



Republic of the Philippines  
**Department of Education**  
REGION I  
SCHOOLS DIVISION OF VIGAN CITY

Office of the Schools Division Superintendent

**MEMORANDUM**

To: **Bids and Awards Committee Secretariat**

Subject: **ENSURING PROPER DATING OF PROCUREMENT REPORTS**

Date: March 24, 2026

1. Pursuant to Audit Observation Memorandum (AOM) No. 2026-001 (2025) issued by the Commission on Audit (COA), relative to the proper dating and documentation of procurement reports, the BAC Secretariat is directed to ensure the submission of complete supporting documents justifying procurement reports, including but not limited to the Bid Evaluation Report and Post-Qualification Report, to establish clear accountability and traceability of procurement actions.

2. The BAC Secretariat is hereby advised to:

a. ensure that all procurement reports are properly dated and supported with complete, accurate, and relevant documentation;

b. maintain an organized and systematic filing system to facilitate verification, audit, and review;

c. ensure that all actions taken in the procurement process are properly recorded and traceable; and

d. coordinate closely with the BAC and Technical Working Group (TWG) to secure all necessary documents and justifications in a timely manner.

3. For strict compliance.

  
**ANNIE D. PAGDILAO, EdD., CESO VI**  
BAC Chairperson

Noted by:

  
**VILMA D. EDA, CESO V**  
Schools Division Superintendent

