



Republic of the Philippines  
**Department of Education**  
REGION I  
SCHOOLS DIVISION OF VIGAN CITY

**DIVISION MEMORANDUM**

No. 47, s. 2025

TO: Assistant Schools Division Superintendent  
Chief Education Supervisors  
Section and Unit Heads  
All Public Elementary and Secondary School Heads  
All Others Concerned

**RECONSTITUTING THE COMPOSITION OF SDO-VIGAN CITY PROCUREMENT MONITORING TEAM**

1. In compliance with the Republic Act No. 11032 re: "An Act Promoting Ease of Doing Business and Efficient Delivery of Government Services, Amending for The Purpose Republic Act No. 9485, otherwise known as the Anti-Red Tape Act of 2007, And for Other Purposes and Republic Act 9184, or the Government Procurement Act, this Office this SDO establishes the composition of the SDO Vigan City Procurement Monitoring Team.
2. The Composition of the SDO Vigan City Procurement Monitoring Team is as follows:

Over-All: **Annie D. Pagdilao, CESO VI**  
Assistant Schools Division Superintendent

Team Leader: **Atty. Kim R. Tagorda**  
Administrative Officer V

Regular Member: **Grace D. Formoso**  
Administrative Assistant III

**Rommel R. Rabo**  
Education Program Supervisor – LR

**Aurelyn F. Fieldad**  
Education Program Specialist II

**Mark Allen Sinogo**  
Administrative Officer IV – Supply



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3. The SDO Vigan City Procurement Monitoring Team shall have the following functions and responsibilities:
  - a) Keeps track of all orders placed with suppliers or service providers, including the expected delivery dates.
  - b) Monitors the timely delivery of supplies, materials, equipment or services.
  - c) Maintains regular communication with suppliers to ensure they are aware of delivery deadlines to avoid penalties.
  - d) Provides regular reports on the status of deliveries to management and end-users.
  - e) Develops/crafts forms needed in the establishment of monitoring system.
4. The Procurement Monitoring Team shall be directly supervised by the office of the Assistant Schools Division Superintendent.
5. All Division Memorandum and other related issuances, rules, regulations, and provision, which are inconsistent with these guidelines are repaired, rescinded or modified accordingly.
6. Immediate dissemination of this Memoranda is desired.

**VILMA D. EDA, CESO V**  
Schools Division Superintendent



Reference:

As Stated



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