



Republic of the Philippines
Department of Education
REGION VII – CENTRAL VISAYAS
Division of City Schools – Tagbilaran

Office of the Schools Division Superintendent

MEMORANDUM

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

From : **JOSEPH IRWIN A. LAGURA, PhD**
Schools Division Superintendent
Office of the Schools Division Superintendent

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

Date : February 4, 2020

In preparation for the conduct of Agency Procurement Compliance Performance Indicators (APCPI) Annual Assessment which is scheduled on March 5, 2020, this Office has created a BAC Task Force to prepare the following documents:

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

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| 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. Sagara, CPA, MM | - | Payment Documents |
| | - | Disbursement Schedule |
| Mrs. Michelle T. Sagara, CPA, MM | - | AOM & Corresponding Actions for previous year |
| Engr. Jose C. Mariñas III | - | Website |
| Ms. Retchel T. Sumampong | - | PhilGEPS postings |
| | - | Proof of Anti-Corruption Program |
| | - | Documentation of BAC activities |

Kindly submit the said documents to Dr. John Ariel A. Lagura or Ms. Pascual for final review during the schedule of the Pre-Assessment on March 3, 2020.

For information, guidance, and compliance.