

Republic of the Philippines

Department of EducationREGION VIII - EASTERN VISAYAS

May 30, 2022

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

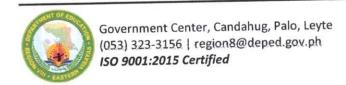
ADMIN-Cash - Josephine Tajarros

ADMIN-GSU/COA- Linaflor Tajo

ADMIN-Personnel- Wedlyn Abalorio/Peejay Amadore

ADMIN-Records - Iris Cordeta BAC - May Ann Ladrera

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

ARegional Director

ADMIN/BAC/PU/FAV

