



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

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**Office of the Schools Division  
Superintendent**

**DIVISION MEMORANDUM**  
**MLA-2021-BAC- 020**

To : **Dr. Marcelo K. Palispis**  
**Dr. John Ariel A. Lagura**  
**Dr. Aquilino T. Milar, Jr.**  
**Mrs. Michelle T. Sagara CPA, MM**  
**Mrs. Marife C. Rallos**  
**Mr. Ruben C. Lorejo**  
**Mr. Bernadito T. Taguisa**  
**Engr. Jose C. Marinas III**

From : **JOSEPH IRWIN A. LAGURA PhD**  
Schools Division Superintendent *J. Lagura*

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

Date : February 9, 2021

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In preparation for the conduct of Agency Procurement Compliance Performance Indicators (APCPI) Annual Assessment which is scheduled on March 3, 2021, this Office has created a BAC Task Force to prepare the following documents:

Marcelo K. Palispis JD, EdD	-	Order for the creation of procurement unit
John Ariel A. Lagura PhD	-	Proof of attendance in trainings on RA 9184 for the previous year
	-	CPES
John Ariel A. Lagura PhD and Aquilino T. Milar, Jr. PhD	-	Minutes of Bidding activities

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| Bernadito T. Taguisa                                    | <ul style="list-style-type: none"> <li>- Abstract of Bids</li> <li>- BAC Resolutions</li> <li>- NOA and NTP</li> <li>- Invitation to observers</li> <li>- Contract Implementation of documents</li> <li>- Inspection Report/ IAR Certificate of Completion/Acceptance</li> </ul> |
| Marife C. Rallos  | <ul style="list-style-type: none"> <li>- APP-CSE</li> </ul>  |
| Marife C. Rallos and/or<br>Michelle T. Sagaral, CPA, MM | <ul style="list-style-type: none"> <li>- Payment Documents</li> <li>- Disbursement Schedule</li> </ul>   |
| Michelle T. Sagaral, CPA, MM                            | <ul style="list-style-type: none"> <li>- AOM &amp; Corresponding Actions for previous year</li> </ul>  |
| Engr. Jose C. Mariñas III                               | <ul style="list-style-type: none"> <li>- Website</li> </ul>  |
| Ruben C. Lorejo   | <ul style="list-style-type: none"> <li>- PhilGEPS postings</li> <li>- Proof of Anti-Corruption Program</li> <li>- Documentation of BAC activities</li> </ul>   |

Kindly submit the said documents to Dr. John Ariel A. Lagura for final review on or before February 26, 2021.

For information, guidance, and compliance.

