



Republic of the Philippines
Department of Education
REGION II - CAGAYAN VALLEY
SCHOOLS DIVISION OF BATANES

July 13, 2023

DIVISION MEMORANDUM

No. 194, s. 2023

RECONSTITUTION OF POOL OF CANVASSERS FOR ALTERNATIVE MODES OF PROCUREMENT

To: Assistant Schools Division Superintendent
Chief Education Supervisors
Education Program Supervisors
SDO Unit Heads and Staff
Elementary and Secondary School Heads
This Schools Division

1. To sustain and effect further improvement in the procurement process for alternative modes of procurement, a pool of canvassers is hereby created as follows to handle goods and civil works-related materials and consulting services:

Schools Division Office

OSDS

OSDS Proper	-	Elmer A. Batallones, ADA IV
Admin	-	John Michael L. Viola, ADA VI
Finance	-	Carl Angelo B. Bayaras, ADAS III Raisa V. Beronque, ADAS III

SGOD

SGOD	-	Jeriche Mel E. Garrido, ADAS II
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CID

CID	-	Necita Jucelyn V. Ramos, ADAS III
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Schools (Elementary and Non-IUs)

BAC Secretariat or School Heads may designate a canvasser.

2. The above pool of canvassers shall be supervised by the Head, BAC Secretariat, Mrs. Araceli G. Puño. As such, they are responsible to canvass any Request for Quotation (RFQ) for goods and services under their divisions/units/sections.



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3. As canvassers, they shall have the following specific functions, in addition to their regular duties:

- a) Do personal canvass of goods and other services based on the Request for Quotation (RFQ) obtained from the BAC Secretariat's Office from accredited suppliers with PhilGEPS Registration. A duly acknowledged receiving copies of RFQs must be submitted to the BAC Office.
- b) Advice the suppliers to fill out the RFQs properly and completely. Any entries therein to be legibly written, like Company Name, Landbank Account, PhilGEPS Registration Number, Etc.
- c) Inform the suppliers that any erasures on the RFQs is strictly prohibited. If not, RFQs will be returned for re-canvassing. Using carbon paper is impermissible.
- d) Remind the suppliers to ensure the exact total amount of items indicated in the RFQs. Prices of the items to be quote should be based on the current market.
- e) Explain to the supplier that the price should be inclusive of any taxes and purchase items are to be paid in a "CHARGE" basis. Cash on Delivery Terms is not accepted as per COA rules and regulations.
- f) Remind the suppliers that they must submit their sealed quotations on or before the deadline specified in the RFQ.
- g) Submit the completed RFQs together with the documentary requirements to the BAC Secretariat's Office on or before the due date specified in the RFQ. The following are the documentary requirements.

Alternative Modality	Mayor's Business Permit	PhilGEPS Registration Number	PCAB License (Infra)	Income Tax Return	Certificate of Registration	Omnibus Sworn Statement
Direct Contracting (Section 50)	✓	✓		✓ For ABC's above 500k	✓	
Shopping (Section 52.1 (b))	✓	✓			✓	
Negotiated Procurement						
a) Emergency Case (section 53.2)	✓		✓	✓ For ABC's above 500k		✓ For ABC's above 500k
b) Small Value Procurement (section 53.9)	✓	✓	✓	✓ For ABC's above 500k	✓	✓ For ABC's above 50k
c) Lease of Real Property or Venue (section 53.10)	✓ Except for Government Agencies as Lessors	✓ Except for Government Agencies as Lessors		✓ Except for Government Agencies as Lessors	✓	



- h) Follow-up Abstract of Quotations/Bids and other documents to ensure fast and timely processing of these documents.
- i) Assign utmost priority (JURY DUTY) to these assignments until procurement is completed.

4. For information and guidance of all concerned.

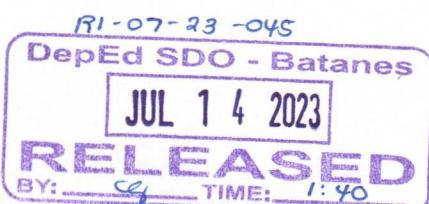
ALFREDO B. GUMARU JR. EdD, CESO V
Schools Division Superintendent

Encl: As stated

Reference: *Republic Act 9184 and its 2016 IRR*
Updated Guidelines in the Audit of Procurement (COA)

To be indicated in the Perpetual Index
Under the following subjects:
ASSIGNMENT
BAC
PROCUREMENT

BAC/agp/mgp



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