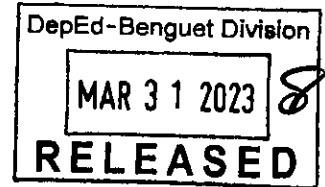




Republic of the Philippines  
**Department of Education**  
Cordillera Administrative Region  
**Schools Division of Benguet**



March 24, 2023

**DIVISION MEMORANDUM**

No. 107 s.2023

**TO: SDO Personnel**  
**Public Schools District Supervisors, Coordinating Principals**  
**Public Elementary and Secondary School Heads**  
**All Others Concerned**

**SUBMISSION OF COMPOSITION OF SCHOOLS' BIDS AND AWARDS COMMITTEE (BAC), SCHOOL INSPECTORATE TEAM, AND PROPERTY CUSTODIAN**

1. Pursuant to the provisions of Republic Act 9184, otherwise known as the Government Procurement Reform Act and its Implementing Rules and Regulations, as well as Department Order No. 027 s. 2020, or the Guidelines on the Reconstitution of Inspectorate Team in the Department of Education Central Office, Regional and Schools Division Offices, and Schools, this Office issues this memorandum to ensure schools' compliance with the above regulations as well as ensure operational efficiency and effectiveness in their procurement process and management of school assets.
2. Accordingly, all non-implementing units are to establish or reconstitute the members of their Bids and Awards Committee, Inspectorate and Inventory Team, BAC Secretariat, and Property Custodian if without an assigned Administrative Officer II, conforming to the guidelines below:
  - a. **Bids and Awards Committee** – The HoPE shall designate at least five (5) but not more than seven (7) members to the BAC of unquestionable integrity and procurement proficiency. (Section 11.2.1 of the IRR of RA 9184). The school head, or teacher-in-charge as the case may be, shall be the Head of Procuring Entity.
  - b. **Inspectorate Committee** – The school inspectorate team shall be composed of a Team Leader who must be a 2<sup>nd</sup> ranking permanent official in the school, and regular members who are of the following:
    - i. At least one Officer or Teacher who has adequate knowledge and technical skill relative to the goods procured;
    - ii. School Property Custodian or Supply Officer; and
    - iii. School Accountant or Bookkeeper.



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A provisional member may also be added to the team who may be a representative from the PTA, a Barangay Official, and any other third-party monitor as determined by the School Head (Part V(C) of D.O No. 27 s. 2020). The school inventory committee may be the same as the inspectorate team.

- c. The **School Property Custodian** shall be delegated by the HoPE and issued a designation by the Division Office unless the school has been assigned an Administrative Officer II, where the latter shall exercise the functions as supply officer, property custodian, and BAC Secretariat.
3. Additionally, the following reminders shall be adhered to:
- a. The inspectorate Team Leader and Members shall, if possible, not be assigned as regular members of the BAC.
  - b. The School Bookkeeper shall be precluded from performing the functions of the BAC Secretariat, including the canvassing for quotations, pursuant to Commission on Audit (COA) Circular No. 2003-004 and as contemplated under the IRR of RA 9184. The Bookkeeper shall also not serve as a *regular* member of the BAC.
  - c. For check and balance purposes, it is recommended that the School Head designate more than one canvasser aside from the BAC Secretariat, beginning with the end user of the project or supplies. (Annex H, Part IV(J) of the IRR of RA 9184).
  - d. The Inventory Committee, should the number of personnel warrant, should include members knowledgeable on the asset class being inventoried, e.g. ICT Coordinator for ICT Equipment, Learning Resource Coordinator for learning resources, etc.
4. All schools shall update their committee members following the attached format to this memorandum. Copies shall be posted on each school's bulletin board and furnished to the **Division Office BAC Secretariat** through the **Asset Management Section** not later than **April 14, 2023**. Schools shall regularly update their office orders upon a change in the composition of the committees, and copy furnish the Division Office.





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5. Non-compliant schools, through their District Supervisors, will be given a notice of such to which the School Head may be required to explain in writing the reasons for non-compliance.
6. Questions, clarifications, and elaborations shall be addressed to the Division Office BAC Secretariat through the Asset Management Section.
7. For information, guidance, and immediate compliance.

**Gloria B. Buya-Ao**  
Schools Division Superintendent

*GB*

*Enclosures: As stated*

*References: D.O. 27 S. 2020*

*IRR of R.A 9184*

*COA Circular No. 2003-004*

*OSDS/GBB/cfm/fcb/ron*  
*AMS23-001/ March 23, 2023*



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Republic of the Philippines  
Department of Education

Header: Modify the Header according to the school's style

[Date Here]

OFFICE ORDER  
No. \_\_\_\_\_ s. 2023

**RECONSTITUTION OF THE SCHOOL BIDS AND AWARDS COMMITTEE, SCHOOL INSPECTORATE TEAM, AND PROPERTY CUSTODIAN**

**TO: All School Personnel**

1. Pursuant to the provisions of Republic Act 9184, otherwise known as the Government Procurement Reform Act and its Implementing Rules and Regulations, Department Order No. 027 s. 2020 and other government rules and regulations, the following committees and teams are hereby reconstituted as follows:

2.

**Bids and Awards Committee**

- Chairperson : Name of Personnel
- Members : Member 1
- Member 2
- Member 3
- Member 4
- Provisional Member : Provisional Member 1

**BAC:** The HoPE shall identify the officers and personnel to be members of the BAC

**Inspection:** Provisional Member may be the 5<sup>th</sup> or 6<sup>th</sup> member, and may be more than one (1) due to their expertise on the goods and services being procured

**Inspectorate Team and Inventory Committee**

- Team Leader : Name of leader
- Members : Property and Supply Officer
- Finance Representative/Bookkeeper
- Officer with Technical Expertise/End User
- Other Provisional Members

**Inspection:** Other Provisional Members may be added as determined by the school head or if lack of personnel warrants. The inventory committee may be the same as the Inspectorate

2. Additionally, the following teacher shall be the designated School Property Custodian and Supply Officer effective with its corresponding rights pending the official designation from the Division Office:

This paragraph shall be omitted if the school has been assigned an Administrative

**School Property Custodian:** Name of personnel

3. This Office Order shall take effect immediately. Previous issuances are hereby rescinded.

**NAME OF SCHOOL HEAD**  
Position Of School Head