



Republic of the Philippines  
**Department of Education**  
REGION I  
SCHOOLS DIVISION OF THE CITY OF BATAC

**DIVISION MEMORANDUM**

No. **579**, s. 2025

**04 SEP 2025**

**DISSEMINATION OF BIDS AND AWARDS COMMITTEE  
RESOLUTION NO. 2025-002**

To: Assistant Schools Division Superintendent  
Chief Education Supervisors  
All Unit/ Section Heads  
All Public School Heads  
All Others Concerned

1. For the information and guidance of all concerned, enclosed is a copy of the Bids and Awards Committee Resolution No.2025-002 titled, Resolution Recommending the Head of Procuring Entity (HOPE) for the Issuance of Memorandum Defining Task Assignments Relative to the Procurement of Goods and Services.
2. Immediate dissemination of this Memorandum is desired.

  
**ANSELMO R. ALUDINO**  
Schools Division Superintendent

Encl.: None  
Reference: None  
To be included in the Perpetual Index  
Under the following subject:

BAC  
RESOLUTION

JAR/DM-Dissemination of Bids and Awards Committee Resolution No. 2025-002  
25003/September 3, 2025



SDCB RECORDS UNIT

**2513438**



DepEd Batac City



batac.city@deped.gov.ph



www.csdbatac.com

Asuncion Street, 16-S Quiling Sur,  
City of Batac, Ilocos Norte  
Telephone No.: (077) 677-1993



Republic of the Philippines  
**Department of Education**

REGION I  
SCHOOLS DIVISION OF THE CITY OF BATAC

**A RESOLUTION RECOMMENDING THE HEAD OF PROCURING ENTITY (HoPE)  
FOR THE ISSUANCE OF A MEMORANDUM DEFINING TASK ASSIGNMENTS  
RELATIVE TO THE PROCUREMENT OF GOODS AND SERVICES**

**BIDS AND AWARDS COMMITTEE**  
*Resolution No. 2025-002*

**WHEREAS**, the Bids and Awards Committee (BAC) is tasked with ensuring that procurement activities are conducted in accordance with the provisions of Republic Act No. 9184, otherwise known as the *Government Procurement Reform Act*, and its 2016 Revised Implementing Rules and Regulations (IRR);

**WHEREAS**, for the effective implementation and monitoring of procurement transactions, it is necessary to clearly delineate the roles and responsibilities of the units involved, specifically the Asset Management Unit and the End-Users;

**WHEREAS**, in the interest of operational efficiency and proper documentation, the committee deems it appropriate to establish the following guidelines for the delivery and billing of Purchase Orders (POs) for goods and services;

**NOW THEREFORE**, on motion duly made and seconded, the BAC resolves, as it is hereby resolved:

1. That the End-User shall be responsible for the serving of the Purchase Order (PO) to the supplier of goods and services.
2. The Asset Management Unit shall coordinate and follow up with the supplier regarding delivery schedules. Two (2) days prior to the scheduled delivery date, the Asset Management Unit shall issue a notification to both the supplier and the End-User to ensure timely delivery of the required goods and services. Furthermore, the Asset Management Unit shall be responsible for collecting the Billing Statement or similar documents related to the payment of goods delivered and services rendered, prior to inspection and acceptance.
3. That the above-enumerated roles and responsibilities shall be formally reflected in a Memorandum issued by the Head of the Procuring Entity (HoPE), and shall also be integrated into the Quality Control Plans of the concerned divisions or units to institutionalize accountability, consistency in implementation, and continuous process improvement.

**RESOLVED FURTHER**, that a copy of this resolution be furnished to the Accounting Unit, Budget Office, Asset Management Unit, and all End-User for their information and guidance.

**RESOLVED FURTHER**, that a copy of this resolution be furnished to the Head of the Procuring Entity (HoPE) for appropriate action.

Done this 24<sup>th</sup> day of June 2024 at DepEd, Schools Division of the City of Batac.

Certified Correct:



SDCB RECORDS UNIT

2512634

**AUBRHEY MARIE R. OASAY, PhD**  
Head, BAC Secretariat



Asuncion Street, 16-S Quiling Sur,  
City of Batac, Ilocos Norte  
Telephone No.: (077) 677-1993



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batac.city@depd.gov.ph



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**BIDS AND AWARDS COMMITTEE**  
*Resolution No. 2025-002*

Unanimously Approved:

  
**JOEL P. MALUNAO**  
BAC Member

  
**MARILOU B. SALES, EdD**  
BAC Member

  
**JAQUELYN P. MENDOZA**  
BAC Member

  
**NEMALYN M. ULEP**  
BAC Vice-chairperson

  
**ARNEL S. BANDIOLA**  
BAC Chairperson

Approved:

  
**ANSELMO R. ALUDINO**  
Schools Division Superintendent