



Republic of the Philippines
Department of Education
Region XI
SCHOOLS DIVISION OF DIGOS CITY

DIVISION MEMORANDUM
No. 598, s. 2021

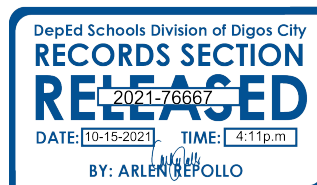
October 15, 2021

ADDITIONAL CANVASSER FOR BIDS AND AWARDS COMMITTEE (BAC)

To: DOMINADOR O. ESPACIO
Administrative Aide IV

1. In addition to your existing duties and functions, you are hereby designated as CANVASSER for goods and services under the Bids and Awards Committee effective immediately.
2. Your duties as canvasser include the following:
 - Serve canvass/request for quotations to bona fide suppliers for goods and services to be procured by the office;
 - Retrieve canvass/request for quotations on time;
 - Verify that suppliers are compliant with eligibility documents, permits and licenses;
 - Perform other duties under the Bids and Awards Committee as may be required.
3. For your compliance and guidance.

CRISTY C. EPE
Schools Division Superintendent



Encls:

References: DepEd Order

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

DESIGNATION BAC CANVASSER

PJS

15 October 2021

