



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

Office of the Schools Division Superintendent

DIVISION MEMORANDUM

OSDS-2026- 144

To : **BIDS AND AWARDS COMMITTEE (BAC) MEMBERS
BAC TECHNICAL WORKING GROUP (TWG)
BAC SECRETARIAT MEMBERS
END-USER**

Subject : **OPENING OF BIDS FOR THE PROCUREMENT OF NUTRITIOUS
FOOD PRODUCT FOR SCHOOL-BASED FEEDING PROGRAM
SY 2026-2027**

Date : **JUNE 1, 2026**

In connection with the scheduled **Opening of Bids** for the project **Procurement of Nutritious Food Product for School-Based Feeding Program SY 2026-2027 on June 2, 2026, 10:00AM**, all members of the Bids and Awards Committee (BAC), Technical Working Group (TWG), Secretariat, and other concerned personnel are hereby directed to be guided by the following:

1. Attendance and Jury Duty Assignment

All designated personnel are considered to be on official jury duty assignment during the conduct of the opening of bids and all other procurement-related activities. Attendance is mandatory, and all are expected to perform their respective roles and responsibilities in accordance with procurement regulations and internal procedures.

2. Compliance with Section 38 of the IRR of RA 12009

Pursuant to Section 38 of the Implementing Rules and Regulations (IRR) of Republic Act No. 12009, all procurement-related conferences for competitive bidding, including the opening of bids, shall be livestreamed and video recorded in full.

Accordingly, the Secretariat shall ensure that:

- Proper recording equipment is available and functional prior to the activity;
- The recording covers the entirety of the proceedings without interruption; and
- Copies of the recording are properly stored for documentation and audit purposes.

3. Arrival Time

To ensure readiness and proper setting up of recording equipment and documentation requirements, all concerned personnel are required to arrive at least fifteen (15) minutes before the scheduled time of the activity.



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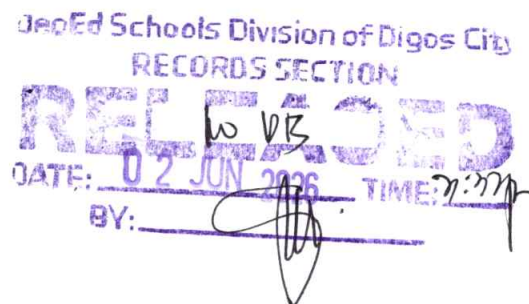
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Thank you for your cooperation and commitment to upholding the principles of public procurement.

For information, guidance, and strict compliance.


MELANIE P. ESTACIO, PhD, CESO VI
Schools Division Superintendent



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