



Republic of the Philippines

Department of Education

REGION X – NORTHERN MINDANAO
SCHOOLS DIVISION OF EL SALVADOR CITY

30 Sep 2020

DIVISION MEMORANDUM

No. 220, s. 2020

CANVASS & PURCHASING OFFICER FOR SCHOOLS EFFECTIVE OCTOBER 5, 2020

To: **Asst. Schools Division Superintendent**
Chief CID, SGOD
PSDS, Education Program Supervisors
All Public Elementary & Secondary School Heads
All Others Concerned
This Division

1. As per Division Memorandum 271, s. 2020, there are employees designated as Canvass and Purchasing Officers for the schools. This is done to ensure that tasks of a Canvass Officer and Purchasing Officer shall no longer be handled by teachers, effective October 5, 2020. Accordingly, this Office shall no longer approve any request in the form of Authority to Travel (AT) or Locator Slip (LS) with canvassing and/or purchasing as purpose.
2. All schools are encouraged to work closely with their respective Bookkeepers and abide with the existing procurement rules and regulations.
3. For information, guidance and compliance.

OLGA C. ALONSABE

Asst. Schools Division Superintendent
Officer-In-Charge
Office of the Schools Division Superintendent

To be indicated in the Perpetual Index
Under the following subjects:

PROCUREMENT

OSDS/AMA



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