



Republic of the Philippines
Department of Education
REGION V
SCHOOLS DIVISION OF SORSOGON

**Office of the Schools Division
Superintendent**

DIVISION MEMORANDUM
NO. 097, s. 2023

**DESIGNATED CANVASSERS FOR BIDS AND AWARDS COMMITTEE
(BAC)**

To: BRIAN L. DELIGERO, Administrative Officer I
ALEJANDRO U. JAZMIN, Administrative Assistant III
JAY M. GARCIA, Administrative Aide I

1. In addition to your existing duties and functions, you are hereby designated as CANVASSER for goods and services under the Bids and Awards Committee (BAC) effective immediately.
2. Your duties as canvasser includes the following:
 - Serve canvass/request for quotations to bona fide suppliers for goods and services to be procured by the office;
 - Retrieve canvass/request for quotations on time;
 - Verify that suppliers are compliant with eligibility documents, permits and licenses;
 - Perform other duties under the Bids and Awards Committee as may be required.
3. For your guidance and compliance.

WILLIAM E. GANDO, CESO VI
Schools Division Superintendent



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