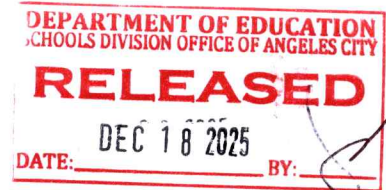




Republic of the Philippines  
**Department of Education**  
REGION III  
SCHOOLS DIVISION OFFICE OF ANGELES CITY



18 Dec 2025

**DIVISION MEMORANDUM**

No. 434, s. 2025

**CREATION AND PROPER CONSTITUTION OF SCHOOL-LEVEL  
BIDS AND AWARDS COMMITTEES (BACs)**

To: Assistant Schools Division Superintendent  
Schools Governance and Operations Division (SGOD) Chief  
Curriculum Implementation Division (CID) Chief  
Public Schools District Supervisors  
Public Elementary and Secondary School Heads

1. In line with this Office's continuing directive for strict compliance with existing procurement laws, rules, and regulations, challenges have been identified in the implementation of DepEd Order No. 002, s. 2024. Specifically, the composition of the Bids and Awards Committees (BACs) in certain schools within the Division has been found to be noncompliant with the provisions of Republic Act No. 9184, as amended by Republic Act No. 12009, particularly Article V, Section 41, thereby adversely affecting the integrity, efficiency, and legality of procurement processes.
2. The BAC plays a critical role in ensuring transparency, competitiveness, and accountability in public procurement. Its members are responsible for, among others, the conduct of pre-procurement and pre-bid conferences, determination of bidder eligibility, evaluation of bids, post-qualification proceedings, and the recommendation of contract awards, in accordance with applicable laws and the Implementing Rules and Regulations (IRR). Hence, the proper constitution, qualification, and documentation of BAC membership are indispensable to lawful and effective procurement operations.
3. To address the foregoing concerns and in compliance with the observations and recommendations of the Commission on Audit, all concerned schools are hereby directed to undertake the following corrective actions:
  - a. Establish clustered Bids and Awards Committees (BACs) composed of five (5) or seven (7) members, at the discretion of the Head of the Procuring Entity (HoPE). The BAC shall be chaired by at least a third-ranking permanent official of the Procuring Entity, or, in the absence thereof, by a permanent official of the next lower rank, other than the duly authorized representative of the HoPE. Clustered BACs shall centrally manage and oversee the procurement activities of multiple schools; alternatively, qualified personnel from nearby schools may be designated as BAC members, provided that all appointees possess the requisite competence, integrity,



Jesus St., Brgy. Pulungbulu, Angeles City 2009  
[0451-9498/angeles.city@deped.gov.ph](mailto:0451-9498/angeles.city@deped.gov.ph)



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and availability to discharge their functions in full compliance with the Implementing Rules and Regulations (IRR). Pursuant to Republic Act No. 9184, as amended by Republic Act No. 12009, and their IRR, the BAC shall perform the following functions:

- (1) Recommend to the HoPE the use of any of the modes of procurement provided under Article IV of the Act;
- (2) Publish and/or post Invitations to Bid;
- (3) Conduct pre-procurement and pre-bid conferences;
- (4) Determine the eligibility of prospective bidders;
- (5) Receive and open bids;
- (6) Conduct the evaluation of bids;
- (7) Undertake post-qualification proceedings;
- (8) Recommend the award of contracts to the HoPE or the duly authorized representative, provided that any disapproval by the HoPE shall be based solely on valid, reasonable, and justifiable grounds, which shall be expressed in writing and furnished to the BAC;
- (9) Recommend the imposition of sanctions in accordance with Article XXI of the Act;
- (10) Prepare a Procurement Monitoring Report, which shall be approved and submitted by the HoPE to the Government Procurement Policy Board (GPPB) on a semestral basis, in accordance with the IRR; and
- (11) Perform such other related functions as may be necessary, including the creation of a Technical Working Group (TWG) from a pool of technical, financial, and/or legal experts to assist in the procurement process, with due notice to the HoPE.

**b.** Ensure proper documentation of the creation, composition, functions, and tenure of duly constituted School BACs, including the annual renewal of designations for up to three (3) consecutive terms, and the prompt updating of records in the event of any changes in membership or organizational structure.

4. Public Schools District Supervisors and School Heads shall ensure the widest dissemination of this Memorandum and shall monitor compliance therewith.

5. Strict compliance with this Memorandum is hereby enjoined.

**ENGR. EDGARD C. DOMINGO PhD, CESO V**  
Schools Division Superintendent

SGOD/CES/December 15, 2025