



Republic of the Philippines
Department of Education
REGION IX – ZAMBOANGA PENINSULA
SCHOOLS DIVISION OF ZAMBOANGA SIBUGAY

DepEd, Division of Zamboanga Sibugay	
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Office of the Schools Division
Superintendent

12 February 2026

DIVISION MEMORANDUM
No. **087**, s. 2026

**IMPLEMENTATION OF PROCUREMENT SERVICE-DBM ADVISORY NO.
2025-008 ON THE DOWNLOADING OF THE CERTIFICATE OF NON-
AVAILABILITY OF STOCKS (CNAS)**

To: Assistant Schools Division Superintendent
Public Schools District Supervisors/Districts-In-Charge
All Elementary and Secondary School Heads
All District & School Administrative Officers II
All Elementary & Secondary ADAS II & III
All School BAC
All Others Concerned
This Division

1. In accordance with **Procurement Service-DBM Advisory No. 2025-008** and pursuant to **Section 40.2 of the R.A. 12009 titled Implementing Rules and Regulations of the New Government Procurement Act (NGPA)**, which prescribes the procedure for downloading the Certificate of Non-Availability of Stocks (CNAS), all concerned personnel are hereby informed of the implementation of the said advisory within the Schools Division of Zamboanga Sibugay.
2. The CNAS serves as the official certification that certain common-use supplies, and equipment are not available in the Procurement Service-DBM inventory. This certificate must be secured prior to procuring such items from alternative sources, in compliance with existing procurement laws and regulations.
3. To facilitate compliance, all schools are reminded to create a **PhilGEPS account**, through which they can download the CNAS.

Procedure for Opening a PhilGEPS Account:

Step 1: Accomplish the prescribed registration form in full and transmit the duly completed document via e-mail to **ALL** the following official addresses:

- pssibugay@ps-philgeps.gov.ph
- psclient@ps-philgeps.gov.ph
- agency@ps-philgeps.gov.ph



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You can download the **Agency Registration Form** using this link:
https://philgeps.gov.ph/CmsHomePages/view_downloading

Step 2: Wait for a period of three (3) to five (5) working days for the issuance of a temporary account. Upon receipt thereof, the account holder shall immediately update the assigned **username** and **password** to ensure the integrity, security, and personalization of the account.

4. All personnel are directed to strictly observe the guidelines set forth in the advisory to ensure transparency, accountability, and adherence to procurement procedures.
5. For immediate dissemination and strict compliance.

VIRGILIO P. BATAN JR., CESO V
Schools Division Superintendent

Encls: None

References: PS-DBM Advisory No. 2025-008
R.A. 12009

To be indicated in the Perpetual Index
under the following subjects:

CNAS	MOOE	PROCUREMENT
PS-DBM	GUIDELINES	COA

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