



Republic of the Philippines  
Department of Education  
Region VII  
SCHOOLS DIVISION OF BOHOL

Office of the Schools Division  
Superintendent

14 January 2020

Division MEMORANDUM  
No. 017 s. 2020

SUBMISSION OF ANNUAL PROCUREMENT PLAN FY 2020  
AND THE DESIGNATION OF SCHOOL BIDS AND WARD COMMITTEE FOR FY 2020

To: Schools District Supervisors  
Public Elementary and Secondary School Heads  
School Bids and Awards Committee  
All Others Concerned

1. Section 7.2 of the revised Implementing Rules and Regulations (IRR) of Republic Act No. 9184 (RA 9184) otherwise known as Government Procurement Reform Act states that "*No procurement shall be undertaken unless it is in accordance with the approved annual procurement plan (APP) that must be consistent with the duly approved yearly budget of the Procuring Entity.*"
2. In consonance to RA 9184, you are hereby directed to submit your respective school's Annual Procurement Plan (APP) FY 2020 and the Annual Procurement Plan for Common-Use Supplies and Equipment (APP-CSE) using the prescribed format downloadable at <http://depedbohol.org.ph/resources/downloads/forms>. Only procurement projects considered crucial to the efficient discharge of government functions and consistent with the School Improvement Plan (SIP) and Annual Implementation Plan (AIP) must be included in the APP. All APP must be submitted for approval by this Office **on or before January 31, 2020**.
3. Further, Section 11 of RA 9184 mandates the creation of the Bids and Awards Committee (BAC) with at least five regular members wherein the term of office is one year. Thus, all schools must have issued a new order to their FY 2020 School BAC. A copy of the BAC's designation order must be attached to the approved APP.
4. The School BAC is reminded that only suppliers registered to the Philippine Government Electronic Procurement System (PhilGEPS) can participate in government procurements.
5. For queries or clarifications, kindly contact Mrs. M. V. Jaspe, Division Budget Officer.
6. For information, reference and strict compliance.

  
**BIANITO A. DAGATAN, EdD, CESO V**  
Schools Division Superintendent

