



Procurement Planning and Management Division

ADVISORY

**Calendar Year 2018 Conference of the Department of Education (DepEd)
Bids and Awards Committees (BACs)**

1. With reference to **DepEd Memorandum No. 091, s. 2018** dated May 28, 2018, please be advised that the venue for the ***CY 2018 Conference of DepEd BACs*** will be held at the ***Great Eastern Hotel, 1403 Quezon Avenue, Quezon City.***
2. The deadline for submission of confirmation of participants from the Central Office and Luzon (Cluster 1) is on **June 18, 2018**. The registration of participants will be on **June 20, 2018 (Day 0) starting at 2:00 P.M.** in an assigned holding room in the hotel.
3. The deadline for submission of confirmation of participants from Visayas and Mindanao (Cluster 2) is on **June 25, 2018**. The registration of participants will be on **June 27, 2018 (Day 0) starting at 2:00 P.M.** in an assigned holding room in the hotel.
4. Aside from the accomplished confirmation form, please confirm your attendance through this link **<http://bit.ly/2M72HNI>**
5. The billeting arrangement will be 3 pax per room. Only confirmed participants will be prioritized based on the guaranteed number of target attendees. Hence, meals and/or rooms of drivers will be for the account of the participant.
6. All participants are required to sign in Attendance Sheets per Region and they shall be seated accordingly per region. Upon registration, meal stubs will be provided per pax for the duration of activity. Certificates will be given based on complete attendance for the activity.
7. PM Snacks will be served at Day 0 while the last meal for the conference will be lunch on Day 2.
8. For any question please contact Ms. Ruth Romano or Ms. Jenet Nadura at TeleFax Numbers: 635-3762 or 636-6542.

Please be guided accordingly.

Thank you.

JOEL SEVILLA ERESTAIN
Director IV

MAP OF GREAT EASTERN HOTEL (Quezon City)

