



Republic of the Philippines
Department of Education
CORDILLERA ADMINISTRATIVE REGION
Schools Division of Tabuk City



Reference Number: RU-2026-071

Office of the Schools Division Superintendent

October 12, 2026

DIVISION MEMORANDUM

No. **455** Series 2026

PROFILING OF BIDS AND AWARDS COMMITTEE (BAC) MEMBERS, BAC SECRETARIAT, AND TECHNICAL WORKING GROUP (TWG) MEMBERS IN THE SCHOOLS DIVISION OFFICE AND PUBLIC SCHOOLS

TO: Assistant Schools Division Superintendent
Chief Education Supervisors
Public Schools District Supervisors
Public School Heads both Elementary and Secondary
BAC Members, BAC Secretariat, and TWG Members
All Others Concerned

1. In preparation for the full implementation of **Republic Act No. 12009, otherwise known as the New Government Procurement Act (NGPA), and its Implementing Rules and Regulations (IRR)**, the Schools Division of Tabuk City shall conduct a profiling of all personnel serving as members of the Bids and Awards Committee (BAC), BAC Secretariat, and Technical Working Group (TWG) in the Schools Division Office (SDO) and all public schools under its jurisdiction.
2. The profiling aims to establish a current database of personnel involved in procurement activities and assess their level of preparedness, relevant experience, and training needs in relation to the implementation of the NGPA and its IRR. The results shall serve as the basis for planning and prioritizing capacity-building interventions, determining training requirements, and providing appropriate technical assistance to strengthen procurement practices at the Division and school levels.
3. Specifically, the profiling shall gather the following information from each concerned personnel:
 - a. Full name;
 - b. Position/designation;
 - c. Role in procurement (e.g., BAC Chairperson or Member, BAC Secretariat, TWG Member, or other procurement-related role);
 - d. Number of years serving in a procurement-related role;
 - e. Whether the personnel has undergone training on RA No. 12009 and its



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IRR; and

f. Willingness to participate in future training or capacity-building activities on RA No. 12009 and its IRR.

4. The profiling shall be conducted through a **Google Form** to facilitate the systematic collection, consolidation, and analysis of data. All concerned personnel are directed to accomplish the online form through the following link:
<https://tinyurl.com/SDOTCBACProfiling2026>, ensuring that all information provided is accurate and complete and that the form is submitted within the prescribed period.
5. School heads and concerned Division officials shall ensure that all personnel serving in the BAC, BAC Secretariat, and TWG in their respective offices or schools are informed of this activity and complete the profiling. They shall likewise facilitate the timely submission of responses and verify, as far as practicable, the completeness and accuracy of the information provided.
6. The consolidated results shall be used exclusively for institutional planning, readiness assessment, training-needs analysis, and the development of appropriate interventions to support compliance with the NGPA and its IRR. The information shall be handled responsibly and in accordance with applicable data privacy and records management requirements.
7. All concerned are enjoined to give this activity their utmost attention and cooperation. This initiative forms part of the Division's continuing efforts to institutionalize standardized, transparent, accountable, and integrity-driven procurement practices in the SDO and its schools.
8. Immediate dissemination of and strict compliance with this Memorandum are hereby directed.


CHRISTOPHER C. BENIGNO, PhD, EdD, CESO VI
OIC-Schools Division Superintendent 

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