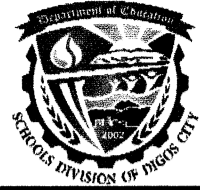




Republic of the Philippines
Department of Education
Region XI
SCHOOLS DIVISION OF DIGOS CITY
Digos City




DIVISION MEMORANDUM
No. 983, s. 2017

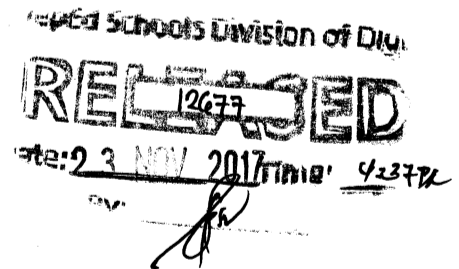
November 22, 2017

**Alternate Signatory in the Absence of the BAC Head Secretariat for the
Verification of all the Purchase Requests as to Inclusion in the APP**

To : **Myleen C. Robiños**
Juvy A. Comaingking
Members, BAC Secretariat

1. Pursuant to Republic Act No. 9184, no procurement shall be done if not stated in the Annual Procurement Plan (APP).
2. To facilitate this, the Office of the Bids and Awards Committee (BAC) Secretariat is tasked to check and verify the purchase requests submitted by the requisitioners as to inclusion in the APP.
3. To expedite this process, in the absence of Analiza C. Almazan, the BAC Head Secretariat, Myleen C. Robiños or Juvy A. Comaingking is hereby authorized to sign the "VERIFIED AS TO INCLUSION IN APP" upon proper checking of the requests in the copy of the Annual Procurement Plan.
4. For your information and compliance.


WINNIE E. BATOON, Ed. D.
Officer-in-Charge
Office of the Schools Division Superintendent



Encl: None

References:

To be included in the Perpetual Index under the following subjects:

Bids and Awards Committee
RA 9184

aca: Alternate Signatory in the Absence of the BAC Head Secretariat
for the Verification of all the Purchase Requests
as to the Inclusion in the APP