



MEMORANDUM

To : **Dr. Marcelo K. Palispis**
Dr. John Ariel A. Lagura
Dr. Aquilino T. Milar, Jr.
Mrs. Michelle T. Sagaral, CPA
Mrs. Marife C. Rallos
Ms. Retchel T. Sumampong
Mr. Bernadito T. Taguisa
Engr. Jose C. Mariñas III

From : NERI C. OJASTRO, Ed.D., CESE
ASDS, OIC - Office of the Schools Division Superintendent

Subject: BAC TASK FORCE IN PREPARATION FOR AGENCY
PROCUREMENT COMPLIANCE PERFORMANCE INDICATORS (APCPI)
ANNUAL ASSESSMENT

Date : July 31, 2019


In preparation for the conduct of Agency Procurement Compliance Performance Indicators (APCPI) Annual Assessment which is scheduled on August 15, 2019, this Office has created a BAC Task Force to prepare the following documents:

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| Dr. Marcelo K. Palispis | - | Order for the creation of procurement unit |
| Dr. John Ariel A. Lagura | - | Proof of attendance in trainings on RA 9184 for the previous year CPES |
| Dr. John Ariel A. Lagura and Dr. Aquilino T. Milar, Jr. | - | Minutes of bidding activities |
| Mr. Bernadito T. Taguisa | - | Abstract of bids |
| | - | BAC Resolutions |
| | - | NOA and NTP |
| | - | Invitation to observers |
| | - | Contract Implementation of documents |
| | - | Inspection Report/ IAR Certificate of Completion/Acceptance |
| Ms. Marife C. Rallos | - | APP-CSE |
| Ms. Marife C. Rallos and/or Mrs. Michelle T. Sagaral, CPA | - | Payment Documents |
| | - | Disbursement Schedule |

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| Mrs. Michelle T. Sagaral, CPA | - | AOM & Corresponding Actions for previous year |
| Engr. Jose C. Mariñas III | - | Website |
| Ms. Retchel T. Sumampong | - | PhilGEPS postings |
| | - | Proof of Anti-Corruption Program |

Kindly submit the said documents to Dr. Lagura for final review during the schedule of the Pre-Assessment on August 13, 2019.

For information, guidance, and compliance.


NERI C. OJASTRO, Ed.D., CESE
Assistant Schools Division Superintendent
OIC, Office of the Schools Division Superintendent