



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



August 8, 2018

DIVISION MEMORANDUM
No. 694, s. 2018

**Additional Member of the Canvasser and Special Tasks
in the Bids and Awards Committee (BAC) Secretariat's Office**

To : Administrative Officer V

ATTENTION: Joel E. Estomo
ADA IV

1. In the exigency of the service, you are hereby designated as an additional member of the canvasser of the Bids and Awards Committee (BAC).
2. In addition to your job description also, you are directed to perform duties and functions in the Office of the BAC Secretariat, to wit:
 - a. Send letter of invitation to the Offices of COA, GSP, BSP and Federation PTA President.
 - b. Facilitate the signing of the BAC documents/papers.
 - c. Post Invitation to Bid and other related notices to conspicuous places.
 - d. Do other related tasks if necessary.
3. As such, you shall perform the functions, duties and responsibilities in accordance to the provision of Republic Act No. 9184 known as "**Government Procurement Reform Act of 2016**"; and DepEd Order No. 74, s. 2016 entitled, "**2016 Revised Implementing Rules and Regulations of Republic Act No. 9184**".
4. This shall take effect immediately upon its issuance until appropriately revised or revoked by subsequent orders/memoranda/issuances.
5. For your guidance and compliance.

DR. WINNIE E. BATOON, CESE
Officer-in-Charge
Office of the Schools Division Superintendent

DepEd Schools Division Office
RELEASED 14290
Date: 09 AUG 2018 Time: 12:48

Encls:
References:
To be included in the Perpetual Index under the following subjects:
Bids and Awards Committee Composition
aca: Additional Member of the Canvasser and Special Tasks in the Bids and Awards Committee (BAC) Secretariat's Office
date: August 8, 2018