



Republic of the Philippines  
**Department of Education**  
REGION VIII  
SCHOOLS DIVISION OF NORTHERN SAMAR

May 31, 2021

**OFFICE MEMORANDUM**

No. *024*, s. 2021

**TIMELINE ON THE SUBMISSION OF THE ACTIVITY REQUEST (AR)/AUTHORITY  
TO CONDUCT (ATC) WITH ITS COMPLETE ATTACHMENTS TO THE  
BIDS AND AWARDS COMMITTEE (BAC)**

To: CID and SGOD Chiefs  
Unit/Section Heads  
All Others Concerned

1. This Office reminds all concerned that, as agreed during the Presentation of the Aligned and Adjusted 2021 Annual Implementation Plan (AIP) of the Office of Schools Division Superintendent (OSDS) last May 25, 2021, the timeline on the submission of the Activity Request (AR)/Authority to Conduct (ATC) with its complete attachments to the Bids and Awards Committee (BAC) is as follows:

Dates	Activities	Offices/Sections/Units In-Charge
May 31 to June 1, 2021	Submission of AR/ATC with its complete attachments to <b>SGOD-SMM&amp;E</b> (c/o Ma'am Merlita B. Fajardo)	OSDS, CID, SGOD
June 2, 2021	Submission of AR/ATC with its complete attachments to the <b>Supply Unit</b> (c/o Sir Romeo D. Mijares)	OSDS, CID, SGOD
June 3-4, 2021	Submission of AR/ATC with its complete attachments to the <b>Finance Unit</b> (c/o Ma'am Deah A. Gamao and/or Ma'am Ma. Joy L. Gepollo)	OSDS, CID, SGOD
June 7, 2021	Submission of AR/ATC with its complete attachments to	OSDS, CID, SGOD

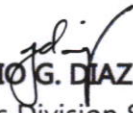
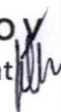


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	<b>the Office of the Schools Division Superintendent</b>	
June 8, 2021	Submission of AR/ATC with its complete attachments to the <b>Bids and Awards Committee</b>	OSDS, CID, SGOD

2. All Operating Units, with the assistance of each AIP/WFP Coordinator, shall submit and transmit all complete documents in bunch to the abovementioned Offices/In-Charge.
3. The process flow chart after AR/ATC has been prepared for procurement activities is attached herein to provide clearer understanding and guidance to all concerned.
4. Immediate dissemination of and strict compliance with this Memorandum are desired.

  
**GORGONIO G. DIAZ JR., PhD, CESO V**  
Schools Division Superintendent 



### PROCESS FLOW ON THE SUBMISSION OF AR/ATC to the BAC

