



Republic of the Philippines
Department of Education
REGION III
Schools Division Office of Bulacan

December 7, 2023

DIVISION MEMORANDUM
No. **513**, s. 2023

**YEAR-END EXECUTIVE COMMITTEE MEETING CUM CONFERENCE
WITH BIDS AND AWARDS COMMITTEE (FOR GOODS AND
SERVICES AND INFRASTRUCTURE)**

To: Assistant Schools Division Superintendents
CID and SGOD Chiefs
Concerned Division Education Program Supervisors
Concerned Public Schools Division Supervisors
Concerned Unit Heads of the OSDS
Members of the BAC (Infra, and Goods and Services)
All Others Concerned

1. To discuss the concerns that pertain to the operation of the different SDO functional units, schools, and all learning centers of the Division and to address the challenges that need immediate solutions and ensure compliance with the founding vision and mission of providing quality education specifically on procurement process, this Office shall conduct the Year-End Executive Committee Meeting (EXECOM) cum Conference with Bids and Awards Committee on n December 18 – 19, 2023 at Hotel Riviera, SBMA, Olongapo City.
2. The aims of this meeting are as follows:
 - a. Review the performances of the BAC in terms of meeting procurement objectives, timelines, and maintaining transparency;
 - b. Foster a culture of continuous improvement within the BAC;
 - c. Identify areas for improvement and develop action plans to address deficiencies, if any; and
 - d. Encourage members to provide feedback on the existing processes and suggest improvements for greater efficiency and effectiveness.
3. Attendees to this meeting include the Assistant Schools Division Superintendents, CID and SGOD Chiefs, Public Schools District Supervisor President, (2) Education Program Supervisors (1 from CID and 1 from SGOD), personnel from OSDS (Division Accountant, Budget Officer, Administrative Officer VI, AO in charge of Personnel, Supply Officer, ICT, Legal Officer), 10 BAC Members, 3 Technical Working Group for Goods & Services and Infra, 6 members of the BAC Secretariat, and 2 TWG.



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4. Expenses to be incurred in the conduct of the said activity shall be charged against Division MOOE subject to the usual accounting and auditing rules and regulations.
5. Attached is Enclosure No. 1 – Work Matrix as reference.
6. This Memorandum shall serve as the travel authority of all participants.
7. It is expected that all participants observe the minimum health standard protocols as pre-emptive interventions to combat any infectious diseases.
8. Immediate and wide dissemination of this Memorandum is desired.


NORMA P. ESTEBAN, EdD., CESO V
Schools Division Superintendent



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Enclosure No. 1 to Division Memorandum No. 513, s. 2023

Work Matrix

Day/Time	Activity	In-Charge
Day 1 (In-charge BAC personnel from goods and services)		
8:00 AM	Registration/Checking of Attendance/ Departure Time	TWG
11:00 AM	Opening Program <ul style="list-style-type: none"> • Singing of the Philippine National Anthem • Opening Prayer • Welcome Remarks <ul style="list-style-type: none"> • Inspirational Message • Statement of Purpose • Checking of Attendance • House Rules 	Cecilia E. Valderama, PhD Assistant Schools Division Superintendent Norma P. Esteban, EdD, CESO V Schools Division Superintendent Josefina Pedroche AO VI BAC Secretariat Zurex T. Bacay, PhD Assistant Schools Division Superintendent
12:00noon	Lunch Break	
1:00PM	Conference Proper Presentation of Reports (Review of performances in terms of procurement objectives, timelines, and maintaining transparency) <ul style="list-style-type: none"> • Infrastructure • Goods and Services 	Zurex T. Bacay, PhD Assistant Schools Division Superintendent Cecilia E. Valderama, PhD



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	<ul style="list-style-type: none">• TWG Report• CID PPAs• SGOD PPAs• OSDS PPAs	Assistant Schools Division Superintendent Raquel Climaco Supply Officer Gregorio C. Quinto, Jr. PhD CID Chief Cecilia S. Custodio, PhD. SGOD Chief Josefina Pedroche AO VI
8:00PM	Dinner	
Day 2 (In-charge BAC personnel from Infra)		
7:00AM	Breakfast	
8:00AM	MOL <ul style="list-style-type: none">• Feedback on the existing processes and suggest improvements for greater efficiency and effectiveness• Development of Action Plan to address further Improvement	OSDS Functional Division
12:00 noon	Lunch Break	
1:00PM	Presentation of Outputs	Functional Division
4:00PM	Closing Program	
5:00PM	Departure	