



Republic of the Philippines  
**Department of Education**  
REGION VIII - EASTERN VISAYAS

August 12, 2022

**OFFICE MEMORANDUM**

NO. **460** s. 2022

To: RO Functional Division Chiefs  
All End-users  
All Others concerned

**REVISED PROCESS FLOW ON THE PREPARATION  
AND PROCESSING OF PURCHASE ORDER (PO)**

1. The procurement process is composed of symbiotic moving parts. The components need to communicate efficiently to ensure a smooth supply chain; to avoid costly errors; and address lost opportunities; hence, the need to streamline the Purchase Order (PO) process.
2. The revised flow of PO, an initiative of the AMS presented during the 2<sup>nd</sup> Quarter RMEA on July 19-20, 2022, is a step-by-step process intended to address the issues and concerns relative to procurement, reconciliation, and AOMs among others.
3. All end-users of the respective functional divisions/sections/units are advised that effective immediately, all approved and duly conformed PO by the supplier, shall be forwarded to the Asset Management section as the basis for the acceptance of delivery as well as to furnish the same to the COA. Enclosed is the Process Flow of PO for reference and guidance.
4. Immediate dissemination and compliance with this memorandum are desired.

  
**EVELYN R. FETALVERO, CESO IV**  
Regional Director 

Enclosure: **Process Flow of Purchase Order (PO)**

References: None

To be indicated in the Perpetual Index under the following subjects:

**PROPOSAL                      PROCESS                      PURCHASE ORDER**

AMS-MLFP



# Process Flow for the PO

