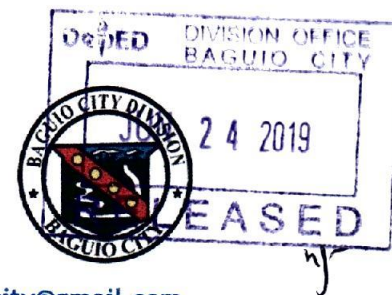




Republic of the Philippines
DEPARTMENT OF EDUCATION
CORDILLERA ADMINISTRATIVE REGION
DIVISION OF BAGUIO CITY

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

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June 20, 2019

Office of the Schools Division Superintendent

Division Memorandum No. 253, S. 2019

TO: SGOD Chief
BAC Members
BAC Secretariat
Division TWG Chairperson
Division Engineers
Concerned School Heads

SUBJECT: Pre-planning Meeting for the Procurement of CY 2019 Quick Response Fund Batch 1- Repair/Rehabilitation of Classrooms and CY 2019 Basic Educational Facilities Fund Repair and Rehabilitation of Classrooms, Batch 2

- Please be informed that you are required to attend the pre-planning meeting for the procurement of CY 2019 Quick Response Fund (Batch 1) Repair/Rehabilitation of Classrooms and CY 2019 Basic Educational Facilities Fund Repair and Rehabilitation of Classrooms, Batch 2 on June 25, 2019, 9:00 AM at SDO Baguio, Conference Hall.
- Participants to the pre-planning meeting are:

OSDS Proper		School Heads		
SGOD Chief	1	Dontogan Elementary School	1	
BAC Members	7	Josefa Cariño Elementary School	1	
BAC Secretariat	4	Guisad Valley National High School	1	
Division TWG Chairperson	1	Sto. Tomas Elementary School	1	
TWG Members for Infrastructure	3	Lucban Elementary School	1	
			Total	21

- Program of activities:

Time	Activity/Topic	Focal/Speaker
9:00-9:20	Reiteration of procurement requirements for infrastructure projects	BAC Secretariat
9:20-10:30	Overview of project scope and scheduling of site investigation and required detailed	Art Tiongán/TWG

Contact Numbers (Area Code: 074):

SDS Office 442-7819
Accounting Office 442-4326
Budget Office 442-4326
Front Desk Office 442-4326
Planning & Research 446-6738

Supply Office 442-4393
Alternative Learning System (ALS) 442-4393
FVR Gym 246 0163
Commission on Audit 424-1379

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	engineering activities (Program of Work, Detailed Quantity and Cost Estimates)	
10:30-11:00	Presentation of the roles and responsibilities of school heads before, during and after project implementation	BAC Secretariat/ TWG
11:00-11:30	Summary/Next Action Steps	BAC Secretariat

4. Attendance of all concerned is a must.
5. Immediate dissemination of this memorandum is desired.

FEDERICO P. MARTIN, EdD, CEEd, CESO V
 Schools Division Superintendent

/STF/rcf-hdj/r/

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