



Republic of the Philippines
Department of Education
SOCCSKSARGEN REGION
SCHOOLS DIVISION OF SARANGANI

06 Feb 2026

DIVISION MEMORANDUM

No. **014** , s. 2026

RA 12009 GUIDELINES IN THE USE OF DIRECT ACQUISITION AS MODE OF PROCUREMENT

To: Assistant Schools Division Superintendent
Chief Education Supervisors, education Program Supervisors
Public Schools District Supervisors, District Principal In-Charge
Schools Heads of Selected School
Other Concerned
This Division

1. Consistent with the Implementing Rules and Regulations of Republic Act No. 12009 or the New Government Procurement Act this Office hereby reiterates the IRR in the use of Direct Acquisition as mode of procurement for all procuring entities including schools which state:

Section 32.1 Direct Acquisition is a mode of procurement of CSE not available in the PS-DBM, Non-CSE, and services with ABC not exceeding Two Hundred Thousand Pesos (₱200,000.00), where the Procuring Entity, without need to conduct a canvass or request for quotations, may procure directly from any known and reputable sources. Goods covered under this mode may be procured from stores, such as but not limited to, department store, depot, fast food chain, grocery and supermarket, wholesale and retail store, convenience store, clothing and apparel store, bookstore, drugstore and pharmacy, automotive parts and accessories store, construction and hardware store, and online stores. Services may be procured from service providers, such as but not limited to, furniture repair, automotive service, restoration service, machine and fabrication, and other related services.

Section 32.2 Procurement of goods and services through Direct Acquisition shall be reflected in the Annual Procurement Plan (APP). Goods to be procured through Direct Acquisition and paid using petty cash, or by way of reimbursements, including foreseeable emergencies, which cannot be itemized, shall be identified as Miscellaneous Items in the APP. The use of the Petty Cash Fund as a type of disbursement shall be in accordance with the COA Circular No. 2012-001 dated 14 June 2012, and subsequent relevant rules and regulations.

Section 32.3 The Head of Procuring Entity may authorize the End-User or Implementing Unit to directly purchase from any known and reputable source with legal, technical, and financial capacity, based on any of the following:



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- a) The Suppliers are registered with the PhilGEPS as verified from the PhilGEPS website.
- b) The goods are available in electronic commerce platforms for delivery or pick up at such date and time identified by the Procuring Entity; and
- c) The goods are readily available off-the-shelf and can be picked up or delivered immediately.

Provided, that Procuring Entities shall procure only from sources that issue invoices compliant with the rules of the BIR or other documents evidencing delivery and payment acceptable to the COA.

2. Schools who will use such mode will submit their Annual Procurement Plan to the Bids and Awards Secretariat for review.
3. The template can be accessed through the QR code below:



4. For inquiries, contact Felipe B. Tuyogon, Jr. at felipe.tuyogon@deped.gov.ph.
5. For your information and guidance.

RUTH L. ESTACIO PhD, CESO V
Schools Division Superintendent

Encl.: N o n e
Reference: As stated
To be indicated in the Perpetual Index
under the following subjects:

PROCEDURES
PROCUREMENT
RULES AND REGULATIONS

Adriano A. Daligdig/SGOD/DM – ra 12009 guidelines in the use of direct acquisition as mode of procurement
0102/February 6, 2026



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