



Republic of the Philippines  
**Department of Education**  
Region VI – Western Visayas  
**SCHOOLS DIVISION OFFICE - CAPIZ**

**DIVISION ADVISORY No. 164**, s.2022  
April 19, 2022

**TO : All Public Schools District Supervisors  
District / Integrated School Property Custodians**

In view of the existing thrust of the Contract Management Division (CMD) Procurement Management to monitor the performance of suppliers we are requested to provide an accurate feedback mechanism to the Bureau of Learning Resources (BLR) through a **“Suppliers Scorecard”**.

This is in connection with the project “Mass Production and Supply of Science and Mathematics Equipment Packages to Public Elementary Schools for Grades 1 to 3” which was completed last January 23, 2022.

Electronic copies of the Suppliers Scorecard and recipient schools shall be sent to the group chat of the District Property Custodians. Information submitted by the recipient schools shall be sent directly to the Contract Management Division Procurement Management’s official email address at [procmds.cmd@deped.gov.ph](mailto:procmds.cmd@deped.gov.ph) or via facsimile at (02)86353762 on or before Tuesday April 26, 2022.

Be guided accordingly.

**SALVADOR O. OCHAVO Jr., Ed.D., CESO V**  
Schools Division Superintendent

APR 20 2022



**Address:** Banica, Roxas City  
**Contact Number:** (036) 6518 456  
**Email Address:** [capiz@deped.gov.ph](mailto:capiz@deped.gov.ph)  
**Website:** <http://depedcapiz.ph>



DepEd Capiz &lt;capiz@deped.gov.ph&gt;

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## Mass Production and Supply of Science and Mathematics Equipment Packages to Public Elementary Schools for Grades 1 to 3

1 message

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**Contract Management Division Procurement Management Service** <procms.cmd@deped.gov.ph> Sat, Apr 9, 2022 at 9:22 PM  
To: DepEd Capiz <capiz@deped.gov.ph>  
Cc: RHODELA MARTINEZ <rhodela.martinez@deped.gov.ph>

**SALVADOR D. OCHAVO, JR.**  
Schools Division Superintendent  
Schools Division Office of Capiz  
This Department

**Dear Supt. Ochavo:**

Cheers to you in the Division!

The DepEd Central Office, through the Bureau of Learning Resources (BLR) Cebu, entered into contracts for the project "**Mass Production and Supply of Science and Mathematics Equipment Packages to Public Elementary Schools for Grades 1 to 3.**"

Based on the date of receipt of the suppliers' Notice to Proceed, the deliveries will be completed on January 23, 2022.

In this connection, this Office would like to request your kind assistance in informing the recipient schools (enclosed) and disseminating the attached **Suppliers Scorecard** by school, to be accomplished by the School Property Custodian in each school. Schools may submit their accomplished **Suppliers Scorecard** through CMD's official email address at [procms.cmd@deped.gov.ph](mailto:procms.cmd@deped.gov.ph) or via facsimile at (02) 8635-3762.

Compliance to this request will help prevent deliveries of learning resources with sub-standard quality and short or ghost delivery. Moreover, the submission and feedback will become part of our official records and reports to resolve issues and concerns on distribution of learning resources.



Thank you very much for your continuous support and cooperation.

*Very truly yours,*

Ferdie Merjilla



## CONTRACT MANAGEMENT DIVISION

Room M-509, 5/F Mabini Building, DepEd Complex  
Meralco Avenue, Pasig City, 1600 Philippines  
☎ (632) 8635-3762 ✉ [procms.cmd@gmail.com](mailto:procms.cmd@gmail.com)

*Please acknowledge upon receipt. Thank you!*

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### 2 attachments



**Supplier's Scorecard\_SME Project-Gr 1 to 3.xlsx**

35K



**RedDot SME 2021 Allocation List G1 to G3 (Region 6).xlsx**

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