

Republic of the Philippines

**Department of Education**  
REGION X – NORTHERN MINDANAO  
SCHOOLS DIVISION OF EL SALVADOR CITY

17 February 2025

DIVISION MEMORANDUM  
No. 052, 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 17, 2025, the composition of this Division's Committees relative to Procurement, shall be as follows:

**JOVIT D. COMON** – HEAD BAC SECRETARIAT

2. Designated employee 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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Forging Partners**

