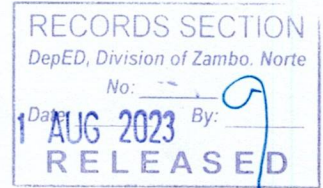




Republic of the Philippines  
**Department of Education**  
REGION IX  
SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE



Office of the Schools Division Superintendent

August 29, 2023

Office Order  
No. 372, s. 2023

**Implementing Guidelines on Project TAFT (Taking Away the Ancillary Functions of Teachers) - School Procurement Phase**

To: **Assistant Schools Division Superintendents**  
**Chiefs, CID & SGOD**  
**Public Schools District Supervisors**  
**Principals/SHs, Public Elem & Secondary Schools**  
**Administrative Officers II (AOs II)**  
All Others Concerned

1. In furtherance to Division Memorandum no. 256, s. 2023, titled *Project TAFT-Taking Away the Ancillary Functions of Teachers: A Localized Policy Guidelines on Unburdening of Teachers with Non-Teaching Related Duties*, this office issues the enclosed Implementing Guidelines on Project TAFT -School Procurement Phase, to guide all concerned in carrying out their respective duties and tasks under this project component.
2. The key features of this phase are the mechanism for the designation of AOs II as members of the Bids and Awards Committee (BAC) and its Technical Working Group (TWG) in the assigned cluster of schools, as well as the proposed procurement structure, consistent with DM-BHROD-2020-00235 and the 2016 IRR of RA 9184, respectively.
3. The guidelines likewise provide directives to the Public Schools District Supervisors/Principals In-Charge of the District (PSDSs/PICDs), Schools Heads, and the Senior Education Program Specialist (SEPS) for Human Resource Development, pertaining to their attendant tasks to be performed prior to and upon the AOs II's assumption of BAC-related duties in the clustered schools.
4. This Order shall take effect beginning school year 2023-2024, without prejudice to public schools with on-going or pending procurement of FY 2023 school-based feeding program-nutritious food products, and the national learning camp instructional materials, in which case the incumbent school BAC shall continue to function until the two procurement projects are successfully completed.
5. Wide dissemination of this policy is directed.

**ROY C. TUBALLÀ, EMD, JD, CESO VI**  
Schools Division Superintendent

Encl.:

As stated  
SMM&E/ WHI/ MEMORANDUM-TAFTPOLICY-021-0829202



Address: Capitol Drive, Estaka, Dipolog City 7100

Email: [zn.division@deped.gov.ph](mailto:zn.division@deped.gov.ph)

FB: DepEd Tayo- Schools Division of Zamboanga del Norte

Tel. No.: (065) 212- 5843

Website: [www.depedzn.net](http://www.depedzn.net)



Republic of the Philippines  
**Department of Education**

REGION IX  
 SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE

Enclosure to DM no. 372 s. 2023

**IMPLEMENTING GUIDELINES ON PROJECT TAFT (TAKING AWAY THE ANCILLARY FUNCTIONS OF TEACHERS) - SCHOOL PROCUREMENT PHASE**

1. Unburdening teachers of BAC-related functions shall mean removing from them, as much as practicable, their membership in the Bids and Awards Committee (BAC), including the secretariat and Technical Working Group (TWG). These functions and duties shall be transferred to the administrative officers II (AOs II) in accordance with the mechanism herein provided.

The unburdening scheme does not however mean that teachers would be totally relieved of procurement functions and duties, since any of them could become provisional members in certain procurement projects, for being the proponents or end-user/expert representatives.

Moreover, school personnel classified as second or third in rank like the assistant principal, head teachers, master teachers, or subject/department head, shall, for organic reason, be designated as the BAC chairperson.

2. Big schools like the implementing units (IUs) may constitute their BAC in accordance with the procurement regulations and this localized policy, where the non-teaching staffs will, in lieu of teachers, form part of the BAC and its TWG including the secretariat. This means that AOs II from other schools within the district where an IU is situated, may no longer be mobilized for the purpose.

**CLUSTERING OF SCHOOLS AND ASSIGNMENT OF AOs II**

3. In the performance of their expanded functions and by virtue of this issuance, the PSDSs/PICDs are tasked to initiate the creation of clusters of schools and the plotting of BAC designations of AOs II in their clustered schools. The PSDSs/PICDs are enjoined to prepare a documented information pertaining this subject. Said document should form part of this Memorandum to give authority to AOs II upon assuming BAC-related functions in their respective clusters of school.

Sample tabular presentation of clustering of schools and assignment of AOs II to their clusters together with their proposed BAC-related designations is herein provided, which is self-explanatory.

Name of AO II	Clustered Schools	Proposed BAC Designation	Signature of AO II
Juan De La Cruz	Bonifacio Elem. School	Secretariat	
	Bayani Elem. School	BAC Member	
	Mabuhay Integrated School	BAC/TWG Member	
	Mayaman Nat'l High School	Canvasser	
Pedro C. Magilas	Rizal Elementary School	BAC Secretariat	
	Bago Integrated School	BAC Member	
	Luma National High School	Canvasser	



Address: Capitol Drive, Estaka, Dipolog City 7100  
 Email: [zn.division@deped.gov.ph](mailto:zn.division@deped.gov.ph)  
 FB: DepEd Tayo- Schools Division of Zamboanga del Norte

Tel. No.: (065) 212- 5843  
 Website: [www.depedzn.net](http://www.depedzn.net)

*Handwritten signature and initials*



Republic of the Philippines  
**Department of Education**

REGION IX  
**SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE**

4. In clustering of schools, the PSDSs/PICDs should consider the following variables:
  - i. the number of hired AOs II to be mobilized;
  - ii. the number of schools to be clustered;
  - iii. the size of schools, and
  - iv. the geographical distance between and among schools to be clustered.
  
5. In assigning of AO II to a cluster of schools, the PSDSs/PICDs should take into consideration the following:
  - i. geographical distance of the clustered schools from the place of residence of AO II, and
  - ii. conflict of interest with the school head or head of the procuring entity, or with any school or BAC official that may arise.
  
6. In the plotting of proposed BAC designations, the PSDSs/PICDs should observe the following restrictions or limitations:
  - i. An AO II shall be designated as BAC Secretariat in the school where he/she is stationed. He/She may be designated as BAC Secretariat in another school within his assigned cluster, which school has no deployed AO II yet.
  - ii. He/She may be designated as BAC /TWG member in other school/s within his/her assigned cluster, provided he/she is not the designated BAC Secretariat thereat.
  - iii. He/She may be designated as Canvasser in another school within his/her assigned cluster, where he/she is not the designated BAC Member. Under justifiable circumstances, he/she may act as canvasser in the school where he/she is stationed.
  
7. In relation to paragraphs 4 , 5 & 6, it is imperative that the PSDSs/PICDs should have accordingly consulted the school heads regarding the matter. In the same vein, they should have convened the AOs II to secure the latter's concurrence on the proposed assignment and plotting.

**HYBRID BAC STRUCTURE AND COMPOSITION**

8. Each school or procuring entity shall establish one (1) BAC to perform the functions as provided in Section 12 of 2016 of RA 9184.
  
9. As soon as he/she receives copies of the proposed district plotting and this memorandum, the school head or the head of the procuring entity shall designate at least five (5) but not more than seven (7) members to the BAC, to serve for this school year, subject to renewal or extension in proper cases as provided under the 2016 IRR.
  
10. Here is the recommended BAC composition.

No.	BAC Designation	Proposed Personnel To be designated
1	BAC Chairperson	Asst. Principal, HT, MT, if any
2	Asst. Chairperson	AO II from another school (School A)
3	Regular Member	AO II from another school (School B)
4	Provisional Member	Teacher Proponent (End-user)
5	Provisional Member	Teacher -Expert Representative



Address: Capitol Drive, Estaka, Dipolog City 7100

Email: [zn.division@deped.gov.ph](mailto:zn.division@deped.gov.ph)

FB: DepEd Tayo- Schools Division of Zamboanga del Norte

Tel. No.: (065) 212- 5843

Website: [www.depedzn.net](http://www.depedzn.net)

*Handwritten signature and blue scribble.*



Republic of the Philippines  
**Department of Education**

REGION IX  
**SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE**

BAC Secretariat	AO II on station, or when no AO II stationed yet, AO II from another school (school C)
TWG	Designated BAC member (AO from other school Teacher -Expert Representative
Canvasser	AO II from another school (school D), in general

**BAC FUNCTIONS, PROCEDURES AND PROCESSES**

11. All designated BAC officials shall perform their respective functions in accordance with those enumerated in the 2016 IRR. In relation to this phase implementation, these enumerated functions are neither increased, diminished nor modified.
12. School procurement procedures shall likewise conform to the procedures as expressed stipulated in the 2016 IRR.
13. Except when there are supervening events that require their presence and action in other places, all AOs II shall convene every Friday in their respective district, in order to perform their BAC-related functions which may include preparation and advertisement of bid opportunities, opening of bids and bid evaluation, preparation of contracts, bid forms and other documents to form part of the school procurement and liquidation portfolio.
14. School heads should stick to their functions or terms of reference as heads of the procuring entity (HOPE). As such, the HOPE only oversees the conduct of school procurement activities, sign pertinent documents and award contract to the winning bidders, in proper cases. In no case shall the school head conduct canvass and prepare the procurement documents like what the mobilized AOs II are doing.
15. It is hereby reiterated that the Human Resource Development Personnel of the School Governance and Operations Division should ensure that the AOs II are capacitated on school procurement not only prior to their engagement in the schools or clusters of school they are assigned, but also during their stint as such, on a regular basis.

*[Handwritten signature]*



Address: Capitol Drive, Estaka, Dipolog City 7100  
 Email: [zn.division@deped.gov.ph](mailto:zn.division@deped.gov.ph)  
 FB: DepEd Tayo- Schools Division of Zamboanga del Norte

Tel. No.: (065) 212- 5843  
 Website: [www.depedzn.net](http://www.depedzn.net)