

DEPARTMENT OF EDUCATION
Region X – Northern Mindanao
DIVISION OF MALAYBALAY CITY
City of Malaybalay
Tel no. 813 – 2894; 221 - 4597



October 16, 2013

DIVISION MEMORANDUM

No. 294 s. 2013

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MALAYBALAY CITY DIVISION
RELEASED
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By: Alvin K. Kumbelle

ONE-DAY ORIENTATION ON THE ROLES AND FUNCTIONS OF HEAD OF PROCUREMENT ENTITY(HOPE),BIDS AND AWARDS COMMITTEE (BAC) AND INSPECTORATE TEAM(SIT) IN THE SCHOOLS FOR EFFECTIVE IMPLEMENTATION OF RA 9184 AND ITS IRR-A

To: Education Program Supervisors, Division Coordinators
Public Schools District Supervisors
Elementary & Secondary School Heads
Division Unit Heads
This Division

1. Consistent to the Policy of the State that procurement should be transparent and in line with the commitment of the Government of the Philippines to promote good governance and its effort to adhere the principles of transparency, accountability, equity, efficiency and economy in the procurement process, this Office will conduct a One- Day Orientation on the Roles and Functions of Head of Procuring Entity(HOPE), Bids and Awards Committee (BAC) and Inspectorate Team(SIT) in the Schools for the Effective Implementation of RA 9184 and its IRR-A on October 30, 2013 (Batch 1) and October 31, 2013(Batch 2). Venue will be announced later.

2. The Objectives are as follows:

1. To establish transparency in the procurement process and in the implementation of procurement contracts through wide dissemination of bid opportunities;
2. To establish competitiveness by extending equal opportunity to enable private contracting parties who are eligible and qualified to participate in the bidding;
3. To learn different modes of procurement and flow of operations of Procurement Service as well as the importance and the use of PhilGEPS.

3. Participants of this Orientation are the following: **6** PSDS, **53** School Heads (Elem. & Secondary), **69** School BAC Chair (Elem. & Secondary excluding Annexes), **138** School BAC Members (2 per School Elem. & Sec. excluding Annexes), **69** School Inspectorate (1 per School, preferably chairman Elem. & Sec. excluding Annexes), **20** Division Office Personnel (1st Batch) and **20**(2nd Batch).


FIRST BATCH (October 30, 2013): North District, West District and South District

| PARTICIPANTS | North | West | South | Total |
|------------------------------|--------------|-------------|--------------|--------------|
| School Heads (HOPE) | 9 | 8 | 8 | 25 |
| School BAC Chair | 14 | 11 | 11 | 36 |
| School BAC Members | 28 | 22 | 22 | 72 |
| School Inspectorate | 14 | 11 | 11 | 36 |
| Division office Personnel | | | | 20 |
| Facilitators | | | | 6 |
| | | | | 195 |

Second Batch (October 31, 2013): FAR EAST DISTRICT, EAST DISTRICT, CENTRAL and Secondary
(Main Schools Only)

| PARTICIPANTS | FAR EAST | EAST | CENTRAL | Secondary (Main Schools Only) | TOTAL |
|------------------------------|-----------------|-------------|----------------|---|--------------|
| School Heads (HOPE) | 5 | 7 | 5 | 5 | 22 |
| School BAC Chair | 10 | 13 | 5 | 5 | 33 |
| School BAC Members | 20 | 26 | 10 | 10 | 66 |
| School Inspectorate | 10 | 13 | 5 | 5 | 33 |
| Division office Personnel | | | | | 20 |
| Facilitators | | | | | 6 |
| | | | | | 180 |
| Over all Total | | | | | 375 |

4. Expense incurred on this Orientation is charged to the Division Inset Fund subject to the usual accounting and auditing rules and regulations.
5. Participants are expected to be at the venue on or before 7:30 in the morning. .
6. Immediate dissemination on the content of this Memorandum is desired.


PARISO L. ORONG
Secondary School Principal IV
Officer-In Charge
Office of the Schools Division Superintendent