



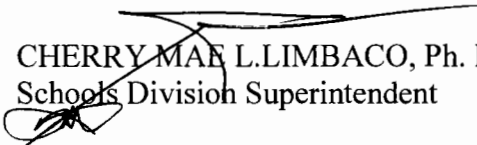
Republic of the Philippines
DEPARTMENT OF EDUCATION
Region X
DIVISION OF MISAMIS ORIENTAL
A.Velez St, Cagayan de Oro City



DIVISION MEMORANDUM

No⁴²⁰.....s. 2016

TO : Education Program Supervisors
Public Schools District Supervisors
Elementary and Secondary School Heads
Senior Program Specialist
Education Program Specialist II
This Division

From :  CHERRY MAE L.LIMBACO, Ph. D, CESO V
Schools Division Superintendent

Date : September 14, 2016

Re : Reconstituting the Bids and Awards Committee of the schools under the
School to School Partnership Program

1. The existing Bids and Awards Committee (BAC) of the school shall be responsible for the procurement of supplies and materials. In the absence of a committee, the School Head shall create one through a memorandum. The school's BAC shall be composed of five members consisting of school personnel and representative/s from Parent-Teachers Association (PTA) and/or School Governing Council (SGC). In the interest of check and balance, the School Head is prevented from becoming the chairperson or a member of the school's BAC. The BAC's recommendation on the supplies and materials, however, shall be subject to the School Head's approval. The purchase order shall be signed by the School Head or his/her authorized representative. (Sec. 5.7.1 , D.O. 44, s. 2016)
2. For schools with less than five (5) permanent employees, schools may avail of the services of a BAC that is accessible to their schools (e.g. cluster's school's BAC, District or Division BAC. (Sec. 5.7.2, D.O. 44,s.2016)
3. Anent to this, all schools that are recipient of the School to School Partnership Program shall reconstitute their Bids and Awards Committee following the above-cited composition.
4. The said composition shall be submitted in soft copy to the division office,(Attention: SGOD) on or before September 20, 2016 through this email [address. rudy@dugod.com](mailto:rudy@dugod.com) .
5. For your information and strict compliance.

CLL/rom