



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

Office of the Schools Division Superintendent

DIVISION MEMORANDUM

OSDS-2023- 110

To : Qumran M. Loyola, AO-II/BAC Secretariat

Subject: **Designation as Division Procurement Focal Person**

Date : May 17, 2023

In reference to Regional Memorandum ASD-2023-079 dated May 11, 2023, which announces the operation of the Procurement Unit (PU) in the Regional Office effective July 2022 and directs division offices to identify a designated procurement focal person, this office hereby designates you as the Division Procurement Focal person to be in-charge of all the queries on procurement related matters at the division level.

Name of Schools Division Office	Name of Focal Person	Designation	Email Address	Contact Number
Digos City	Qumran M. Loyola	Administrative Officer II/ BAC Secretariat Head	qumran.loyola@deped.gov.ph	09122152414

For information and compliance.

Melanie P. Estacio
MELANIE P. ESTACIO, PhD, CESO VI
 OIC – Schools Division Superintendent
 DepEd Schools Division of Digos City

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DATE: MAY 23 2023 TIME: 11:22 am

BY: [Signature]



Address: Roxas Street cor. Lopez Jaena Street, Zone II, Digos City 8002

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🌐 www.depeddigoscity.org ✉ digos.city@deped.gov.ph

TC # 19044



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Department of Education
DAVAO REGION

Schools Division of Digos
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Office of the Regional Director

REGIONAL MEMORANDUM
ASD-2023-079

To : Schools Division Superintendents

Subject : DESIGNATED PROCUREMENT FOCAL PERSON

Date : May 11, 2023

This Office through the Administrative Services Division (ASD) announces the operation of the Procurement Unit (PU) in the Regional Office XI effective July 2022. The PU ensures the timely and efficient implementation of procurement projects in the Regional Office; conducts the review, monitoring, and preparations of reports in connection with the conduct of procurement project implementation; and reviews, revises, and when necessary, gives recommendations on the systems, processes, and procedures related to procurement.

Anent to this, the PU will create a Help-Desk Support System for Field Procurement Operations, thus, Schools Division Offices shall identify a designated procurement focal person, preferably a member of the BAC Secretariat, to be in-charge of all the queries on procurement related matters in the division level.

Below is the template and kindly fill-in the necessary information of your designated focal person duly signed and approved by your Schools Division Superintendent and submit it through email at joy.sibonga@deped.gov.ph on or before May 17, 2023.

Name of Schools Division Office	Name of Focal Person	Designation	Email Address	Contact Number

For immediate dissemination and compliance.

DEPARTMENT OF EDUCATION ROXI
RECORDS SECTION

RELEASED

ALLAN G. FARNAZO
Director IV

By the Authority of the Regional Director

ROA/PU/jls

By: [Signature] 19044
Date: _____ Time: May 11, 2023

REBONFAMIL R. BAGUIO
Director III

12 MAY 2023



Address: F. Torres St., Davao City (8000)
Telephone Nos.: (082) 291-1665; (082) 221-6147

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