



Republic of the Philippines  
**PROVINCE OF ISABELA**  
City of Ilagan

## *Office of the Governor*

### **MEMORANDUM NO. 36** **Series of 2020**

DATE : March 5, 2020  
TO : All Department Heads  
: All COH

FROM :  **Hon. RODOLFO T. ALBANO III**  
RE : As Stated  
CC : BAC/File

As a matter of policy and procedure, effective today, March 5, 2020, before any Purchase Request/POW shall be forwarded to the Provincial Budget Office and be processed by the other departments, the same must first be forwarded to the Office of the Governor through the Office of the Provincial Administrator for review and pursuant to RA 11032 or the EoDB law, the PA office shall designate a unique transaction number which shall serve as the control number to be carried over for all other subsequent or supporting documents to such transaction. I will NOT sign any PR/POW to commence any procurement of goods, services or infrastructure unless and until the PA Office shall have reviewed the concerned PR/POW and the unique transaction number shall have been indicated therein.

Moreover, you are advised to see to it that the provisions of RA 11032 on processing period must be followed and therefore the concerned offices shall see to it that all necessary and COA required supporting documents are attached to facilitate processing of all transactions.

For your strict and immediate compliance.