



2 November 2022

Division Memorandum

No. 265, s. 2022

**DISSEMINATION ON THE USE OF UNIFIED TEMPLATE(S) FOR DESIGNATION ORDERS,
RESOLUTIONS, RFQ, AND ABSTRACT OF BIDS**

To: Assistant Schools Division Superintendent
Chief Education Program Supervisors) SGOD, CID
Public Schools District Supervisors) All Districts
All Principals/School Heads) All levels
This Division
Others concerned

1. In relation to the recent seminars/orientations conducted on Property and Supply Management and the Financial Management and Operations Manual (FMOM), the Schools Division Office of Pagadian City through the School Governance and Operations Division (SGOD), Accounting Office and Supply Office, a unified template of the Designation Orders, Resolutions, Request for Quotation and Abstract of Bids shall be adapted and used.
2. The provision of the template is one of the Technical Assistance that SDO Pagadian have initiated to ensure that all School Heads and it's respective School Focal Persons have a common understanding in the compliance of the required reports relative to the use of these forms.
3. Enclosed are the templates of the following:
 - a. designation order(s)
 - b. resolutions (*to award and the use of alternative mode of procurement*)
 - c. request for Quotation, and
 - d. abstract of bids
4. Templates can be accessed through this link: <https://tinyurl.com/2022unifiedtemp>. To access the link, use your DepEd Email Account.
5. Designation Orders of the School Screening Committee, School ICT and School Focal for Supply/Property shall be approved by the Schools Division Superintendent; while the rest of the School Designation Orders to be prepared shall be approved by the School Head and the Schools Division Superintendent shall only signify as "NOTED" .
6. For immediate dissemination and compliance.


MA. LIZA R. TABILON, EdD, CESO V
Schools Division Superintendent

hsba/Division Memorandum
Control No. 25/11/02/2022





Email: _____

REQUEST FOR QUOTATION

Date: _____
 RFQ No.: _____

Please quote your lowest price on the item/s listed below, subject to the General Conditions on the last page, stating the shortest time of delivery time and submit your quotation duly signed by your representative not later than _____ in the return envelop attached herewith.

 BAC Chairman

TERMS AND CONDITIONS:

1. BIDDERS SHALL PROVIDE CORRECT AND ACCURATE INFORMATION REQUIRED IN THIS FORM.
2. DELIVERY PERIOD WITHIN _____ CALENDAR DAYS FROM PERFECTION OF CONTRACT OR PURCHASE ORDER.
3. WARRANTY SHALL BE FOR A PERIOD OF NOT LESS THAN SIX (6) MONTHS FOR SUPPLIES AND MATERIALS AND NOT LESS THAN ONE (1) YEAR FOR EQUIPMENT, FROM DATE OF ACCEPTANCE BY THE PROCURING ENTITY.
4. PRICE VALIDITY SHALL BE FOR A PERIOD OF NOT LESS THAN 30 CALENDAR DAYS FROM THE DATE OF SUBMISSION
5. QUOTATIONS EXCEEDING THE APPROVED BUDGET SHALL BE DISQUALIFIED.
6. THE ITEM(S) SHALL BE DELIVERED ACCORDING TO THE REQUIREMENTS SPECIFIED IN THE TECHNICAL SPECIFICATIONS.
7. BIDDERS WITHIN THE LOCALITY SHALL BE GIVEN PREFERENCE.
8. THE _____ (Name of School) SHALL HAVE THE RIGHT TO INSPECT AND/OR TO TEST THE GOODS TO CONFIRM THEIR CONFORMITY TO THE TECHNICAL SPECIFICATIONS TO VALIDATE THE QUOTATION GIVEN.
9. PAYMENT SHALL BE MADE ONCE THE DELIVERY OF THE ITEM(S) IS DULY INSPECTED AND ACCEPTED BY THE PROCURING ENTITY WITHOUT ANY DEFECTS OR ISSUES AND UPON COMPLETION ON THE PROCESSING OF DOCUMENTS.
10. MAYOR'S PERMIT/BUSINESS PERMIT AND PHILGEPS MEMBERSHIP CERTIFICATE SHALL BE ATTACHED UPON SUBMISSION OF THE QUOTATION.

Summary of Approved Budget					Offered Quotation		
Item No.	Unit	ITEM AND DESCRIPTION	QTY	Approved Budget	QTY	Unit Price	Total
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							
15							
16							
17							
18							
19							
20							
		* Nothing Follows *					
Total				-			

Delivery Period: (from perfection of contract or P.O.) : _____
 Warranty: (from date of delivery) : _____
 Price Validity: (from receipt of quotation by P.E.) : _____

After having read and accepted your General Conditions, I/We quote you on the item at the process noted above.

Payment Details:

Banking Institution: _____
 Account Number: _____
 Account Name: _____
 Branch: _____

 Chairperson, BAC

 Vice-Chairperson, BAC

 Signature Over Printed Name

 Tel. No./Cell Phone No.

 Member, BAC

 Member, BAC

 PhilGeps Reg. No. (required)

 Date

 Member, BAC



Republic of the Philippines
Department of Education
 Region IX, Zamboanga Peninsula
DIVISION OF PAGADIAN CITY
 (name of School)

**BAC Resolution Declaring Lowest Calculated and Responsive Bid and
 Recommending Approval**

RESOLUTION NO.: _____

PROJECT NAME: PROCUREMENT OF _____

DATE: _____

WHEREAS, the Department of Education, Division of Pagadian City, through its Bids and Awards Committee (BAC), distributed at least three (3) forms of Request of Quotation (RFQ) for the Procurement of _____ of DepEd, (Name of School) to all qualified and prospective suppliers on _____ to _____ Pagadian City.

WHEREAS, in response to the said advertisement, there are three (3) bidders interested, of which they submitted the filled-up quotations, namely: (1) _____ (2) _____ (3) _____.

WHEREAS, the above-mentioned bidders were found eligible/passed on _____.

WHEREAS, the quotations of the following bidders were found to be substantially complying and resulted in the following:

NO.	NAME OF BIDDER(S)	BID AMOUNT (As READ)
1.		
2.		
3.		

WHEREAS, upon detailed evaluation, care examination, validation and verifications of all eligibility, technical and financial requirement of the quotations submitted by suppliers with the Lowest Calculated Bid, the _____ (Name of the winning bidder), and its bid had been found to be responsive;

NOW THEREFORE, We, the members of the Bids and Awards Committee, hereby RESOLVED as it is hereby RESOLVED;

- a) To declare _____ (name of the winning supplier) as the Bidder with the Lowest Calculated Responsive Bid (LRCB) in the amount of _____ (Php _____) for the _____ (name of the project) of DepEd, _____.





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b) To be recommended for approval by the School Head of DepEd,
(Name of the school), Pagadian City.

RESOLVED FURTHER, that _____ *(name of winning supplier)*
is to be awarded for the procurement of _____ *(title of the*
project) of DepEd, *(name of school)*.

SIGNED this ____ th of _____ 2022 at DepEd, *(Name of school)*,
Pagadian City, Philippines.

BAC Provisional Member

BAC Provisional Member

BAC Vice Chairperson

BAC Member

BAC - Chairperson

APPROVED:

Head of Procuring Entity/
School Head



Department of Education, Pagadian City Division, San Jose Heights, San Jose, Pagadian City



deped.pagadian.org



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pagadian.city@deped.gov.ph



ABSTRACT OF BIDS

Date: _____ Time: _____
 PLACE: _____

ITEM NO.	UNIT	ITEM DESCRIPTION	QTY	(Supplier 1) UNIT PRICE	(Supplier 2) UNIT PRICE	(Supplier 3) UNIT PRICE
Other Requirements:						
Nothing Follows						

We hereby certify that we had verified this abstract of Bids against the Price Quotation submitted by the suppliers.

Prepared by:

 Chairman, BAC Secretariat

 BAC Provisional Member

 BAC Provisional Member

 BAC Vice Chairperson

 BAC Member

 BAC Chairperson

 TWG

 TWG

 TWG





Republic of the Philippines
Department of Education
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DIVISION OF PAGADIAN CITY
(name of School)

TO: _____
(Position)
(Name of School)

FROM: _____
School Head

SUBJECT: Designation Order as _____

DATE: _____

In the exigency of the service, you are hereby designated as the _____ of (Name of School) effective _____, aside from your usual function as _____ of the said school.

You are designated to perform the following duties and responsibilities as follows:

- a. Hfhgffg
- b. Hdgdsgs

You are expected to perform the duties and responsibilities attached to your designation and such other related functions that may be assigned and will be doing so until it is revoked.

Please be guided accordingly.

APPROVED:

School Head

NOTED:

MA. LIZA R. TABILON, EdD, CESO V
Schools Division Superintendent

Conforme:

_____/School Memo on Designation Order
Control No. ____/Date:





SCHOOL MEMORANDUM

No. ____, s. 2022

DESIGNATION ORDER

TO: _____

FROM: _____

DATE: _____

In the exigency of the service, you are hereby designated as **SCHOOL SUPPLY/PROPERTY CUSTODIAN** of (Name of School). You are designated to perform the following duties and responsibilities as follows:

- a. Accomplishes and maintains property cards and stock cards.
- b. Conducts periodic inventory taking and prepares Report of Physical Count of Inventories (RCPI) and Report of Physical Count of Property, Plant, and Equipment (RPCPPE).
- c. Tags all school properties.
- d. Accepts delivered supplies, materials and equipment based on Purchase Order and prepares Inspection and Acceptance Report (IAR).
- e. Distributes available supplies, materials, equipment to the different requesting end-users with corresponding Requisition and Issue Slip (RIS), Inventory Custodian (ICS) or Property Acknowledgement Receipt (PAR).
- f. Identifies unserviceable equipment and waste materials for disposal and prepares Inventory and Inspection of Unserviceable Property (IUP) and Waste Materials Report (WMR) for the submission to the disposal committee.





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(name of School)

- g. Prepares report on the deliveries of all central procured supplies, materials, and equipment for submission to the Division Office.
- h. Assists in request relief of accountability, if any.
- i. Observe guidelines on textbook distribution, textbook inventory, textbook retrieval and loss and textbook disposal.
- j. Signs clearance of property accountability for all officials and employees of the school.
- k. Does other task-related to these duties and responsibilities.

As designated **School Supply/Property Custodian**, having ____ minutes of teaching load, no additional remuneration will be given to you, however, you are entitled to the grant of vacation service credit to all work accomplished and services rendered during summer vacation, subject to existing rules and guidelines.

RECOMMENDING APPROVAL:

School Head

APPROVED:

MA. LIZA R. TABILON, EdD, CESO V
School Division Superintendent

NOTED BY:

CONFORME:

Division Supply Officer

School Supply & Property Custodian

____/School Memo on Designation Order
Control No. ____/Date:



Department of Education, Pagadian City Division, San Jose Heights, San Jose, Pagadian City



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BIDS AND AWARDS COMMITTEE

EXCERPTS FROM THE MINUTES OF THE MEETING OF THE BIDS AND AWARDS COMMITTEE (BAC) HELD ON, _____, (Time) AT _____, THIS DIVISION.

PRESENT:

- Chairman, BAC
- Vice-Chairman, BAC
- Member, BAC
- Provisional Member, BAC
- Provisional Member, BAC

A RESOLUTION RECOMMENDING TO THE HEAD OF THE PROCURING ENTITY ON THE USE OF ALTERNATIVE MODE OF PROCUREMENT FOR THE PURCHASE OF DULY APPROVED PURCHASE REQUEST NO. _____ DATED _____ WITH A TOTAL AMOUNT OF _____ (PHP _____).

RESOLUTION NO. _____

WHEREAS, *Shopping* is an alternative method of procurement of ordinary or regular office supplies and equipment not available in the procurement service involving an amount not exceeding Five Hundred Thousand Pesos (Php 500,000.00). provided, however, that the procurement does not result in splitting of contract, as stipulated in Section 52 (b) of RA 9184;

WHEREAS, after evaluation of the documents, the Bids and Awards Committee authorized the Bids and Awards Committee (BAC) Secretariat and unanimously recommends to the Head of the Procurement Entity, the use of Small Value Procurement as an Alternative Mode of Procurement to be used for the division office personnel under Purchase Request No. _____ dated _____, provided that at least 3 price quotations' be obtained from duly pre-qualified bidders/suppliers of Pagadian City.

WHEREAS, the procurement of _____ (*ex. Supplies*) for the _____ (*indicate the purpose*) of DepEd, (Name of School).

NOW THEREFORE, the Bids and Awards Committee do hereby resolve as it is hereby resolved to recommend to the Head of the Procuring Entity, this Division, that *Shopping* will be the alternative mode of procurement to be used.

RESOLVED FURTHER, to furnish copies of this resolution to all BAC members and City Auditor, this office.





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(name of School)

RESOLVED FINALLY, this ____th day of _____ 2022 at _____,
Pagadian City.

UNANIMOUSLY APPROVED.

BAC Provisional Member

BAC Provisional Member

BAC Vice Chairperson

BAC Member

BAC - Chairperson

APPROVED:

Head of Procuring Entity/
School Head



Department of Education, Pagadian City Division, San Jose Heights, San Jose, Pagadian City



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