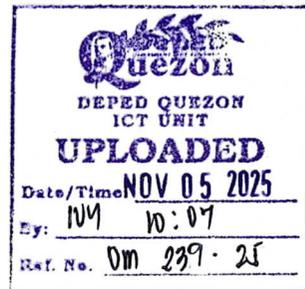




Republic of the Philippines
Department of Education
Region IV-A
SCHOOLS DIVISION OF QUEZON PROVINCE



03 November 2025

OFFICE MEMORANDUM
OS No. 239, s. 2025

DESIGNATION OF CANVASSERS

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

In the exigency of the service, this Office hereby designates the following personnel as **Canvassers**:

- **MARISSA L. MARAGAY**
- **LEA M. ABEJO**

As such, they shall perform the following duties and responsibilities:

1. Obtain accurate price of the materials/items to procure.
2. Develop purchasing strategies.
3. Conduct self-guided research to become familiar with what products are available as well as their costs and benefits.
4. Negotiate policies and contracts with various suppliers.
5. Maintain professional relationships with all key suppliers.
6. Keep detailed records, prepares and submits necessary reports when needed.
7. Submit signed canvass sheets to the Admin. Officer IV/ Procurement Officer for the assessment and evaluation.

Immediate dissemination of this Memorandum is desired.


ROMMEL C. BAUTISTA, CESO V
Schools Division Superintendent

/prochec11032025

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