



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

September 14, 2022

OFFICE MEMORANDUM

No. **532**, s. 2022

To: Regional Office Division Chiefs
Procurement Focal Person
All Others Concerned

**3RD QUARTER INTERFACE WITH PROCUREMENT FOCAL PERSON
OF RO FUNCTIONAL DIVS./SECTION/UNITS**

1. The Administrative Division through the Procurement Unit (PU) will conduct its 3rd Quarter Interface with designated Procurement Focal Person of RO Functional Divisions/Sections/Units per Office Memo No. 297 s. 2022, on September 20, 2022, 2:00 PM at the Administrative Division Conference Room.
2. The objectives of the meeting are as follows:
 - a) Updates/Feedbacks on the preparation of procurement documents (PR, DFR, BAC Reso);
 - b) Harmonization of the submission of approved P.O. by the end user to Procurement Unit (PU) that needs posting of award in the PhilGEPs;
 - c) Other issues and concerns relative to procurement.
3. Attached hereto is the list of designated procurement focal person of RO Functional Divs./Section/Units.
4. Immediate dissemination of and compliance with this Memorandum are desired.


EVELYN R. FETALVERO, CESO IV
Regional Director

ADMIN/BAC/PU/FAV





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:

