



Republic of the Philippines
Department of Education
Region VIII
SCHOOLS DIVISION OF CALBAYOG CITY

DIVISION MEMORANDUM

No. 474, s. 2024

**RECONSTITUTION OF THE TECHNICAL WORKING GROUP AND
INSPECTORATE TEAM OF THE BIDS AND AWARDS COMMITTEE**

TO: OIC-ASDS
CID Chief
OIC-SGOD Chief
Unit/Section Heads
Program Focal Persons
All Others Concerned



1. To enhance service delivery, the Technical Working Groups (TWGs) and Inspectorate Teams for the procurement of Infrastructure projects, goods, and services are hereby reconstituted as follows:

A. TECHNICAL WORKING GROUP

TYPE OF CONTRACT	Assigned Personnel
Infrastructure	Team Leader: Engr. Jordan B. De Veyra Members: Mr. Benedicto Mirales Mr. Eric Doroja Mr. Gennerson T. Nabual
Goods and Services	Team Leader: Mr. Oscar D. Billate Jr. Members: Ms. Galina V. Panela Ms. Sunshine Marjorie E. Ventures Dra. Arlene Catalan



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B. INSPECTORATE TEAM

Team Leader:	Mr. ARNOLD M. JARABA
Regular Members:	Mr. Terence Prudenciano (Pre - Audit Unit)
	Ms. Sarah C. Baloca (Supply Office)
Provisional Members:	
Projects	IUs/EUs
Learning Materials, Supplementary Learning Resources, Printing Projects and LTE for TVL and SME	Mr. Noel E. Sagayap (EPS-1) Ms. Beverly C. Longcop (Librarian)
Food and Medicines, Dental Tools and Supplies and Other Health Supplies	Dr. Arlene C. Catalan (Medical Officer III) Ms. Bella Ortiz Nurse
Sports-Related Goods and Equipment	Mr. Robert Anthony F. Ygrubay OIC-SEPS, SMME
Training / Seminar Kits	Ms. Ester O. Siozon PSDS Ms. Rosalia M. Rivera
Furniture and Related Goods	Engr. Lyrian L. Montances Deped Engineer
DCP Packages, IT-Related Goods and Internet Services	Mr. Gary H. Ballon ITO
DRRM Supplies and Materials	Ms. Carren Meryll Cabadsan SEPS-SocMob
Service Vehicles	Mr. Lytton A. Ortiz AO-II
Security, Janitorial and Other General Services	Ms. Maria Angela B. Antonio AO-IV

2. The **Technical Working Group** assists the Bids and Awards Committee (BAC) with the following duties:

- **Preparation of Bidding Documents:** Drafts technical specifications, Invitation to Bid, bid forms, and related documents.
- **Technical Specifications:** Reviews and recommends clear, accurate specifications in compliance with standards and regulations.

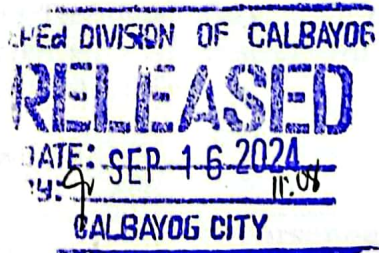


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- **Evaluation of Bids:** Assesses bid compliance, prepares technical evaluation reports for the BAC.
 - **Technical Assistance:** Provides expert advice, support during pre-bid conferences and bid evaluations, and clarifies technical queries from bidders.
3. For the **Inspectorate Team**, please refer to DepEd Order No. 27, s. 2020, which outlines guidelines, composition, and functions.
 4. It is advised that the Technical Working Group and Inspectorate Team prioritize procurement-related activities to ensure effective and efficient implementation of the procurement process.
 5. Immediate dissemination and compliance with this memorandum are requested.



MARGARITO A. CADAYONA JR. PhD, CESO VI
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Officer In-Charge
Office of the Schools Division Superintendent



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