



Republic of the Philippines  
 Department of Education  
 Region X  
**DIVISION OF EL SALVADOR CITY**



Zone 3, Poblacion, El Salvador City  
 Telefax No: (088) 555-0475 | Email Address: elsalvador.city@deped.gov.ph | Website: depedelsalvadorcity.net

**DIVISION MEMORANDUM**

No. 182, s. 2019

To: **PUBLIC ELEMENTARY SCHOOL HEADS  
 PUBLIC SECONDARY SCHOOL HEADS  
 DIVISION OFFICE PERSONNEL**

From: **JESNAR DEMS S. TORRES, Ph.D., CESE**  
 Assistant Schools Division Superintendent  
 Officer-In-Charge, Office of the Schools Division Superintendent

Subject: Reconstitution of Committees for Procurement Activities

Date: August 06, 2019

1. This is to inform the field of the composition of committees for Procurement Activities to be conducted by this Division, effective **August 12, 2019**.

**A. BIDS & AWARDS COMMITTEE (BAC) SECRETARIAT-** act as the main support unit of the BAC

NAME	ASSIGNMENT
RODRIGO N. VALMORIA, JR.	Public Bidding
FELANIE MARIE A. LIM	PS-DBM Items
RUTH A. CALUBAG	Items Not Available in PS-DBM
EULITA M. CASTILLO	Training/Seminars/Activities and Records

**B. TECHNICAL WORKING GROUP-** provide assistance to the BAC in terms of the technical, financial, legal and other aspects of the procurement at hand

NAME	ASSIGNMENT
TONNIE MAE M. GONZALES	Infrastructure
SHERRIE R. DUNOGG	Other Goods and Services

**C. CANVASS TEAM-** to request quotations from suppliers

NAME	ASSIGNMENT
KENNETH ANGEL P. GUILLENA	Procurement above Php 50,000.00
MEROGIM P. MUGOT	Training/Seminars/Activities
RANDY RHYS U. CAPISTRANO	Procurement below Php 50,000.00

Copies Furnished:  
 Person Concerned  
 School  
 Units Concerned  
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**D. INSPECTORATE TEAM-** to ensure that items delivered meet the specifications prescribed

NAME
FRITZIE C. SILLABE
HERMINIGILDO B. PANTIN, JR.
MARY ROSE B. PAISANO

**E. LIAISON OFFICERS-** to serve Purchase Orders (POs) and pick-up items or billing (if applicable)

NAME
JOHN PERKINS S. SILLABE
ESMAEL V. MALACO, JR.
GLENN JOHN O. ISIDERIO

- Members of the aforementioned committees are expected to perform the following duties and responsibilities, upholding the public trust at all times.
- This memorandum shall take effect until further revoked by this Office.
- For strict compliance.

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**Tayo**  
PARA SA  
EDUKASYON