

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

3 February 2025

DIVISION MEMORANDUM

No. 030, s. 2025


**CORRIGENDUM TO DIVISIONAL MEMORANDUM 003 s.2025
(RECONSTITUTION OF COMMITTEES FOR PROCUREMENT ACTIVITIES FOR
CALENDAR YEAR 2025)**

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

1. This is to inform the field that effective February 3, 2025, the composition of this Division's Committees relative to Procurement, shall be as follows:

THERESE CHARMAINE Y. ESTAÑO – HEAD BAC SECRETARIAT
ENGR. VICENTE V. FERNANDEZ – DIVISION ENGINEER

2. Designated employees shall be sent to attend procurement trainings or capacity development program, as prescribed by the Procurement rules and regulations. They are likewise expected to perform the prescribed duties and responsibilities, in addition to the duties and responsibilities of their current position. Further, they are expected to uphold the public trust and interest at all times.
3. All are reminded that this Office adheres to 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.
4. This memorandum shall take effect until further revoked by this office.
5. This is for your information, guidance and compliance.


RANDOLPH B. TORTOLA
Schools Division Superintendent

To be indicated in the *Perpetual Index*
under the following subjects:

COMMITTEES PROCUREMENT BAC
BAC/CCN



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