



Republic of the Philippines
Department of Education
REGION IX
SCHOOLS DIVISION OF DAPITAN CITY

Office of the Schools Division Superintendent

April 1, 2026

Division Memorandum
No. 177 s. 2026

RECONSTITUTION OF THE BIDS AND AWARDS COMMITTEE (BAC) IN ALL SCHOOLS

To: Assistant Schools Division Superintendent
Chiefs, CID and SGOD
Public Schools District Supervisors/PICD
School Heads/Principal (HoPE)
All other concerned

1. In view of the recent changes in School Heads/Heads of Procuring Entity (HoPE) in schools, all concerned are hereby directed to reconstitute their respective Bids and Awards Committee (BAC).
2. The reconstitution shall be guided by the following provisions:
 - The effectivity date of the BAC Reconstitution shall be based on the date of transfer/assumption to office of the School Head/HOPE.
 - The School Memorandum shall be in accordance with the provisions of Republic Act No. 12009 (New Government Procurement Act).
 - The School Memorandum Number must be clearly indicated and must not be left blank.
 - The BAC shall be composed of at least five (5) members, including the Chairperson and Vice Chairperson.
 - All BAC members must be properly designated with their corresponding positions in the Memorandum.
 - The Memorandum shall be approved by the HOPE (School Principal/School Head).
3. Prior to approval, all draft School Memoranda on BAC Reconstitution shall be submitted to the Procurement Office thru MR. MICHAEL E. TAN, MPA – Administrative Officer IV for review and checking to ensure compliance with existing rules and regulations.
4. Immediate dissemination of and compliance with this Memorandum are hereby directed.

For guidance and strict compliance.


Jay S. Montalto
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JAY S. MONTEALTO, CESO VI
Schools Division Superintendent 

Department of Education Division of Dapitan City			
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