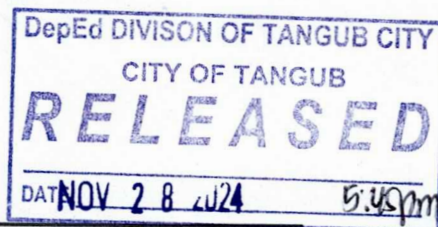




Republic of the Philippines
Department of Education
 Region X
SCHOOLS DIVISION OF TANGUB CITY



November 14, 2024

DIVISION MEMORANDUM

No. 788, s. 2024

ADDITIONAL MEMBER OF THE DIVISION BAC SECRETARIAT

To: Chief Education Supervisors (CID and SGOD)
 Division Unit Heads
 Program Holders
 All Others Concerned
 This Division

1. Pursuant to Republic Act No. 9184, otherwise known as the Government Procurement Reform Act, this Division under the office of Bids and Awards Committee (BAC) hereby add new members of the BAC Secretariat effective immediately.

Cresilda Carreon	AO-II	ASDS-BAC Secretariat Member
Maricel E. Lampera	AO-II	SDS-BAC Secretariat Member

2. Under Section 14.1 of Republic Act (RA) No. 9184, The Government Procurement Reform Act, and its revised Implementing Rules and Regulations (IRR) specifically enumerates the BAC Secretariat functions and responsibilities. Thus, the appointed BAC Secretariat member is advised to perform the following duties and responsibilities on-top of work per office functions:

- a. Provide administrative support to the BAC and the TWG;
- b. Organize and make all necessary arrangements for BAC and the TWG meetings and conferences;
- c. Prepare minutes of meetings and resolutions of the BAC;
- d. Take custody of procurement documents and other records and ensure that all procurements undertaken by the Procuring Entity are properly documented;
- e. Manage the sale and distribution of Bidding Documents to interested bidders;
- f. Advertise and/or post bidding opportunities, including Bidding Documents, and notices of awards;
- g. Assist in managing the procurement processes;



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h. 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 as indicated in Section 7 of this IRR and prepare the APP; and

j. Act as the central channel of communications for the BAC with end-user or implementing units, PMOs, other units of the line agency, other government agencies, providers of goods, infrastructure projects, and consulting services, observers, and the general public.

3. This Office directs the immediate and wide dissemination of this Memorandum.

SHAMBAEH A. ABANTAS-USMAN, PhD, CESO VI
Schools Division Superintendent

SAU/glm/10-30-24