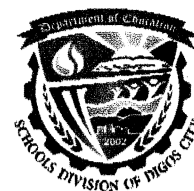




Republic of the Philippines
Department of Education
Region XI
SCHOOLS DIVISION OF DIGOS CITY
Digos City




DIVISION MEMORANDUM

No. 672, s. 2017

To : **Rofelia De Mesa**
Division Guidance Coordinator

Julie Ann Posadas
Project Development Officer

From : 
WINNIE E. BATOON, EdD
Officer-In-Charge
Office of the Schools Division Superintendent

Subject: **Designation as BAC Secretariat Members**

Date : **SEP 18 2017** 

1. You are hereby designated as additional members of Bids and Awards Committee (BAC) Secretariat.
2. This designation will form part of your duties and responsibilities.
3. As BAC Secretariat, you shall have the following functions and responsibilities:
 - 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;
 - 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.
4. For your information and compliance.

SCHOOLS DIVISION OF DIGOS CITY

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