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

Office of the Schools Division Superintendent

DIVISION MEMORANDUM

May 13, 2022

No. 298 s. 2022

DESIGNATION ORDER

To: **RAMEL R. BACAMANTE**
Administrative Assistant II

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

DepEd Schools Division of Digos City
RECORDS SECTION

RELEASED

DATE: MAY 16 2022 TIME: 9:21 am

BY: