



**Republic of the Philippines  
DEPARTMENT OF EDUCATION  
CORDILLERA ADMINISTRATIVE REGION  
DIVISION OF BAGUIO CITY**

**#82 Military Cut-off Road, Baguio City, 2600**

**Website:** [www.depedpines.com](http://www.depedpines.com) | **Email:** [depedbaguio2600@gmail.com](mailto:depedbaguio2600@gmail.com)  
**Telefax:** 442-7819

**Division Memorandum**

No. 305-01, s. 2018

**To:** SDO Personnel under:  
OSDS, CID, and SGOD  
Public Elementary and Secondary  
School Heads, Teachers and Non-teaching  
Personnel  
All others Concerned

**From:** **FEDERICO P. MARTIN, Ed.D., C.Ed.D., CESO V**

**Subject:** **AMENDMENT TO DIVISION MEMORANDUM NO. 305, S. 2018**

**Date:** **December 26, 2018**

1. Pursuant to DepEd Memorandum No. OUFBPM-2018-0187, s. 2018, the last day of obligation of public funds is on December 28, 2018.
2. Relative to this, all financial transactions necessary for the obligation of public funds to meet the said timeline ought to be consummated.
3. A vital transaction, imperative for the obligation of public funds, is the conduct of procurement processes and predicated on this, the BAC, pursuant to Section 38 of the IRR of RA 9184, shall be on a "jury duty" type of assignment until the Notice of Award is issued by the HOPE in order to complete the entire procurement process at the earliest possible time.
4. To meet the timeline of procurement affected by several factors such as the time of downloading of funds, processing of documents, failure of biddings, and the like and to meet the timeline of obligation of public funds, the BAC agreed to open bids on December 26, 2018.
5. However, on the said date, the only available date to meet the timeline of the above cited processes, merely two of the regular members (Administrative Officer and CID Chief, Co-Chairman) and two regular BAC Secretariat were present, resulting to lack of quorum.
6. Hence, in compliance to Sections 11 and 38 of RA 9184, the following SDO personnel, trained on BAC matters, are hereby designated as the 6<sup>th</sup> and 7<sup>th</sup> regular members of the BAC respectively, effective December 26, 2018: PSDS Julia L. Ladiong and Ms. Belen R. Tomin.
7. Paragraph 1.a. of Division Memorandum No. 305, s. 2018, is hereby amended.
8. Immediate dissemination of and compliance to this Memorandum is mandated.

**Contact Numbers (Area Code: 074):**

SDS Office	442-7819	Supply Office	442-4393
Accounting Office	442-4326	Alternative Learning System (ALS)	442-4393
Budget Office	442-4326	FVR Gym	246-0163
Front Desk Office	442-4326	Commission on Audit	424-1379
Planning & Research	446-6738		

**Email Address:**

ALS	<a href="mailto:als.baguio2600@gmail.com">als.baguio2600@gmail.com</a>
Planning & Research	<a href="mailto:planresearchbaguio@gmail.com">planresearchbaguio@gmail.com</a>
LRMDS	<a href="mailto:depedbaguio.lrmids@gmail.com">depedbaguio.lrmids@gmail.com</a>
	<a href="http://www.facebook.com/lrmids_baguio">www.facebook.com/lrmids_baguio</a>
DepEd Baguio	<a href="mailto:depedbaguio2600@gmail.com">depedbaguio2600@gmail.com</a>
	<a href="http://www.facebook.com/danadbaguio">www.facebook.com/danadbaguio</a>

