



Republic of the Philippines  
**Department of Education**  
REGION II - CAGAYAN VALLEY  
SCHOOLS DIVISION OF BATANES

June 1, 2023

**DIVISION MEMORANDUM**  
No. 160s. 2023

**DESIGNATION OF HEAD OF PROCURING ENTITY OF NON-IMPLEMENTING UNITS**

To: Assistant Schools Division Superintendent  
Chief Education Supervisors  
Education Program Supervisors  
SDO Unit Heads and Staff  
Elementary and Secondary School Heads  
This Schools Division

1. As part of establishing and maintaining an accountability system, the following Heads of Procuring Entities of the Non-Implementing Units are hereby designated as follows and be responsible for consolidating and unifying all procurement activities of their organizations in accordance with standardization of procurement procedures and an emphasis on strengthening the procurement function to increase operational efficiency and effectiveness starting June 01, 2023:

School	HoPE
Basco Central School	Bernadette L. Vinalay
Diptan Elementary School	Melanie I. Rodriguez
Valugan Integrated School	Leilani D. Ugali
Chanarian Elementary School	Dennis B. Valdez
Tukon Barrio School	Jovencio G. Loreto
Mahatao Elementary School	Vilma C. Bongay
Diura Barrio School	Ador R. Ballada
Ivana Elementary School	Carina H. Delos Santos
San Vicente Elementary School	Veronica B. Fidel
Uyugan Elementary School	Zaldy C. Adri
Imnajbu Elementary School	Cristeta V. Balasbas



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Itbud Integrated School	Mary Joy Y. Baldomar
Sabtang Central School	Anna Liza R. Galasinao
Sumnanga Elementary School	Roldan C. Ramos
Nakanmuan Elementary School	
Chavayan Elementary School	
Savidug Elementary School	Alex P. Geronimo
Itbayat Central School	Arnel G. Camacho
Yawran Barrio School	Jennifer G. Entela
Mayan Elementary School	Delia G. Gato
Mahatao National High School	Alfredo C. Tabuso
Ivana National High School	Nelita B. Sebastian
Batanes General Comprehensive High School	Jonathan B. Pagadut
Raele Integrated School	Jeny Fe I. Telmo

2. The Head of Procuring Entity shall have the following responsibilities in the procurement process:
- He or she must ensure that the APP is regularly prepared, reviewed and updated by the PMOs and end-user units, in accordance with the guidelines set forth herein. He/she must also approve the same or delegate the approval authority to a second-ranking official. He/she must ensure that all procurements are in line with the APP.
  - He or she must establish the BAC and the BAC Secretariat in accordance with the guidelines under section 11.2.2 of the IRR.
  - Upon submission by the BAC of the recommendation for award, the Head of the Procuring Entity or his/her representative must approve the same. He/she may, however, disapprove the recommendation but only on the basis of valid, reasonable and justifiable grounds to be expressed in writing, and furnished to the BAC.
  - He/she must ensure that the BAC and the BAC Secretariat gives utmost priority to BAC assignments over all other duties and responsibilities, until the requirements for the said assignments at hand are completed. (IRR-A Section 14.3)
  - He/she must ensure that the staff of the Procurement Unit/Office and the members of the BAC, BAC Secretariat and TWG are given ample training on procurement and related matters, with the end in view of professionalizing the procurement organization of the Procuring Entity.
  - He/she must impose the necessary administrative sanctions on errant members of the BAC Secretariat/BAC/TWG, in accordance with Section 70 of the IRR-A.
  - He/she must ensure that the members of the BAC and the TWG shall receive their incentives.





3. As provided for in the above-mentioned law, their term of office shall be one (1) year from date of designation unless sooner removed for a cause.
4. For information and guidance of all concerned.

  
**ALFREDO B. GUMARU JR. EdD, CESO V**  
Schools Division Superintendent

Encl: As Stated

Reference: *R.A. 9184 and its 2016 IRR*

*Updated Guidelines in the Audit of Procurement (COA)*

To be indicated in the Perpetual Index

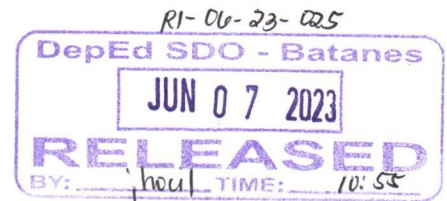
Under the following subjects:

DESIGNATION

BAC

Procurement

OSDS/agp/mgp



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