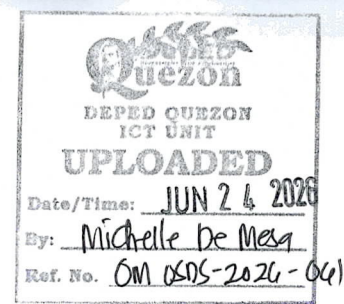




Republic of the Philippines
Department of Education
Region IV-A
SCHOOLS DIVISION OF QUEZON PROVINCE



22 June 2026

OFFICE MEMORANDUM

OSDS-2026- 061

**ACCOMPLISHMENT AND SUBMISSION OF SUPPLIER PERFORMANCE SCORECARDS
FOR THE FIRST AND SECOND QUARTERS OF FY 2026**

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

In adherence to the implementation of Quality Management System (QMS) standards and pursuant to the provisions of the PAWIM on the implementation of supplier performance monitoring and evaluation and to ensure the maintenance of an effective supplier performance management mechanism, all concerned end users are hereby directed to accomplish and submit the *Supplier Performance Scorecards* for suppliers who have completed deliveries, rendered services, or implemented contracts under their respective offices during the *First Quarter (January–March 2026)* and *Second Quarter (April–June 2026)* of Fiscal Year 2026.

The Supplier Performance Scorecard is an essential tool for assessing the suppliers' compliance with contractual obligations, quality of goods and services delivered, timeliness of delivery, responsiveness to requirements, and overall performance. The results of the evaluation shall form part of the supplier performance records maintained by the Office and may be utilized as reference in future procurement activities.

Accordingly, all concerned end users shall:

1. Accomplish one (1) Supplier Performance Scorecard for each supplier with completed deliveries, services rendered, or contracts implemented during Q1 and Q2 of FY 2026;
2. Ensure that the evaluation is based on actual performance, inspection reports, acceptance records, delivery documents, and other relevant records available to the office;
3. Provide fair, objective, and accurate ratings consistent with the supplier's actual performance;



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4. Use the updated Supplier's Scorecard using the provided link
<https://tinyurl.com/SDOQuezonSuppliersScorecard> or using the QR code below:



5. Accomplish the Supplier Performance Scorecards on or before June 26, 2026.

For information, guidance, and strict compliance.


ROMMEL C. BAUTISTA, CESO V
Schools Division Superintendent 

/prochec06222026



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