisors  
District Coordinating Principals  
Heads, Public Elementary, Secondary and Integrated Schools  
All Others Concerned

**REITERATION ON THE REQUEST FOR AN AMENDATORY PROCUREMENT PLAN**

1. This memorandum reiterates essential guidelines for amending the Procurement Plan, emphasizing the need to align any changes with the School Improvement Plan (SIP) and Annual Implementation Plan (AIP), which are crucial documents guiding the school's overall strategic direction and initiatives.
2. Based on **DepEd Order No. 44, s. 2015**, titled **Guidelines on the Enhanced School Improvement Planning (SIP) Process and the School Report Card (SRC)**, any proposed amendments to the Procurement Plan must be firmly grounded in the SIP and AIP to ensure consistency, coherence in the school's operations, and effective resource allocation.
3. Before proposing any amendments, a comprehensive review of the SIP and AIP must be conducted to determine whether the proposed changes are already covered or need to be explicitly incorporated.
4. Amendments must be integrated into the SIP and AIP through a formal, consultative process to ensure that changes are strategic, well-documented, and prevent ad hoc alterations that could undermine the school's development plans.
5. The incorporation of proposed amendments into the SIP and AIP must be accompanied by a detailed written justification that clearly articulates the necessity of the amendments and how they address immediate, critical, or unforeseen needs.
6. The justification should outline the expected benefits, particularly how the changes will enhance learning outcomes or support educational activities, ensuring transparency and accountability so that all stakeholders understand the reasons behind the changes and their contribution to the school's overall mission.



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7. The process for requesting amendments to the Procurement Plan is designed to be thorough and efficient, requiring that requests be made with honesty, integrity, and a clear focus on the welfare of the learners.
8. Amendments should be made sparingly and only when absolutely necessary to address significant, immediate needs, with an emphasis on making changes only once to avoid constant revisions that could disrupt the planning and implementation process.
9. The primary consideration for any amendment must always be the benefit of the learners, particularly in terms of improving their educational experience and supporting their learning journey.
10. Before submitting an amendment request, **it is imperative to revise the School Improvement Plan to incorporate the proposed changes** and then submit the request to the Office of the Schools Division Superintendent through the School Governance and Operations Division (SGOD) office.
11. The request must include the approved amended SIP and AIP, along with a written justification, to ensure a smooth and informed approval process, thereby confirming that all amendments are carefully considered, strategically aligned, and serve the best interests of the school and its learners.
12. Compliance with these guidelines will help maintain the integrity of the school's planning process and ensure that all procurement activities are conducted with the utmost care and foresight.
13. For wide dissemination.

**CRISTY C. EPE**

Schools Division Superintendent

