Department of Agriculture
BUREAU OF PLANT INDUSTRY
692 San Andres Street, Malate, Manila, Philippines
Email Address: info@buplant.da.gov.ph
Tel. No.: (02) 8525-7909, (02) 8525-2987 | Website: **buplant.da.gov.ph**

MEMORANDUM ORDER
No. 203
Series of 2023

SUBJECT : **GUIDELINES FOR THE CONTROLLING OF THE "SUPPLIER PERFORMANCE EVALUATION FORM" DOCUMENT**

In the interest of compliance with ISO 9001:2015 standards on the control of documents, herewith are the guidelines supplementing Memorandum Order No. 259, s. 2022.

Section 1. Official Form. The Supplier Performance Evaluation Form as stipulated in MO 259, s. 2022 shall be the official form used for the purpose of evaluating suppliers or contractors.

Section 2. Use of TUV-SUD and JAS-ANZ logos. Only ISO-certified Operating Units shall use the form bearing the TUV-SUD and JAS-ANZ logos. Units not ISO-certified shall use the form without the aforementioned logos.

Section 3. Provision of Controlled Forms. The Property and Supply Section shall make available the controlled forms bearing the form number, version, effectivity, as well as versions with and without TUV-SUD and JAS-ANZ logos.

Section 4. Document and Revision Number. The SPEF shall be accorded the document number of **BPI-QMS-PROP-F1**, with **Revision No. 0**.

Section 5. Effectivity Date. The effectivity date shall be the same as in the effectivity of MO 259, s. 2022, that is, **January 11, 2023.**

For compliance.

GERALD GLENN F. PANGANIBAN, Ph.D.
Director