



Republic of the Philippines
Department of Education
REGION XI
SCHOOLS DIVISION OF DAVAO DEL NORTE

CDSD DIVISION OF DAVAO DEL NORTE
RECORDS SECTION
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By: _____ 9:36 a.m.

Office of the Schools Division Superintendent

June 29, 2022

DIVISION MEMORANDUM
No. 852, s. 2020

REASSIGNMENT TO OTHER SECTION

To: HERBERT JOHN G. MIRAS
Job Order Personnel
This Division

In the exigency of the service, you are informed of your reassignment from the Frontline Services to the Supply Section to support the working force being fulfilled by the team in the appropriation, facilitation, distribution and adjustment of supplies and materials procured by the Division.

In the fulfilment of this Memorandum, you have to report to Aldrin S. Gevila, Administrative Officer IV of this Office for the delegation of the following workloads related to your new assignment:

1. Receive Purchase Order (PO) from the Bids and Awards Committee (BAC)
2. Release/receive supplies from suppliers
3. Follow up documents/attachments for PO payments from end users/program owners
4. Encode Pos received from BAC Secretariat
5. Prepare Requisition and Issue Slip (RIS)
6. Transmit PO to Accounting Section for payment (with complete attachments)
7. Prepare Inspection and Acceptance Report
8. Member of the Inspectorate Team (food/catering)
9. Receive and log request for Quotation (RFQ)
10. In-charge for Motor Vehicle Requests
11. Does other related functions.

Please be guided accordingly.

DEE D. SILVA, DPA, CESO V
Schools Division Superintendent

