



Republic of the Philippines
Department of Education
REGION X – NORTHERN MINDANAO
SCHOOLS DIVISION OF EL SALVADOR CITY

19 May 2023

DIVISION MEMORANDUM
No. 238, s. 2023

**Division Office vehicle Utilization and Schedule of Signing
And Opening of RFQ's**

To: **ASDS/BAC Chairperson**
Bids and Awards Committee Members
BAC Secretariat
Technical Working Group
Inspectorate Team
Canvassers
Liaison Officers
End-Users/Program Holders
All Others Concerned
This Division

1. Our agency's vision is to provide better services to our stakeholders, and to achieve this, we need to continuously improve our processes. Having an efficient procurement process promotes good governance, increases work productivity, and improves the quality of work. To effectively utilize the use of the Division Office vehicle and to achieve work efficiency, below is the schedule relative to the Division Office procurement activities.

Division Office Vehicle Utilization (Hi-Ace Van) and Schedule of Signing and Opening of Request for Quotation/s	
Procurement Activities	Day
Request for Quotation by Canvassers, Follow-up & Pick-up of items by Liaison Officers	Every Tuesday
Submission of Documents to Regional office, Pick-up of items by Liaison Officers	Every Wednesday
Signing of Request for Quotation by BAC Chairman	Every Monday
Opening of RFQs by Bids and Awards Committee	Every Monday and Wednesday





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2. This Office adheres to the Equal Opportunity Principle (EOP). Hence, all decisions and actions shall be based solely on guidelines set forth, with no discrimination on the account of age, gender identity, sexual orientation, civil status, disability, religion, ethnicity or political affiliation.
3. This is for your information, guidance and compliance.

RANDOLPH B. TORTOLA
Schools Division Superintendent

To be indicated in the perpetual Index
under the following subject:
SCHEDULE

