



Republic of the Philippines
Department of Education
REGION XI
SCHOOLS DIVISION OF DIGOS CITY

Office of the Schools Division Superintendent

DIVISION MEMORANDUM

OSDS-2025-777

To : BIDS AND AWARDS COMMITTEE (BAC) MEMBERS
BAC TECHNICAL WORKING GROUP (TWG)
BAC SECRETARIAT MEMBERS
CANVASSERS

Subject : REMINDER ON THE “JURY DUTY” TYPE OF ASSIGNMENT
UNDER SECTION 38.1 OF THE IRR OF RA 9184

Date : DECEMBER 2, 2025

This is to remind all BAC members of the provision under **Section 38.1 of the Implementing Rules and Regulations (IRR) of Republic Act No. 9184**, which states:

“ The procurement process from the opening of bids up to the award of contract shall not exceed three (3) months, or a shorter period to be determined by the Procuring Entity concerned. All members of the BAC shall be on a “jury duty” type of assignment until the Notice of Award is issued by the HoPE in order to complete the entire procurement process at the earliest possible time.

For purposes of this section, the term “jury duty” shall be understood to mean a state by which the members give utmost priority to BAC assignment over all the other duties and responsibilities until the requirements for the said assignments at hand are completed.”

In line with this, all BAC members are reminded that their role in the procurement process is considered a **“jury duty” type of assignment**. This means that BAC membership is a **mandatory** and **non-delegable responsibility**, requiring your active participation and impartial judgment throughout the procurement proceedings. And that your presence is **required in every procurement-related activity**, including but not limited to:

- Pre-Procurement Conferences
- Pre-Bid Conferences
- Bid Openings
- Bid Evaluations
- Post-Qualification Activities

Your attendance ensures compliance with procurement laws and promotes transparency, accountability, and integrity in all transactions. Kindly prioritize these activities and make necessary arrangements to be present.



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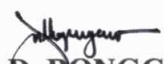
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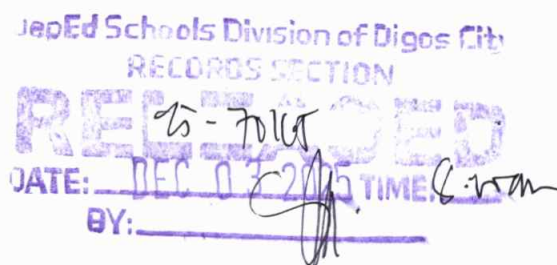
Failure to attend may result in delays and could affect the efficiency of the procurement process. Should you have unavoidable circumstances preventing attendance, please notify the BAC Secretariat in advance.

Thank you for your cooperation and commitment to upholding the principles of public procurement.

For information, guidance, and strict compliance.

For and in the absence of the
Schools Division Superintendent


NEIL D. BONGCAYAO
Public Schools District Supervisor
Officer-In-Charge



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