



Republic of the Philippines
Department of Education

REGION XI

SCHOOLS DIVISION OF DAVAO DEL NORTE

Office of the Schools Division Superintendent

DIVISION MEMORANDUM
SGOD-2025-0430

To: Dr. Janette G. Veloso, CESO VI, Assistant Schools Division Superintendent
Dr. Eduard C. Amoguis – Chief, Curriculum Implementation Division
All Concerned Public Schools District Supervisor
All Concerned School Heads
All Others Concerned

Subject: **REQUEST FOR QUOTATION FOR THE PROCUREMENT OF SODIUM HYPOCHLORITE**

Date: October 7, 2025

1. In the interest of facilitating the procurement process for Sodium Hypochlorite intended for the water chlorination of NAFCO Central Elementary School Central Kitchen, **Mercy M. Dela Cruz, RN, EDL** and **Judy G. Ardani** are hereby directed to proceed to Davao City on October 8, 2025. Their specific task is to secure the Request for Quotation (RFQ) forms and ensure that these are duly signed by different stores/suppliers for proper evaluation and compliance with procurement requirements.
2. Travel expenses shall be chargeable against downloaded SBFP operating expenses/program support funds, or other available local funds, subject to the usual accounting and auditing rules and regulations.
3. The Equal Opportunity Principle (EOP) shall be employed at all times where all individuals are fully recognized regardless of gender, religion, ethnicity and political affiliation, in the provision of developmental opportunities for learners and personnel.
4. For your guidance and compliance

REYNALDO B. MELLORIDA, CESO V
Schools Division Superintendent

For the Schools Division Superintendent

JANETTE G. VELOSO, CESO VI
Assistant Schools Division Superintendent



SGOD/SHS:mmd

FN: Request for Quotation for the Procurement of Sodium Hypochlorite



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