



Republic of the Philippines
Department of Education
Region XI

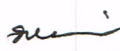
CITY SCHOOLS DIVISION OF DIGOS CITY
Digos City

Office of the City Schools Division
Superintendent

Tel. No. (082) 553-8375; 553-8376; 553-8396

Division Memorandum No. 272, s. 2016

TO : Public Schools District Supervisors
School Principals

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

SUBJECT : Letter from COA
RE: Memorandum Order for the Constitution of Bids and Awards
Committee (BAC), Technical Working Group (TWG), BAC Secretariat
and Other Relevant Committees for Different Clustered Schools within
the Division

DATE : June 3, 2016

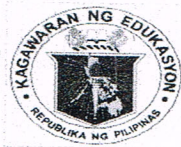
1. Attached is the letter from COA concerning Memorandum Order for the Constitution of Bids and Awards Committee (BAC), Technical Working Group (TWG), BAC Secretariat and Other Relevant Committees for Different Clustered Schools within the Division, which is self-explanatory.
2. In view of it, the focal District Supervisors are directed to facilitate the preparation of the revised/corrected Memorandum Order for all the committees containing all the necessary information as required by the COA. In alignment with the said COA letter, the Memorandum Order should be duly signed as Approved by the Schools Division Superintendent, and by the Focal Public Schools District Supervisor as Recommending Approval. Moreover, the respective School Heads/Principals of the clustered schools shall also sign the order as Prepared by.
3. Submission of revised/corrected Memorandum Orders to this Office shall be on June 7, 2016, with endorsement, attention: BEVERLY S. DAUGDAUG, Ed.D., BAC Chairman.
4. Samples of the said Memorandum Orders are hereto attached for your reference.
5. For immediate dissemination and compliance.

DepEd Schools Division of Digos

RELEASED

Date: JUN 06 2016 Time: _____

By: _____



Republic of the Philippines
DEPARTMENT OF EDUCATION
Region XI
Mt. Apo District
MARAWER ELEMENTARY SCHOOL
_____ **ELEMENTARY SCHOOL**
_____ **ELEMENTARY SCHOOL**
(Clustered Schools)

June 6, 2016

SCHOOL MEMORANDUM

No. _____, s. 2016

COMPOSITION OF THE BIDS AND AWARDS COMMITTEE (BAC)
FOR MARAWER ELEMENTARY SCHOOL, _____ ELEMENTARY SCHOOL
AND _____ ELEMENTARY SCHOOL

TO : CESAR N. GEVERA
Head Teacher II, Marawer Elementary School

1. In pursuance to the provisions of Republic Act No. 9184 on Bids and Awards Committee, and in the exigency of the service, you are hereby directed to compose the Bids and Awards Committee for Marawer Elementary School, _____ Elementary School and _____ Elementary School, as Clustered School in Mt. Apo District, with corresponding functions as follows:

FUNCTION	NAME	SCHOOL
Chairman		
Vice-Chairman		
Members		

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

- Conduct pre-procurement and pre-bid conferences;
- Determine the eligibility of prospective bidders;
- Receive bids and conduct the evaluation of bids;
- Undertake post-qualification proceedings and resolve motions for reconsideration;
- Recommend award of contracts to the Head of the Procuring Entity;
- Recommend the imposition of sanctions in accordance with Rule XXIII of R.A. 9184;
- 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;

- h. Perform other related functions as deemed necessary.
- 3. The aforementioned BAC composition shall take effect immediately until appropriately revoked or rescinded with a subsequent memorandum.
- 4. For compliance.

Prepared by:

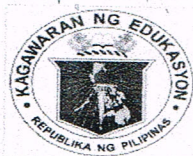
Name of School Head	Name of School	Signature
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Recommending Approval:

ELSIE C. DAGOY
Public Schools District Supervisor

Approved by:

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



Republic of the Philippines
DEPARTMENT OF EDUCATION
Region XI
Mt. Apo District
MARAWER ELEMENTARY SCHOOL
_____ **ELEMENTARY SCHOOL**
_____ **ELEMENTARY SCHOOL**
(Clustered Schools)

June 6, 2016

SCHOOL MEMORANDUM
No. _____, s. 2016

COMPOSITION OF THE BIDS AND AWARDS COMMITTEE (BAC)
SECRETARIAT FOR MARAWER ELEMENTARY SCHOOL,
_____ ELEMENTARY SCHOOL AND _____ ELEMENTARY SCHOOL

TO : ANALIZA F. AMANDURON
Teacher III, Marawer Elementary School

1. In pursuance to the provisions of Republic Act No. 9184 on Bids and Awards Committee, and, in the exigency of the service, you are hereby directed to compose the Bids and Awards Committee (BAC) Secretariat for Marawer Elementary School, _____ Elementary School and _____ Elementary School, with corresponding functions as follows:

FUNCTION	NAME	SCHOOL
BAC Secretariat Head		
Members		

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

- Provide administrative support to the BAC;
- Organize and make all necessary arrangements for BAC meetings and conferences;
- Prepare minutes of meetings and resolutions of the BAC;
- Take custody of procurement documents and other records;
- Manage the sale and distribution of Bidding Documents to interested bidders;
- Advertise and/or post bidding opportunities, including Bidding Documents, and notices of awards;
- Assist in managing the procurement processes;
- Monitor procurement activities and milestones for proper reporting to relevant agencies when required;

- i) Consolidate PPMPs from various units of the procuring entity to make them available for review and for APP preparation;
 - j) Act as the central channel of communications for the BAC with end users, PMOs, other units of the line agency, other government agencies, providers of goods, infrastructure projects, and consulting services, observers, and the general public; and
 - k) Perform other related functions as deemed necessary.
3. The aforementioned composition of BAC Secretariat shall take effect immediately until appropriately revoked or rescinded with a subsequent memorandum.
4. For compliance.

Prepared by:

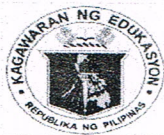
Name of School Head	Name of School	Signature

Recommending Approval:

ELSIE C. DAGOY
Public Schools District Supervisor

Approved by:

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



Republic of the Philippines
DEPARTMENT OF EDUCATION
Region XI
Mt. Apo District
MARAWER ELEMENTARY SCHOOL
_____**ELEMENTARY SCHOOL**
_____**ELEMENTARY SCHOOL**
(Clustered Schools)

June 6, 2016

SCHOOL MEMORANDUM
No. _____, s. 2016

**COMPOSITION OF THE BIDS AND AWARDS COMMITTEE (BAC) – TECHNICAL
WORKING GROUP AND INSPECTORATE TEAM FOR MARAWER ELEMENTARY
SCHOOL, _____ ELEMENTARY SCHOOL AND _____ ELEMENTARY SCHOOL**

TO : EMMA C. PUROG
Teacher II, Marawer Elementary School

1. In pursuance to the provisions of Republic Act No. 8194 on Bids and Awards Committee, and in the exigency of the service, you are hereby directed to compose the Division Bids and Awards Committee (BAC) – Technical Working Group and Inspectorate Team for Marawer Elementary School, _____ Elementary School and _____ Elementary School, with corresponding functions as follows:

FUNCTION	NAME	SCHOOL
Chairman		
Members		

2. This designation bears the authority to assume the powers, duties and responsibilities attached to it.
3. The aforementioned composition shall take effect immediately until appropriately revoked or rescinded with a subsequent memorandum.
4. For compliance.

Prepared by:

Name of School Head

Name of School

Signature

Recommending Approval:

ELSIE C. DAGOY
Public Schools District Supervisor

Approved by:

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