DIVISION MEMORANDUM
No. 983, s. 2017

November 22, 2017

Alternate Signatory in the Absence of the BAC Head Secretariat for the
Verification of all the Purchase Requests as to Inclusion in the APP

To: Myleen C. Robiños
Juvy A. Comaingking
Members, BAC Secretariat

1. Pursuant to Republic Act No. 9184, no procurement shall be done if not stated in
the Annual Procurement Plan (APP).

2. To facilitate this, the Office of the Bids and Awards Committee (BAC) Secretariat
is tasked to check and verify the purchase requests submitted by the requisitioners
as to inclusion in the APP.

3. To expedite this process, in the absence of Analiza C. Almazan, the BAC Head
Secretariat, Myleen C. Robiños or Juvy A. Comaingking is hereby authorized to
sign the “VERIFIED AS TO INCLUSION IN APP” upon proper checking of the
requests in the copy of the Annual Procurement Plan.

4. For your information and compliance.

Winnie E. Batoon, Ed. D.
Officer-in-Charge
Office of the Schools Division Superintendent