



Republic of the Philippines
Department of Education
OFFICE OF THE ASSISTANT SECRETARY
FOR PROCUREMENT AND ADMINISTRATION


09 August 2020

MEMORANDUM
OASPA-A-0820-007

To : Regional Directors
Schools Division / City Superintendents
Heads, Implementing Unit Schools

THE PROCUREMENT ONLINE HELP DESK

1. In support of the procurements of the field offices, the Office of the Assistant Secretary for Procurement and Administration and the Procurement Management Service have put up an **online help desk** section on Workplace under the group name **"Procurement Help Desk"** that can be accessed at any time and place.
2. The Procurement Help Desk aims to:
 - a. Respond to the queries and concerns of the field offices regarding procurement matters;
 - b. Provide guidance to the field offices in the conduct of their respective procurements; and
 - c. Serve as an alternative forum for procurement practitioners in the field offices.
3. The said online help desk is exclusive to the members of the Bids and Awards Committees, Technical Working Groups, and BAC Secretariats in the field offices.
4. Immediate dissemination of this Memorandum is desired.


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Procurement and Administration