



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

**DIVISION MEMORANDUM**  
**No. 037, s. 2022**

January 17, 2022

**BIDS AND AWARDS COMMITTEE – CANVASSERS’ ASSIGNMENT ACCORDING TO  
 TYPE OF GOODS AND SERVICES**

To: BASILIO P. MANA-AY, JR, EdD  
 Assistant Schools Division Superintendent  
 BAC Chairperson  
 All Others Concerned

- In order to ensure the responsiveness of the Bids and Awards Committee in the conduct of procurement activities for all office needs in terms of goods and services, the following personnel who are designated as canvassers are hereby given specific assignments as to the goods and services they shall be serving:

CANVASSER	ASSIGNMENT
Renante Pantonial ADAS III	<ul style="list-style-type: none"> <li>IT Equipment</li> <li>Office Supplies</li> <li>Office Equipment &amp; Appliances</li> <li>Medical Supplies</li> </ul>
Joel Estomo ADAS III	<ul style="list-style-type: none"> <li>Construction Supplies</li> <li>Catering Services</li> <li>Repair &amp; Maintenance</li> <li>Lease of Properties</li> <li>Small Value Procurement (PhP 50,000 up)</li> </ul>
Dominador Espacio ADA IV	<ul style="list-style-type: none"> <li>Gasoline</li> <li>Office Fixtures &amp; Furnishings</li> <li>Printing Services</li> <li>Security Services</li> </ul>

- The above personnel shall be entitled to travel and other incidental expenses in the conduct of their functions as canvassers, subject to accounting and auditing rules and regulations.
- For immediate dissemination and compliance.

**CRISTY C. EPE**  
 Schools Division Superintendent

Encls:

References:

To be indicated in the Perpetual Index under the following subjects:  
 PROCUREMENT                      BAC                      CANVASSERS

PJS:  
 17 January 2022



