



Republic of the Philippines  
Department of Education  
Region 4-A CALABARZON  
Province of Quezon  
**CITY SCHOOLS DIVISION**  
City of Tayabas



DIVISION MEMORANDUM  
No. 30, s. 2017

**TO: HEADS OF PUBLIC ELEMENTARY SCHOOLS  
HEADS OF PUBLIC JUNIOR AND SENIOR HIGH SCHOOLS  
ALL OTHERS CONCERNED**

**FROM: CATHERINE P. TALAVERA, Ph.D.**  
OIC, Schools Division Superintendent

**SUBJECT: SUBMISSION OF THE COMPOSITION OF SCHOOL'S BIDS AND  
AWARDS COMMITTEE (BAC) AND SECRETARIAT**

**DATE: October 27, 2017**

Pursuant to the Republic Act 9181 known as Government Reform Act all schools are directed to create School Bids and Awards Committee (BAC) and Secretariat. In this regard, you are requested to submit to this office the composition of School BAC on or before November 3, 2017.

Immediate dissemination and strict compliance of this memorandum are desired.

FS-SUBMISSION OF BAC

DM- /10-27-17

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*We are an emerging division where excellence is a habit and allegiance for quality is a pledge.*

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SCHOOL : \_\_\_\_\_

YEAR: 2017

SCHOOL BAC	NAME	DESIGNATION
1.CHAIRMAN		
2.VICE CHAIRMAN		
3. BAC SECRETARIAT		
4. BAC SECRETARIAT		
5.REGULAR MEMBER		
6 REGULAR MEMBER		
7 REGULAR MEMBER		
8PROVISIONAL MEMBER		
9 PROVISIONAL MEMBER		
10 PROVISIONAL MEMBER		
11 PROVISIONAL MEMBER		
12TWG		
13 TWG		
14 TWG		
15 TWG		
16INSPECTORATE		
17 INSPECTORATE		
18 INSPECTORATE		

SUBMITTED BY:

\_\_\_\_\_

SCHOOL HEAD

DATE: \_\_\_\_\_

**DEPED ORDER NO. 44 s. 2016**

**5.7 Procurement Process**

5.7.1 The existing 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 the Parents-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 recommendations on the supplies and materials, however, shall be subject to the School Head's approval. The purchase orders shall be signed by the School Head or his/her authorized representative.

5.7.2 For schools with less than five (5) permanent employees, schools may avail the services of a BAC that is accessible to their schools (e.g. cluster schools' BAC, District or Division BAC)