



Republic of the Philippines  
Department of Education  
REGION IX, ZAMBOANGA PENINSULA  
SCHOOLS DIVISION OF DAPITAN CITY

16 September 2025

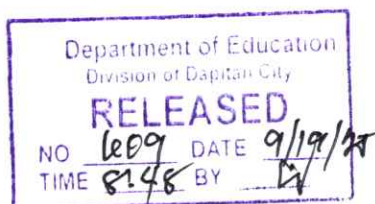
**DIVISION MEMORANDUM**

NO. **609**, s. 2025

To: **ALL SDO-BASED AND SCHOOL-BASED PERSONNEL (All Governance Levels)  
All Others Concerned  
This Division**

**ADOPTION & OPERATIONALIZATION OF THE SUPPLY OPERATIONAL SYSTEM (SOS) FOR PROCUREMENT ACTIVITIES IN THE DIVISION OF DAPITAN CITY**

1. Pursuant to existing laws on procurement and financial management and in adherence to the Quality Basic Education Development Plan (QBEDP), the 5-Point Agenda, and the SHRINE Strategic Framework of the Division, the Schools Division of Dapitan City hereby formally adopts the **Supply Operational System (SOS)**, an online platform designed to streamline procurement and financial transactions, promote transparency, and ensure compliance with existing procurement policies and auditing standards. This initiative is part of the Division's digitization efforts, which serve as one of the Strategic Levers for the Delivery of Basic Education Services and Improved Governance of the Basic Education System.
2. All personnel involved in procurement processes -- including end-users, supply and budget officers, accountants, OSDS personnel, BAC members, and cashiers -- are directed to utilize the SOS platform for processing procurement transactions. The system includes features such as QR code scanning, electronic routing, and automated tracking of documents to ensure efficiency and accountability.
3. For detailed guidelines, procedures, and definitions, please refer to Enclosure No. 1: "Guidelines on the Implementation of the Supply Operational System (SOS)".
4. The Supply Office shall monitor the implementation of the SOS and submit monthly reports. The Division BAC Secretariat and Internal Audit shall ensure compliance and conduct periodic evaluations to assess the effectiveness of the system.
5. This memorandum shall take effect immediately upon issuance and shall remain in force unless amended or repealed.
6. For immediate and strict compliance.



Digitally signed by Jay S.  
Montealto  
Date: 2025.09.18 11:25:00  
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**JAY S. MONTEALTO, EdD, JD, CESO VI**  
Schools Division Superintendent



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SCHOOLS DIVISION OF DAPITAN CITY

Enclosure No. 1 to Division Memorandum No. \_\_\_\_, s. 2025

**GUIDELINES ON THE IMPLEMENTATION OF THE SUPPLY OPERATIONAL SYSTEM (SOS)**

**I. Rationale**

In line with the Department of Education's thrust for transparency, accountability, and efficiency in procurement and financial transactions, the Division of Dapitan City hereby adopts the Supply Operational System (SOS). This online system ensures that procurement requests and related transactions are processed systematically, monitored electronically, and properly documented using QR-code technology.

**II. Objectives**

The Supply Operational System aims to:

1. Streamline procurement and supply transactions from request to payment.
2. Automate the tracking of Purchase Requests (PRs), supporting documents, and approvals.
3. Promote transparency and accountability in line with government procurement policies.
4. Reduce delays by ensuring electronic routing and monitoring of documents.
5. Ensure compliance with DepEd, COA, and DBM policies on procurement and financial management.

**III. Scope and Coverage**

This policy applies to all end-users, supply personnel, budget officers, accountants, OSDS personnel, BAC members, and cashiers of the Schools Division of Dapitan City who are directly involved in the preparation, processing, approval, and payment of procurement transactions.

**IV. Definition of Terms**

- SOS (Supply Operational System) – The online platform (<https://depeddapitancity.net/deped101>) used to process procurement and supply transactions.
- End-User – The office or individual requesting the supplies, equipment, or services.
- Purchase Request (PR) – The official document initiated by the End-User to request items for procurement.
- QR Code Scanner – A feature used to electronically receive and validate transactions.
- Forward Button – A system function to transmit transactions to the next responsible office.



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## V. Policy Guidelines and Procedures

### A. End-User

1. Login to the SOS using assigned account.
2. Create and submit PR by filling in all required fields.
3. Print the Transmittal with QR.
4. Approve and forward transaction to Supply Office.
5. After receiving back from Supply, print PR and forward to Budget Office.

### B. Supply Office

1. Receive transaction and assign PR Number.
2. Forward back to End-User for PR printing.
3. After Budget and Accounting processes, handle delivery inspection and preparation of IAR.
4. Forward completed documents to Accounting for payment processing.

### C. Budget Office

1. Receive PR via QR Scanner.
2. Certify Availability of Funds (CAF).
3. Forward transaction to Accounting Office.

### D. Accounting Office

1. Receive transaction via QR Scanner.
2. Verify supporting documents and prepare Disbursement Voucher (DV).
3. Forward documents to OSDS Office.
4. After Supply inspection, receive and process payment requirements.
5. Forward to Cashier for release of payment.

### E. OSDS Office

1. Receive electronic and hard copy documents.
2. Obtain SDS signature for approval.
3. Forward approved documents to ASDS/BAC for canvassing and PO preparation.

### F. ASDS/BAC

1. Conduct canvassing, evaluation, and issuance of Purchase Order (PO).
2. Forward transaction to Supply Office for delivery and inspection.

### G. Cashier

1. Receive forwarded payment transaction via QR Scanner.
2. Deposit payment to bank.
3. Mark transaction as "Completed" in SOS.

## VI. Monitoring and Evaluation

1. The Supply Office shall monitor all transactions through SOS and prepare monthly reports.
2. The Division BAC Secretariat shall ensure compliance with procurement timelines.
3. The Division Internal Audit may conduct random checks on SOS records versus actual documents.

## VII. Effectivity

This policy shall take effect immediately upon approval by the Schools Division Superintendent (SDS) and shall remain in force unless amended or repealed.



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