



Republic of the Philippines  
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**OFFICE OF THE COLLEGE DEAN**  
**INDUSTRIAL TECHNOLOGY**

**SKSU\_ISU\_CIT\_MEMO No. 17 2025**

To : RANDY T. BERINA, MAT  
SHELMER D. CARIGABA  
KRISTIAN JAY. O CABAÑAL

4-3-2025 / 12:10 pm  
4-3-2025 / 11:45 am  
4-3-2025 / 12:00 pm

From : CHARLIE J. MAGHANOY, Ed.D.  
Dean, College of industrial technology

Subject : REQUEST FOR ATTACHMENTS TO PURCHASE REQUEST NO.  
0204-25

Date : APRIL 3, 2025

In line with Memorandum No. 03-008, s. 2025, issued by the Office of the Bids and Awards Committee, which outlines the procedural requirements for procurement transactions, we are formally requesting the necessary attachments for **Purchase Request No. 0204-25**. This request pertains to the **supply and delivery of vehicle engine tools and spare parts** intended for the enhancement of **College of Industrial Technology**.

As per the provisions stated in the memorandum, all procurement requests must be accompanied by the required supporting documents to ensure compliance with standard procurement policies, transparency, and accountability. To facilitate the smooth processing and approval of this request, we kindly ask for the submission of the necessary attachments at your earliest convenience.

For your information and guidance and action.





## *Bids and Awards Committee*

Memorandum No. 03-008, s. 2025

**TO :** ROMMEL M. LAGUMEN  
Campus Director  
SKSU Isulan Campus

**FROM :** JESHER Y. PALOMARIA, CPA  
Chairperson, Bids and Awards Committee

**SUBJECT :** REQUEST FOR ATTACHMENTS TO PURCHASE REQUEST NO. 0204-25, SUPPLY/DELIVERY OF VEHICLE ENGINE TOOLS AND SPARE PARTS FOR THE ENHANCEMENT – ISULAN INDUSTRIAL TECHNOLOGY

**DATE :** MARCH 27, 2025

This is in reference to the Supply/Delivery of Vehicle Engine Tools and Spare Parts for the Enhancement – Isulan Campus under Purchase Order Number 0204-25.

Please be informed that Section 13, Chapter 8 of the Government Accounting Manual (Volume I) states that "...The requesting office in need of the inventory items, after the Property and Supply Division/Unit has determined that the items are not available in stock, shall prepare and cause the approval of the Purchase Request (PR)..."

Furthermore, the Section D of the Instructions under the SAI Form of the Government Accounting Manual (Volume II) states that a Purchase Request may be initiated if the goods/supplies requested are not in stock.

In line with this, the Bids and Awards Committee would like to request your good office to submit the updated physical count/inventory of equipment in relation to the above purchase request. Please coordinate with the Supply Officer for the determination of stock availability and the initialization of a Purchase Request for the deficiency, if warranted.

For your information and appropriate action.