



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

February 5, 2024

DIVISION MEMORANDUM

No. 65, s. 2024

**GUIDANCE ON THE RE-COMPOSITION OF SCHOOL-BASED
 BIDS AND AWARDS COMMITTEES (BAC)**

TO: **Assistant Schools Division Superintendent
 Chief Education Supervisors (SGOD& CID)
 Administrative Officers V (Administrative Services, Budget)
 Accountant III
 Public Schools District Supervisors/PICDs
 Public Elementary and Secondary School Heads
 SDO Personnel
 This Division**

1. In compliance with DepEd Order No. 002, s. 2024 (Immediate Removal of Administrative Tasks of Public School Teachers) the Schools Division of Dapitan City hereby releases this guidance on the re-composition of school-based Bids and Awards Committees (BAC), consistent to RA 9184 otherwise known as the Government Procurement Reform Act.
2. As a general rule to relieve teachers from administrative functions, the school-based Bids Awards Committees shall be composed of school heads, and school non-teaching and teaching-related personnel.
3. Schools that do not meet the required non-teaching and teaching-related personnel to form the committee shall be clustered in five schools provided that they coming from the same district; while, central schools and implementing units (IUs) shall compose their respective school-based BAC whose composition is pursuant to the provisions of R.A.9184, utilizing the non-teaching and teaching-related personnel provided that they meet the required number of BAC members.

4.

Composition of the Bids and Awards Committee

(Note: A school head who sits as Head of the Procuring Entity shall inhibit from his or her position in the BAC)

- BAC Chair: - One Regular Chair chosen from among the 5 School Heads
- BAC Vice Chair: - School Head chosen from among the four (4) remaining school heads
- Plantilla holder (e.g. HTs, SPs), Administrative Officer II, Administrative Assistants, Administrative Aides, and PDO-1

Department of Education
 Division of Dapitan City
Members:
RELEASED
 NO. 65 FEB 07 2024
 TIME 11:00 BY S



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Provisional Member: - Non-teaching or teaching-related personnel of the procuring school/Other School Heads, acting alternately

Technical Working Group: The three (3) remaining School Heads will act as TWG members acting alternately

Program Owner/End User: Teacher/MT/School Head

BAC Secretariat: Administrative Officer II

Canvasser: Administrative Officer II

Supply Officer: Administrative Officer II

Inspector: Administrative Officer II/ADAS II or ADAS III

Observer: COA and duly accredited organizations

5. The PSDS/PICDs shall conduct necessary supervision, orientation, and technical assistance relative to the implementation of this memorandum.
6. The school-based BAC composition shall be forwarded to the Division Office for review and approval of the Schools Division Superintendent.
7. The duties and functions, and term of office of the School-Based Bids and Awards Committee shall be in accordance with Article V, Sections 11-14 of R.A. 9184.
8. It is expected that after completion of every procurement process, all non-teaching personnel led by the Administrative Officers II will meet on a regular basis and work harmoniously on the liquidation reports with strict compliance of the accounting and auditing rules and regulations.
9. A capacity building will be scheduled by the Human Resource Development Section (HRDS) to train the School BAC on procurement law, budgeting, accounting and auditing rules.
10. This Memorandum shall take effect immediately in Fiscal Year 2024 without prejudice to other on-going or pending school procurement processes and until completed.
11. Widest dissemination on the contents of this Memorandum is desired.

DANNY B. CORDOVA, EdD, CESO V
Schools Division Superintendent

