



Republic of the Philippines
Department of Education
REGION II – CAGAYAN VALLEY
SCHOOLS DIVISION OF NUEVA VIZCAYA

UNNUMBERED MEMORANDUM

To Assistant Schools Division Superintendent
BAC Secretariat chair and members
All others concerned

From **ORLANDO E. MANUEL, PhD, CESO V**
Schools Division Superintendent
11-2024-384

Date **November 8, 2024**

Subject **CONDUCT OF BAC SECRETARIAT SKILLS TRAINING**



1. This office announces the conduct of **Bids and Awards Committee Secretariat Skills Training** with the Program Title: *Unlocking Potential: Advanced Skills Development for Bids and Awards Committee Secretariat* on **November 23-24, 2024** at **Zen Hotel, Bonfal Proper, Bayombong, Nueva Vizcaya**.
2. The BAC Secretariat Skill Training aims to:
 1. improve the quality of services provided by BAC Secretariat
 2. strengthen the procurement capabilities of BAC Secretariat.
 3. ensure that the Secretariat can handle complex procurement scenarios and adapt to policy changes
3. The following are the expected participants:

<i>Name</i>	<i>Designation</i>
1. Maria Licel T. Balico	BAC Secretariat Chair
2. Jayson Balut	BAC Secretariat member
3. Princess C. Aquitania	BAC Secretariat member
4. Romeo Emmanuel C. Yarcia	BAC Secretariat member
5. Arwin J. Sonday	BAC Secretariat member
6. Peter John Hermoso	BAC Secretariat member
4. Participants are requested to bring their laptops and extension cords to be used during the workshops.
5. The training will start at 8:00AM on November 23, 2024 to 5:00 PM on November 24, 2025. Snacks and meals will be served during the activity.
6. Participants of this activity are entitled to a 3-days Compensatory Time-Off as per joint circular, CSC DBM JC No. 2, s. 2004.
7. For your information, guidance and strict compliance.