



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

26 Dec 2025

DIVISION MEMORANDUM
No. 438 _____, s. 2025

2026 COMPOSITION OF THE DIVISION BAC SECRETARIAT

To: Assistant Schools Division Superintendent
Chief Education Supervisors
Public Schools District Supervisors
Education Program Supervisors
Public Elementary and Secondary School Heads
Division Unit Heads
All Others Concerned

1. In accordance with RA 12009 (New Government Procurement Act) and its IRR, this Office announces the new Procurement Unit in the Division to streamline and professionalize procurement processes.

2. The following newly hired personnel are designated to the Procurement Unit and as members of the BAC Secretariat:

Ms. Marjorie M. Guiao – Administrative Officer IV
Procurement Unit Head
BAC Secretariat Member

Mr. Lancelot Justine V. Barin – Administrative Officer II
BAC Secretariat Member

3. The BAC Secretariat Head remains the same, with Maria Cristina S. Sarmiento, AOV, continuing in the position.

4. The Procurement Unit and BAC Secretariat shall:

- 4.1 Assist in preparation, processing, and safekeeping of procurement documents;
- 4.2 Prepare BAC resolutions, minutes, and reports;
- 4.3 Coordinate with end-user units and the Technical Working Group;
- 4.4 Assist in posting and publication of procurement notices; and
- 4.5 Provide administrative, logistical, and records management support.

5. All previous issuances inconsistent with this Memorandum are hereby superseded.



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

6. All concerned offices and personnel are enjoined to extend their full cooperation and support to the newly created Procurement Unit and the BAC Secretariat.
7. This Memorandum takes effect immediately. For guidance and compliance.

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

Encl.: As stated
Reference: As stated
PROCUREMENT UNIT BAC SECRETARIAT
MCS/AOV/December 26, 2025