



Republic of the Philippines  
**Department of Education**  
CORDILLERA ADMINISTRATIVE REGION  
**SCHOOLS DIVISION OFFICE OF BAGUIO CITY**



October 2, 2025

**DIVISION MEMORANDUM**

No. **622-2025**

**AMENDMENT TO THE ADOPTION OF MARKET SCOPING, RECEIPT AND POSTING OF QUOTATIONS FOR SMALL VALUE PROCUREMENT**

To: Assistant Schools Division Superintendent  
Chief Education Supervisors  
Education Program Supervisors  
Public School District Supervisors  
Education Program Supervisors  
Public School Heads  
All Others Concerned

1. Item 2, paragraph c shall be amended and read as follows:

**2.c Adopts the provision that the Bids and Awards Committee shall proceed with the evaluation of quotations upon receipt of at least one (1) quotation. Provided that receiving copies of the other two (2) quotations from different suppliers are likewise submitted and duly dropped in the designated drop box.**

The deadline for the submission of quotations shall be extended in cases where no quotations have been received by the specified deadline.

2. Immediate and wide dissemination of this Memorandum is desired.

**SORAYA T. FACULO PhD, CESO VI**  
Schools Division Superintendent

For the Schools Division Superintendent:

**CARMEL F. MERIS**  
OIC- Assistant Schools Division Superintendent