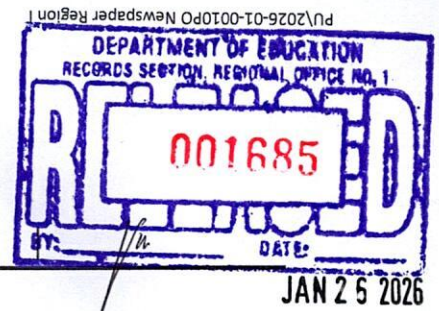




Republic of the Philippines  
**Department of Education**  
REGION I



**REGIONAL MEMORANDUM**

No. 95 s. 2026

**SUBMISSION OF UPDATED DIRECTORY AND ORGANIZATIONAL STRUCTURE OF THE SCHOOLS DIVISION OFFICES' PROCUREMENT UNIT/BAC/BAC SECRETARIAT/TWG**

To: Assistant Regional Director  
Schools Division Superintendents  
DepEd ROI Chiefs  
All Others concerned

1. In compliance with the directive of the Department of Education (DepEd) Central Office to improve procurement efficiency, transparency, and accountability, all concerned offices are hereby directed to submit their latest organizational structure and a list of officials involved in procurement functions. The requested data will support proper coordination and effective delivery of procurement-related activities.

2. For this purpose, the following data are requested.

- Latest Procurement/Bids and Awards Committee (BAC) Organizational Structure of the Schools Division Offices (SDOs) and Implementing Units (IUs) under their jurisdiction
- Contact number and official email address of the designated SDO Procurement/BAC Focal Person
- Updated directory of personnel involved in government procurement, including the Head of the Procuring Entity (HoPE), BAC, BAC Secretariat, and Technical Working Group (TWG)

3. Accordingly, concerned offices shall submit the above-mentioned documents to this Office on or before **January 28, 2026**, via email at **bac.region1@deped.gov.ph**, for monitoring, reference, and consolidation purposes.

**TOLENTINO G. AQUINO**  
Director IV

Encl.: None  
Reference: None  
To be indicated in the Perpetual Index  
Under the following subjects:

DIRECTORY

ASD-PU/BAC/RM\_BACDirectory  
January 20, 2026



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Doc. Ref. Code	RM-ORD	Rev	00
Effectivity	11.18.2024	Page	1 of 1

