



DIVISION MEMORANDUM

No. 337, s. 2018

To: ANNA MAE M. ATILLO, HRMO II
MARICRIS P. QUISMUNDO, EPS II
JUNESSA C. GALLARES, ADAS II
EULITA M. CASTILLO, ADA VI
GERLISSA KRISTI R. AMOGUIS, ADA VI
RUTH A. CALUBAG, ADA VI

From: **JESNAR DEMIS S. TORRES, Ph.D., CESE**
OIC-Schools Division Superintendent

Subject: Reconstitution of BAC Secretariat

Date: October 25, 2018

1. With consideration of the current workload assigned to the Payroll-In-Charge, the BAC Secretariat is hereby reconstituted effective November 5, 2018.

NAME OF PERSONNEL	ASSIGNED TASK/ROLE
ANNA MAE M. ATILLO	Chairperson
MARICRIS P. QUISMUNDO	Public Bidding
EULITA M. CASTILLO	Procurement for Trainings and Seminars (venue, meals and accommodation)
GERLISSA KRISTI R. AMOGUIS	Procurement of Supplies and Other Goods & Services for Senior HS and Capital Outlay of Schools
RUTH A. CALUBAG	Procurement of Supplies and Other Goods & Services for Division Office (included in APP and those requested for Trainings and Seminars)

2. Members of BAC Secretariat are advised to refer to Division Memorandum 158, s. 2018 for their duties and responsibilities.
3. For information, guidance and compliance.

Copies Furnished:
Person Concerned
BAC Chairman
Records Section/ Memo/BAC