



January 22, 2025

OFFICE MEMORANDUM
OSDS-BAC No. **11** s. 2025

**PRIORITIZATION OF BIDS AND AWARDS COMMITTEE (BAC) ACTIVITIES AS
PART OF JURY DUTY AND BASIS ON THE GRANT OF HONORARIA**

To: Bids and Awards Committee (BAC) Chairperson & Members
BAC Secretariat
Technical Working Group
This Division

1. Relevant to Section 38 of the Revised Implementing Rules and Regulations of Republic Act No. 9184 otherwise known as the "Government Procurement Reform Act" and as reiterated in GPPB Resolution No. 20-2014, all members of the Bids and Awards Committee (BAC), Technical Working Group (TWG), and Secretariat are reminded that all BAC activities are under the **"JURY DUTY"** concept and shall be given utmost priority. Specifically, Section 38.1 provides that:

"...All members of the BAC shall be on a "jury duty" type of assignment until the Notice of Award is issued by the HoPE in order to complete the entire procurement process at the earliest possible time.

For purposes of this section, the term "jury duty" shall be understood to mean a state by which the members give utmost priority to BAC assignment over all the other duties and responsibilities until the requirements for the said assignments at hand are completed."

2. Further, on the grant of honoraria to BAC, TWG, and qualified Secretariat, it is emphasized that actual attendance to BAC activities shall be the basis of granting the same. This is in consonance with its rationale as provided in Item 4.0 of the Guidelines on the Grant of Honoraria to Government Personnel Involved in Government Procurement, Appendix 7, RA 9184, which specifically states that:

"Honoraria is a form of compensation granted to individuals for the performance of tasks or involvement in activities beyond their regular functions. Equity calls for equal compensation for performance of substantially similar duties, with substantially similar degrees of responsibility. Propriety dictates that only persons who have successfully completed their tasks or participated in accomplished activities ought to be accomplished."

SPB/OSDS-BAC-Prioritization of Bids and Awards Committee (BAC) Activities as Part of Jury Duty and Basis on the Grant of Honoraria/January 22, 2025



Address: Kenram, Isulan, Sultan Kudarat
Telephone No.: (064) 471 1007
Website: <https://divisiondsk.org>
Email: depedsk.r12@deped.gov.ph

Republic of the Philippines
Department of Education
REGION XII
DIVISION OF SULTAN KUDARAT

3. Considering that *"the chairs and members of the Bids and Awards Committee (BAC) and the Technical Working Group (TWG) and Secretariat may be paid honoraria only for successfully completed procurement projects"*, please be informed that only those who have participated and actually attended BAC activities which led to completed procurement projects shall be entitled to honorarium.
4. BAC Secretariat shall properly check attendance of the concerned during BAC activities.
5. Immediate dissemination of and compliance with this Memorandum are directed.

CRISPIN A. SOLIVEN JR., CESE
Schools Division Superintendent

Encl/s.: N/A

References: as stated

To be indicated in the Perpetual Index under the following subjects:

BIDS & AWARD COMMITTEE

HONORARIA

JURY DUTY

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