



Republic of the Philippines
DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT
REGION IV-A CALABARZON



8 January 2018

REGIONAL ORDER
No. 2018-11

SUBJECT: DESIGNATION OF PERSONNEL

In the interest of the service, the following personnel are hereby designated as inspectors and canvassers:

NAME		PARTICULARS
List of Inspectors		
PO III ANGELIQUE MEI A. IDLAO ADA IV JONATHAN A. SAO-A	- Principal - Alternate	Supplies, Materials and Equipment
ADAS II JORIELYN S. CUBIO DA REMMAR R. MOROSCALLO	- Principal - Alternate	
LG00 V GILBERTO L. TUMAMAC LG00 V MICHIKO R. ESCALANTE	- Principal - Alternate	Food and Training Venue
ADA III REYNALDO S. PARALE ADA III MEDEL A. SATURNO	- Principal - Alternate	Vehicle
List of Canvassers		
KARYLL S. LINGAYO, <i>Financial Analyst</i> ADA IV MA. CHRISTINA M. GALLAZA ADA I DALE ALEXIS S. BARUEL		Supplies, Materials and Equipment
LG00 II EUNICE A. SALES ADAS III LEIDELYN N. PAQUITA KRISTOFFER G. MOJICA, <i>Information System Analyst</i>		IT Equipment
LG00 II CHARISSE CELAN C. TORIO LG00 II JOSE MARIA NIÑO T. REVADAVIA SG I DANILO T. TOMACLAS		Food and Training Venue
ADA IV JOAQUIM J. LACDANG ADA IV LOUIE BERNARD C. BLANCO ADA III DANIEL T. NARCISO		Vehicle

Likewise, the above-mentioned inspectors shall perform the following duties and responsibilities, viz:

- Actual physical count of office supplies, materials and equipment purchased per approved purchase orders;
- Ensure that quality of office supplies, materials and equipment purchased is in accordance with the specifications cited in the approved purchased orders;
- Ensure that the required repair/maintenance works have been met and completed in




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Moreover, canvassers designated herein shall make the necessary inquiry using any available means such as Telephone Calls, Internet, On-site Canvass, etc and submit to the BAC Office the duly accomplished request for Quotation Form.

Further, with regard to the venue of the training, seminar, workshop of other activities that will be conducted by the office, the program/focal person will be in charged to inspect the same.

This Order shall take effectively.


MANUEL Q. GOTIS, CESO III
Regional Director

