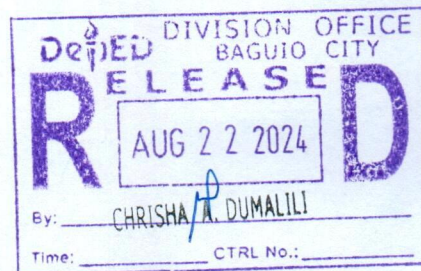




Republic of the Philippines  
**Department of Education**  
 Cordillera Administrative Region  
**SCHOOLS DIVISION OF BAGUIO CITY**



August 22, 2024

**DIVISION MEMORANDUM**

No. **461-2024**

**DESIGNATION OF DIVISION CANVASSERS FOR CITY OR SEF-RELATED PROCUREMENT**

To: Chiefs Education Supervisors  
 Education Program Supervisors  
 Public Schools District Supervisors  
 Public School Heads  
 Teaching and Non-Teaching Personnel  
 All Others Concerned

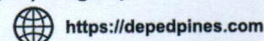
- To sustain and further improve the procurement process for alternative modes of procurement, the following personnel are hereby designated to assist as canvassers for SEF-related procurements:

<b>DESIGNATED CANVASSERS</b>	
<b>Office of the Schools Division Superintendent (OSDS):</b>	
1. Helen Pondales	Administrative Aide IV
2. Sonny Paday-os	Administrative Assistant I
<b>School Governance and Operations Division (SGOD):</b>	
1. Alexander T. Tumapang	Engineering Assistant
2. Dennis M. Gazmen	Administrative Aide IV
<b>School Governance and Operations Division (CID):</b>	
1. Jojo Ambros	Education Program Specialist II
2. Christopher Oliva	Project Development Officer II

- They shall be deployed on a "rotating basis". As such, any of the above may be assigned to float Market Surveys and Request for Quotations (RFQ).
- As canvassers, they shall have the following specific functions, in addition to their regular duties:
  - Conduct personal canvass of goods and other services based on the Request for Quotation (RFQ) from accredited suppliers with PhilGEPS Registration or those duly registered with the Bureau of Internal Revenue.
  - Advise suppliers to fill up the Market Survey or RFQ properly, ensuring that all entries are legibly written, including TIN, VAT or Non-VAT status, etc.
  - Explain to suppliers that the quoted price should be inclusive of any applicable taxes and that purchased items are to be paid on a "CHARGE" basis. Cash on



**Address:** 82 Military Cutoff Rd, Baguio, Benguet, 2600  
**Telephone No.:** (074) 665-1231  
**Email Address:** baguio.city@deped.gov.ph






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Delivery (COD) terms are discouraged as per COA rules and regulations. Hence, canvassing from suppliers offering COD terms is not allowed.

4. The canvassers will submit the original copies of the Market Surveys to the project owners within three (3) days and RFQs before or on the date of the opening of the RFQ to Ms. Honeylette C. Engneg.
5. For information, dissemination, and strict compliance.

For:

**SORAYA T. FACULO PhD, CESO VI**  
Assistant Schools Division Superintendent  
Officer-in-Charge  
Office of the Schools Division Superintendent

  
**NIEVES D. EBANIO** ↓  
Administrative Officer V