



Republic of the Philippines
Department of Education
REGION VIII - EASTERN VISAYAS

February 5, 2026

OFFICE MEMORANDUM

ADMIN- 2026 - 71

To: Regional Office Division Chiefs
Section/Unit Heads
All Others Concerned

**DESIGNATION OF PROCUREMENT FOCAL PERSON OF FUNCTIONAL
DIVISIONS/SECTIONS/UNITS**

1. In the exigency of service, the hereunder employees of this Regional Office are hereby designated as Procurement Focal Persons of their respective Division/Section/Unit, effective immediately:

ORD	-	Werlyn Colinayo
OARD	-	Werlyn Colinayo
LEGAL	-	Jill Tormis
PAU	-	Floramay Bacus
ICT	-	Dolores Cagara
FD	-	Mary Beth D. Tolibas
QAD	-	Fernando Santos
PPRD	-	Janice Delopere
CLMD	-	Peter Kim D. Ti-in
CLMD/LRMDS-		Romeo A. Alvarado
HRDD	-	Fritz G. Melchor
HRDD-NEAP	-	Rashiel Labita
ESSD	-	Arvin B. Cerda
ESSD-SPPS	-	Teresita Suarez
ESSD-SHS	-	Adara Lourdes Luaton
FTAD	-	Ma. Almera M. Perolino
ADMIN	-	Christine A. Labante
ADMIN-AMS	-	Leo Dizon
ADMIN-Cash	-	Josephine Tajarros
ADMIN-GSU/COA-		Linaflor Tajo
ADMIN-Personnel-		Milgrace A. Gaddi
ADMIN-Records	-	Iris Cordeta
ADMIN-PU	-	May Ann Ladrera

2. Relative thereto, they shall perform the following duties:

- 2.1 Prepare procurement documents such as Purchase Request (PR), Detailed Financial Requirement (DFR), BAC Resolution and other supporting documents;
- 2.2 Facilitate approval of said documents by the concerned offices and the Regional Director;

- 2.3 Prepare the Purchase Order;
 - 2.4 Monitor the processing and its approval at the Finance Division and Office of the Regional Director;
 - 2.5 Facilitate signing of the Purchase Order (P.O.) by the winning Supplier/Contractor;
 - 2.6 Submit P.O. to the Office of the COA Resident Auditor;
 - 2.7 Furnish copy of the P.O. to AMS and the BAC Secretariat for those with Php 50,000.00 above contract price; and
 - 2.8 Prepare necessary documents to facilitate timely payment of all procurement transactions.
3. This designation does not entail additional compensation/remuneration.
 4. For information and guidance of all concerned.

RONELO AL K. FIRMO CESO IV
OIC-Regional Director

AD-PU-FAV

