

April 18, 1996

MEMORANDUM NO. 51-9
Series of 1996

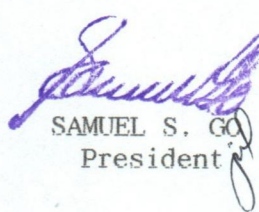
T O: Mr. Alfredo C. Arradaza, Jr. *m 4/19*
Chief, SPMD

SUBJECT: Granting of Authority to Staff Members to Canvass
Prices of Supplies, Materials & Equipment

It has been noted that the Supply Office grants authority to any ViSCA staff to canvass prices of supplies, materials and equipment without even giving any guidance/specific instruction to the delegated canvasser to avoid violation of rules and regulations. Our observations with some purchases reveal that staff members merely request quotations from any available supplier just to satisfy the requirement of at least 3 price quotations without exerting extra effort in order to get the most advantageous offer to the government. In many cases canvassers are not familiar with the prevailing prices of the items to be purchased.

In view of this, the Supply Office is directed to limit the grant of authority to canvass for extremely urgent and necessary purchases and to those staff members who are familiar with the work of a canvasser. If ever practicable, canvassing of prices should be done only by the SPMD & ViSCA Cebu staff. Canvassing done by other offices should be under close supervision by the SPMD, said office being the responsible office to procure supplies and materials for College use.

For compliance.


SAMUEL S. GO
President