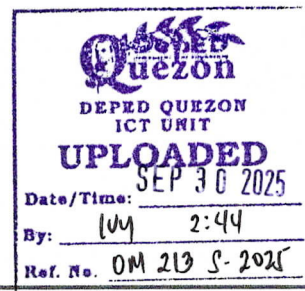




Republic of the Philippines  
**Department of Education**  
Region IV-A  
SCHOOLS DIVISION OF QUEZON PROVINCE



18 September 2025

**OFFICE MEMORANDUM**  
OM No. 213, s. 2025

**DISSEMINATION OF REVISED FORMAT OF SUPPLIERS SCORECARD**

**To:** Assistant Schools Division Superintendents  
Division Chiefs  
Section/Unit Heads  
All Others Concerned

1. In adherence to the implementation of Quality Management System (QMS) standards and pursuant to the provisions of the PAWIM on procurement and supplier performance evaluation, this Office is disseminating the revised format of the Supplier's Scorecard.
2. The revised scorecard aims to:
  - a. Ensure standardized evaluation of suppliers in terms of quality, timeliness, reliability, and service efficiency;
  - b. Strengthen compliance with QMS requirements for continual improvement of procurement processes;
  - c. Provide a more comprehensive basis for decision-making in supplier accreditation, retention, and future engagements.
3. Accordingly, all units/sections are directed to accomplish a Supplier's Scorecard **for every activity, procurement, or transaction that involves suppliers** starting the **3<sup>rd</sup> quarter of 2025**.
4. All concerned Division personnel are directed to use the revised Supplier's Scorecard using the provided link <https://tinyurl.com/SuppliersScorecard> or using the QR code below.



5. Your usual cooperation on this matter is highly appreciated.
6. Immediate and wide dissemination of this Memorandum is highly encouraged.

**ROMMEL C. BAUTISTA, CESO V**  
Schools Division Superintendent

Supgda9/18/2025

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