



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 20, 2022

No. 362, s. 2022

DELEGATION OF THE SUPPLY UNIT TO CONDUCT SHOPPING AND AWARD OF CONTRACT FOR THE PROCUREMENT OF PETROLEUM FUEL, OIL AND LUBRICANT PRODUCTS

To: **HEIDI B. ESCALONA**
Administrative Officer II
OIC – Supply Officer

1. This is in reference to BAC Resolution no. 053 s. 2022 dated May 10, 2022 re: A Resolution Recommending to the Schools Division Superintendent the Resort to Direct Retail Purchase as Modality of Procurement of Petroleum Products for PR no. 22-04-029 and succeeding Procurements. In view thereof, the Supply Section headed by Heidi B. Escalona, the OIC-Supply officer, is hereby delegated to conduct shopping and award of contract to supplier of petroleum fuel, oil and lubricant (POL) products of known qualification and conduct direct purchase to efficiently and expeditiously address the pressing need of the agency for POL products.
2. Further, you are hereby directed to conduct annual shopping of POL products and monitor its procurement and ensure that the provisions under Section 53.14 of the RA 9184 and its RIRR, as amended, are adhered to, to wit:
 - a. Direct retail purchase of POL products estimated to be necessary for the operations of the Procuring Entity within the fiscal year, including provisions for foreseeable emergencies based on historical records, shall be reflected in the annual procurement plan (APP) in its entirety including any amendment thereto which shall be reflected in the supplemental APP;
 - b. Direct purchase must be made from any available retailers, dealers or gas stations at retail pump price;
 - c. The requirement must be intended to be used for any official government vehicles and equipment for immediate consumption; and
 - d. Payment may be made through cash advance, reimbursement or other allowable payment modalities subject to pertinent auditing and accounting rules.
3. This memorandum shall take effect immediately.

Schools Division of Digos City
RECORDS SECTION

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CRISTY C. EPE
Schools Division Superintendent