



Republic of the Philippines
Department of Education
REGION VIII - EASTERN VISAYAS

May 30, 2022

OFFICE MEMORANDUM

No. **297**, s. 2022

To: Regional Office Division Chiefs
Section/Unit Heads
All Others Concerned

**DESIGNATION OF PROCUREMENT FOCAL PERSON OF FUNCTIONAL
DIVISIONS/SECTIONS/UNITS**

1. In the exigency of the service, the hereunder employees of this Regional Office are hereby designated as Procurement Focal Person of their respective Division/Section/Unit, effective immediately:

ORD	-	Queenielyn Yu
OARD	-	Werlyn Colinayo
LEGAL	-	Jill Tormis
PAU	-	Floramay Bacus
ICT	-	Dolores Cagara
FD	-	Robert Ecot
QAD	-	Fernando Santos
PPRD	-	Janice Delopere
CLMD/LRMDS	-	Romeo Alvarado
HRDD	-	Rashiel Labita
HRDD-NEAP	-	Rogelio Ticoy
ESSD	-	Teresita Suarez
ESSD-SHS	-	Adara Lourdes Luaton
FTAD	-	Annelyn Lim
ADMIN	-	Jeanita Diongon
ADMIN-AMS	-	Leo Dizon
ADMIN-Cash	-	Josephine Tajarros
ADMIN-GSU/COA-	-	Linaflor Tajo
ADMIN-Personnel-	-	Wedlyn Abalorio/Peejay Amadore
ADMIN-Records -	-	Iris Cordeta
BAC	-	May Ann Ladrera

2. Relative thereto, they shall perform the following duties:



- 2.1 Prepare procurement documents such as Purchase Request (PR), Detailed Financial Requirement (DFR), BAC Resolution and other supporting documents;
 - 2.2 Facilitate approval of said documents by the concerned offices and the Regional Director;
 - 2.3 Prepare the Purchase Order;
 - 2.4 Monitor the processing and its approval at the Finance Division and Office of the Regional Director;
 - 2.5 Facilitate signing of the Purchase Order (P.O.) by the winning Supplier/Contractor;
 - 2.6 Submit P.O. to the Office of the COA Resident Auditor;
 - 2.7 Furnish copy of the P.O. to AMS and the BAC Secretariat for those with Php 50,000.00 above contract price;
 - 2.8 Prepare necessary documents to facilitate timely payment of all procurement transactions.
3. This designation does not entail additional compensation/remuneration.
 4. For information and guidance of all concerned.


EVELYN R. FETALVERO, CESO IV
Regional Director

ADMIN/BAC/PU/FAV

