



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

Office of the OIC-Schools Division Superintendent

January 7, 2025

DIVISION MEMORANDUM

No. 007, s. 2025

**RECONSTITUTION OF THE DIVISION BIDS AND AWARDS COMMITTEE
(BAC), TECHNICAL WORKING GROUP (TWG), SECRETARIAT,
INSPECTORATE TEAM and CANVASSERS**

TO : OIC- Assistant Schools Division Superintendent
Chief Education Supervisor, CID
OIC- Chief Education Supervisor, SGOD
Education Program Supervisors
Public Schools District Supervisors
Elementary and Secondary School Heads
Section/Unit Heads
All Others Concerned

1. Pursuant to the provisions of Section 11 of Article V of Republic Act No. 9184, otherwise known as *The Government Procurement Reform Act*, and Section 11 of Rule V of the 2016 Revised Implementing Rules and Regulations, the Bids and Awards Committee (BAC), Technical Working Group (TWG), Secretariat, Inspectorate team and Canvasser of the Schools Division Office of Calbayog City are hereby reconstituted effective immediately as follows:

BIDS AND AWARDS COMMITTEE (BAC)

Chairperson: JUN-NILOU D. DULFO PhD
OIC- Assistant Schools Division Superintendent

Vice Chairperson: RENATO S. CAGOMOC EdD, DM
Chief Education Supervisor, CID

Members: AVELINA P. TUPA EdD
OIC- Chief Education Supervisor, SGOD



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LOURDES L. MATAN EdD
Education Program Supervisor

GRACE S. PAGUNSAN
Admin. Officer V

Alternate Members: JOSE O. ABON
Public Schools District Supervisor

OSCAR D. BILLATE JR.
OIC-EDUCATION PROGRAM SUPERVISOR, SGOD

Technical Working Group:

JORDAN B. DE VEYRA
Engineer III

SHERYLL ANN MARIE G. LACABA
Accountant III

GENNERSON T. NABUAL
AO IV

ERIC O. DOROJA
Program Development Officer-II

NOEL E. SAGAYAP
Education Program Supervisor
For Learning Resources (LR) – Related Procurement

GARY H. BALLON
Information Technology Officer I
For Information Technology (IT) -Related Procurement

Dr. ARLENE C. CATALAN
Medical Officer V
For SBFP and Medical Related Procurement

Secretariat:

Head: MA. MARLIE M. MENDOZA
Planning officer III

Members: RINA M. ABOGANDA
Education Program Specialist II

ASTHER E. BACHAR
Education Program Specialist II

Drixel Idol R. Ortega
Administrative Assistant III

Inspectorate Team:

Team Leader:	Mr. ARNOLD M. JARABA
Regular Members:	Mr. Terence Prudenciado (Pre -Audit Unit)
	Ms. Sarah Kay S. Baloca (Supply Office)
Provisional Members:	
Projects	IUs/EUs
Learning Materials, Supplementary Learning Resources, Printing Projects and LTE for TVL and SME	Ms. Beverly C. Longcop (Librarian)
Food and Medicines, Dental Tools and Supplies and Other Health Supplies	Ms. Bella Ortiz Nurse Ms. Adrian Marie C. Nuevo 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 Education Program Specialist
Infrastructure, Furniture and Related Goods	Engr. Lyrian L. Montances Deped Engineer
DCP Packages, IT-Related Goods and Internet Services	Mr. Jose Don Babon
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

CANVASSER: ADELITO OSTULANO

2. The BAC shall be responsible for ensuring that the Schools Division Office, as the procuring Entity abides by the standards set forth by RA 9184 and its RIRR, and it shall prepare a Procurement Monitoring Report (PMR) in the form prescribed by the GPPB. It shall perform the following functions:

- a. Advertise and/or post the invitation to bid/request for expressions of interests;
- b. Conduct pre-procurement and pre-bid conferences;
- c. Determine the eligibility of prospective bidders;
- d. Receive and open bids;
- e. Conduct the evaluation of bids;
- f. Undertake post-qualification proceedings;
- g. Resolve requests for reconsideration;
- h. Recommend award of contracts to the Head of the Procuring Entity (HoPE) or his duly authorized representative;
- i. Recommend the imposition of sanctions in accordance with Rule XXIII
- j. Recommend to the HoPE the use of Alternative Methods of Procurement as provided in Rule XVI;
- k. Conduct any of the Alternative Methods of procurement;
 1. Conduct periodic assessment of the procurement processes and procedures to streamline procurement activities pursuant to Section 3(c) of the IRR; and
- m. perform such other related functions as may be necessary

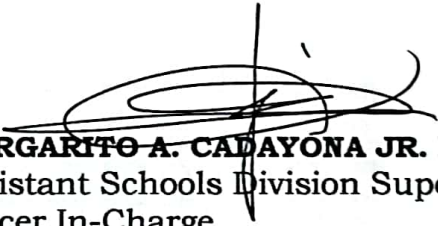
3. The Technical Working Group (TWG) shall assist the BAC in the following:

- a. Review of the Technical Specifications, Scope of Work, and Terms of Reference;
- b. Review of Bidding Documents;
- c. Shortlisting of Consultants;
- d. Eligibility Screening;
- e. Evaluation of Bids;
- f. Post-Qualification; and
- g. Resolution of Request for Reconsideration.

4. The Secretariat serves as the main support unit of the BAC. It shall have the following functions and responsibilities:

- a. Provide administrative support to the BAC and the TWG;
- b. Organize and make all necessary arrangements for BAC and the TWG meetings and conferences;
- c. Prepare minutes of meetings and resolutions of the BAC;
- d. Take custody of procurement documents and other records and ensure that all procurements undertaken by the Procuring Entity are properly documented;
- e. Manage the sale and distribution of Bidding Documents to interested bidders;
- f. Advertise and/or post bidding opportunities, including Bidding Documents, and notices of awards;
- g. Assist in managing the procurement processes;

- h. Monitor procurement activities and milestones for proper reporting to relevant agencies when required;
 - i. Consolidate Project Procurement Management Plans (PPMPs) from various units of the Procuring Entity to make them available for review as indicated in Section 7 of the IRR and prepare the App; and
 - j. Act as the central channel of communications for the BAC with end-user or implementing units, PMOs, other units of the line agency, other government agencies, providers of goods, infrastructure projects, and consulting services, observers, and the general public.
3. For the **Inspectorate Team**, please refer to DepEd Order No. 27, s. 2020, which outlines guidelines, composition, and functions.
 4. To expedite procurement processes, all members of the BAC, TWG, Secretariat, and Inspectorate Team shall prioritize BAC assignments over other duties.
 5. Immediate dissemination and strict compliance with this memorandum are requested.


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

