Division Memorandum No. [Date], 2016

TO: BEVERLY S. DAUDEGAUL, ED.D
   Chief, Curriculum Implementation Division
   CHERRY ROSSETTE E. OLIVA
   Public Schools District Supervisor
   IMELDA T. CARDINES
   Education Program Supervisor
   VALERIANO Y. DELOS REYES
   Education Program Supervisor
   MARILYN A. JAIRAL, ED.D
   Public Schools District Supervisor

FROM: DEE D. SILVA, DPA, CESO VI
      Schools Division Superintendent

SUBJECT: Composition of the Bids and Awards Committee (BAC)

DATE: March 18, 2016

In pursuance to the provisions of Republic Act No. 9184 on Bids and Awards Committee, and in view of the leave of absence for one year filed by the OIC-Assistant Schools Division Superintendent designated as BAC Chairman, you are hereby directed to re-compose the Division Bids and Awards Committee with corresponding functions as follows:

Chairman: BEVERLY S. DAUDEGAUL, ED.D
Vice Chairman: CHERRY ROSSETTE E. OLIVA
Members: IMELDA T. CARDINES
          VALERIANO Y. DELOS REYES
          MARILYN A. JAIRAL, ED.D

As such, you shall perform the following duties and responsibilities:

1. Conduct pre-procurement and pre-bid conferences;
2. Determine the eligibility of prospective bidders;
3. Receive bids and conduct the evaluation of bids;
4. Undertake post-qualification proceedings and resolve motions for reconsideration;
5. Recommend award of contracts to the Head of the Procuring Entity;
6. Recommend the imposition of sanctions in accordance with Rule XXIII of R.A. 9184;
7. Recommend to the Head of the Procuring Entity the use of Alternative Methods of Procurement as provided for in Rule XXVI of R.A. 9184;
8. Perform other related functions as deemed necessary.

The aforementioned BAC composition shall take effect immediately until appropriately revoked or rescinded with a subsequent memorandum.

For compliance.