



Republic of the Philippines
DEPARTMENT OF EDUCATION
 Region IX, Zamboanga Peninsula
SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE
 Capitol Drive, Estaka, Dipolog City

DEPARTMENT OF EDUCATION
 DIVISION OF ZAMBOANGA DEL NORTE
 DIPOLONG CITY 7100
Tayo
 PARA SA
 EDUKASYON
RELEASED

01 MAR 2016

Division Memorandum No. 087 Series of 2016

BY: _____ DATE: _____
 NAME / SIGNATURE

To : **NARLYN Z. MENDOZA** - Administrative Officer IV/ Supply Officer
WILSON H. INDING - Education Program Specialist II
GIPAREL M. ELUMBA - Planning Officer III
 This division

From: **NATIVIDAD P. BAYUBAY, CESO VI**
 Officer-in-Charge
 Office of the Schools Division Superintendent

Subject: **RE- COMPOSITION OF THE BAC SECRETARIAT**

Date : **March 1, 2016**

In view of the approved appointment of Ms. Narlyn Z. Mendoza, Administrative Officer IV- Division Supply Office in-charge and in order to optimize the work coverage of the Human Resource and Development Unit of the School Governance and Operation Division. And, to give the chief of the SGOD and EPS assigned in that division adequate assistance to ensure delivery of quality and sustainable HRD services.

As head of the procuring entity and by the authority invested thereof, this office hereby informed of the re-composition of the Bids and Awards Committee Secretariat pursuant to the government agenda on seal of good governance in fiscal management.

As such, you are hereby designated as members of the Bids and Awards Committee Secretariat, viz:

Narlyn Z. Mendoza - Head BAC Secretariat
 Wilson H. Inding - Assistant BAC Secretariat
 Giparel P. Elumba - Assistant BAC Secretariat

For this purpose, as main support unit of the Bids and Awards Committee, you shall assist the BAC in the conduct of its functions, and perform such other duties enumerated in Rule V, Section 14 of the Revised Rules and Implementing Guidelines of RA 9184 otherwise known as the Government Procurement Reform Act. You shall therefore, serve for a period of one (1) year reckoned from the date of your appointment.

For guidance and compliance.

Cf: **ROBERT I. POCULAN III** - Senior Education Program Specialist
 BAC Head Secretariat
LILIA E. ABELLO - Chief Education Supervisor
 BAC Chairman
ARVIE M. OMPOY - Division Accountant