



Republic of the Philippines  
Department of Education  
Region VII, Central Visayas  
**DIVISION OF CEBU PROVINCE**  
Sudlon, Lahug, Cebu City



August 16, 2017

**DIVISION MEMORANDUM**

NO. 528, s. 2017

**SUBMISSION OF NAMES/LIST OF MEMBERS OF THE BIDS & AWARDS  
COMMITTEE (BAC) FROM EACH ELEMENTARY/SECONDARY  
SCHOOL(s)**

**TO: Assistant Superintendents  
Chiefs/Education Program Supervisors/SEPS/EPS/Coordinators  
Public Schools District Supervisors (PSDSs)/OICs  
Schools Heads/Principals/TICs (Elementary/Secondary/Integrated)  
All Others Concerned**

1. The Office hereby directs all **Public Schools District Supervisors (PSDSs)/OICs** to submit the **name/s or list/s of BAC members** from each elementary/integrated and/or secondary school/s in the district (**including the names of the BAC chairperson**) on or before **August 23, 2017 (Wednesday)**.
2. The Division is planning to have a **one-day orientation program** on the duties and responsibilities/accountabilities of **all BAC members** in accordance to the Procurement Law (RA 9184) including its revised Implementing Rules/Regulations (IRR) among the 6804 BAC members (**including the Chairperson**) from the 1 134 elementary/secondary schools by the month of **September 2017**.
3. There are expected 6, 804 participants in this training who are divided into 11 clusters or groups (at least 600 pax per group). Speaker will be the Division's BAC Chairperson, ASDS Roseller N. Gelig; BAC members in the Division are the alternate speakers. **Tentative date/s** will be on **September 1, 4, 5, 6, 7, 8, 11, 12, 13, 14 & 15, 2017 (11 days)**.
4. Please send the needed data via email at [v\\_ybanez@yahoo.com](mailto:v_ybanez@yahoo.com) using the MS Excel format (see attached). **Names of the schools must be written/encoded in alphabetical order in one Excel file/format**. Sending of incomplete and erroneous data as well as multiple email message/s is strictly prohibited.
5. **Wide dissemination of and strict compliance of this Memorandum is hereby directed.**

  
**RHEA MARA ANGTUD, Ed.D., CESO VI**  
Schools Division Superintendent

Sample Template (can be converted into a landscape format)

Date \_\_\_\_\_

**LIST OF BAC MEMBERS INCLUDING CHAIRPERSON**  
District of \_\_\_\_\_

Family Name	First Name	Middle Initial	Name of School/s	Sch. ID #	Contact No.	Remarks
Dela Cruz	Maria	A	Aguho ES	112890	09678968011	Member
Duran	Cris	B	Aguho ES	112890		Member
Aguirre	John	C	Aguho ES			Member
Do	Juana	A	Aguho ES			Member
Du	John	T.	Aguho ES			Chair/Member
Tigley	Cristine	V.	Aguho ES			Approving Authority
Mangyan	Maria	T.	Bacay ES			
			Bacay ES			
			Bacay ES			
			Bacay ES			
			Bacay ES			
			Bacay ES			

\_\_\_\_\_  
Name of PSDS/Head of Office  
Contact/Cellphone No. \_\_\_\_\_

vay/2017

