



Republic of the Philippines
 DEPARTMENT OF EDUCATION
 CORDILLERA ADMINISTRATIVE REGION
 DIVISION OF BAGUIO CITY



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May 18, 2017

OFFICE MEMORANDUM

To: Administrative Officer IV (Supply Officer)
 Supply Office Personnel
 Information Technology Officer
 ICT Section Personnel
 BAC Secretariat
 All Others Concerned

Subject: **OFFICE IN CHARGE OF PROCUREMENT DOCUMENTS**

1. To eliminate overlaps in the functions of the ICT Section and Supply Unit in the creation of Purchase Request (PR) and Request for Quotation (RFQ) forms, the ICT Section will formally turnover the responsibility to the **Supply Office**.
2. The ICT Section shall provide technical specifications of all IT equipment to be purchased.
3. All Small Value Procurement (SVP) amounting to Php 50,000 and above shall be posted on the Philippine Government Electronic Procurement System (PhilGEPS) and Division Website by the ICT Section until the Bids and Awards Committee (BAC) Secretary and Schools Division Office Proper Official Canvasser be familiarized with the procedures.
4. For information, guidance and strict compliance.

BEATRIZ G. TORNO, Ph.D., CESO IV
 Officer-in-Charge, Office of the Regional Director
 and Concurrent Officer-in-Charge
 Office of the Schools Division Superintendent

For the OIC-Schools Division Superintendent


ROBERTO R. GONZALES
 Administrative Officer V

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