

Republic of the Philippines  
**DEPARTMENT OF EDUCATION**  
Region XI  
**CITY SCHOOLS DIVISION OF DIGOS CITY**  
Digos City

**Office of the City Schools Division  
Superintendent**

Tel. No. (082) 553-8375; 553-8376; 553-8396

Division Memorandum No. 167, s. 2016

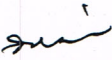
TO : BEVERLY S. DAUGDAUG, ED.D  
Chief, Curriculum Implementation Division

CHERRY ROSSETTE E. OLIVA  
Public Schools District Supervisor

IMELDA T. CARDINES  
Education Program Supervisor

VALERIANO Y. DELOS REYES  
Education Program Supervisor

MARILYN A. JAIRAL, ED.D  
Public Schools District Supervisor

FROM :   
DEE D. SILVA, DPA, CESO VI  
Schools Division Superintendent

SUBJECT : Composition of the Bids and Awards Committee (BAC)

DATE : March 18, 2016



In pursuance to the provisions of Republic Act No. 9184 on Bids and Awards Committee, and in view of the leave of absence for one year filed by the OIC-Assistant Schools Division Superintendent designated as BAC Chairman, you are hereby directed to re-compose the Division Bids and Awards Committee with corresponding functions as follows:

Chairman : BEVERLY S. DAUGDAUG, ED.D  
Vice Chairman : CHERRY ROSSETTE E. OLIVA  
Members : IMELDA T. CARDINES  
VALERIANO Y. DELOS REYES  
MARILYN A. JAIRAL, ED.D

As such, you shall perform the following duties and responsibilities:

1. Conduct pre-procurement and pre-bid conferences;
2. Determine the eligibility of prospective bidders;

3. Receive bids and conduct the evaluation of bids;
4. Undertake post-qualification proceedings and resolve motions for reconsideration;
5. Recommend award of contracts to the Head of the Procuring Entity;
6. Recommend the imposition of sanctions in accordance with Rule XXIII of R.A. 9184;
7. Recommend to the Head of the Procuring Entity the use of Alternative Methods of Procurement as provided for in Rule XXVI of R.A. 9184;
8. Perform other related functions as deemed necessary.

The aforementioned BAC composition shall take effect immediately until appropriately revoked or rescinded with a subsequent memorandum.

For compliance.