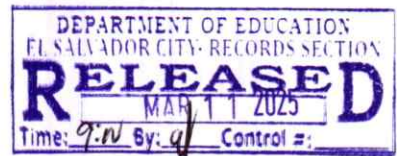




Republic of the Philippines
Department of Education
REGION X – NORTHERN MINDANAO
SCHOOLS DIVISION OF EL SALVADOR CITY



Office of the Schools Division Superintendent

March 7, 2025

DIVISION MEMORANDUM

No. 089, s. 2025

GUIDELINES ON THE USE OF THE BAC OFFICE CONFERENCE ROOM

To: Assistant Schools Division Superintendent
Chief Education Supervisors
Education Program Supervisors
Program Holders
Canvassers
All Others Concerned
This Division

1. In line with the proper handling and security of procurement-related documents and ensuring the confidentiality of all transactions, the following guidelines are hereby established regarding access to the Bids and Awards Committee (BAC) Office Conference Room:
 - a. Access to the BAC Office Conference Room is strictly limited to BAC Members, TWG and BAC Secretariat personnel. This measure is implemented to safeguard the integrity and confidentiality of procurement-related documents and discussions.
 - b. Due to the sensitive nature of procurement documents stored and processed within the BAC Office Conference Room, unauthorized personnel are not allowed to enter without prior approval.
 - c. Any individual or office requiring the use of the BAC Office Conference Room must first seek permission from the BAC Chairperson or the Assistant Schools Division Superintendent (ASDS) Office.
 - d. All personnel must adhere to these security protocols to prevent unauthorized access, ensure the safekeeping of sensitive documents, and maintain the efficiency of BAC operations.



Address: Zone 3, Poblacion, El Salvador City
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- e. The BAC Secretariat is tasked with ensuring compliance with these guidelines. Any violations or unauthorized access will be reported to the BAC Chairperson for appropriate action.
2. This Memorandum adheres with the Equal Opportunity Principle (EOP) in observing all policies and protocol of the said activity. Hence, all actions shall be based solely on guidelines set with no discrimination on the account of age, gender identity sexual orientation, civil status, disability, religion, ethnicity, or political affiliation.
3. Immediate and wide dissemination of this Memorandum to all concerned is desired.


RANDOLPH B. TORTOLA
Schools Division Superintendent

To be indicated in the Perpetual Index
under the following subjects: BAC Office Use Guidelines

/BACsec



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