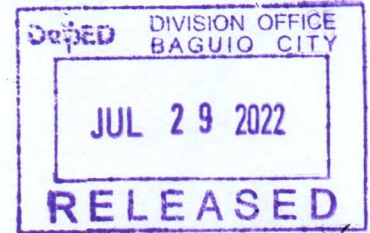




Republic of the Philippines
Department of Education
Cordillera Administrative Region
SCHOOLS DIVISION OFFICE OF BAGUIO CITY



July 25, 2022

DIVISION MEMORANDUM NO. 213, S. 2022

TO: Assistant Schools Division Superintendent
Division Chiefs
OSDS, CID, and SGOD Personnel
Public Elementary and Secondary School Heads,
Teaching, and Non-Teaching Personnel

Bids and Awards Committee
Bids and Awards Committee Secretariat, and
All Others Concerned

**DESIGNATION OF ADDITIONAL MEMBER OF SDO OF BAGUIO CITY
BIDS AND AWARDS COMMITTEE SECRETARIAT**

1. One of the requirements of Philippine Procurement Law is the posting of procurement documents in Philippine Government Electronic Procurement System (PhilGEPS). The said posting requirements entail time due to the volume of procurement requests in the Schools Division Office proper and public schools, as well as the difficulty of posting in PhilGEPS during business hours.
2. Additional personnel to help in the processing of procurement requests is necessary, hence, Ms. Alyssa T. Musni, Administrative Aide VI, OSDS is hereby designated as member of the BAC Secretariat effective the date of this memorandum.
3. Ms. Musni will be entrusted the posting of procurement documents in (PhilGEPS).
4. For information of all, and compliance of the concerned personnel.

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



"DepEd SDO Baguio City: We Serve, We Care."

Address: 82 Military Cut-off Road, Baguio City
Telephone/Fax: 074-442-4326 / 074-442-7819 | Email: depedbagueocity@gmail.com
Website: www.depdpines.com | Facebook Page: [facebook.com/DepedTayoBaguioCity](https://www.facebook.com/DepedTayoBaguioCity)

