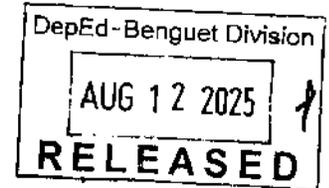




Republic of the Philippines
Department of Education
Schools Division of Benguet



11 August 2025

DIVISION MEMORANDUM

No. 337 s. 2025

ADDENDUM TO DIVISION MEMORANDUM NO. 313, S. 2025: "DOWNLOADING OF FUNDS FOR HAULING, TRANSPORT, AND DELIVERY OF SCHOOL BASED FEEDING PROGRAM FOOD COMMODITIES FROM LA TRINIDAD, BENGUET TO IMPLEMENTAING DISTRICTS AND SCHOOLS"

To: Public Schools District Supervisors, Coordinating Principals
School Heads Identified SBFP Implementing Schools
School Health and Nutrition Unit Personnel
All Others Concerned

1. In relation to Division Memorandum No. 313, s. 2025, a special Bids and Awards Committee (BAC) must be established for each school cluster identified in the delivery plan. The BAC is specifically created for the procurement of transport services related to the SBFP food commodities for the months of August and September 2025.
2. The BAC shall be composed of at least 5 but not more than 7 members composed of school head, administrative officer, administrative assistant (ADAS), school nurses or other non-teaching staff to be designated by the head of procuring entity (HOPE). **The Head of the Procuring Entity (HOPE) shall be the school head of the school to which funds have been downloaded.** All members must be permanent employees of the concerned schools. The Special BAC shall be formally constituted through an Office Order or memorandum issued by the HOPE. This committee will be responsible for managing the procurement process, ensuring compliance with existing budgeting, accounting, and auditing rules and regulations. The formation of this committee is essential for a fair and transparent procurement process for the hauling and delivery services.
3. The Special BAC shall exist only for the duration of the SBFP hauling and delivery procurement and shall be dissolved upon completion of the project.



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4. All cluster schools are required to submit the composition of their special BAC to the Schools Division Office (SDO) for record-keeping and monitoring purposes not later than the date specified in the delivery plan.
5. All other provisions in SDO Memorandum No. 313 s. 2025 shall remain in place.
6. For information, guidance and compliance.


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