



Republic of the Philippines  
**Department of Education**  
REGION VII – CENTRAL VISAYAS  
DIVISION OF CITY SCHOOLS – TAGBILARAN CITY

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Office of the Schools Division  
Superintendent

**DIVISION MEMORANDUM**  
**MLA-2022-BAC- 039**

TO : **Dr. Casiana P. Caberte, CESE** (Mrs.) Michelle T. Sagaral CPA, MM  
**Dr. Beatriz C. Luga** Engr. Jose C. Mariñas III  
**Dr. Beatriz E. Incog** (Mrs.) Julie Ann Kristie A. Redillas  
**Dr. Aimee T. Amistoso** Dr. Neolita S. Sarabia  
**Dr. Aquilino T. Milar Jr.** Dr. Esther L. Cagas  
**Mr. Alberto A. Lacang** (Mrs.) Emily L. Acabo  
**Dr. Vida A. Encarquez** (Mrs.) Elizabeth Rosil-Escolano  
**Dr. Nenita J. Incog** Dr. Lev V. Nadela  
**Dr. John Ariel A. Lagura** Dr. Vida N. Romero  
**Miss Angeli Faith V. Pascual** (Mrs.) Rhodelia B. Tumanda  
**Mr. Bernadito T. Taguisa** (Mrs.) Joermelyne P. Pasilbas  
**(Mrs.) Marife C. Rallos** (Mrs.) Liza E. Maquiling  
**Mr. Christian John L. Capon** (Mrs.) Adeline Carmen C. Dagamac  
**Miss Marianne C. Palomares** (Mrs.) Fairy Ann C. Babaison  
**Miss Lady May P. Karaan** (Mrs.) Maricel A. Galan  
**Mr. Aldrin M. Pajo** (Mrs.) April R. Taghap  
**(Mrs.) Mayflor L. Robles** Dr. Filomena C. Tanggaan  
**Mr. Artemio B. Alo EnP, JD** Dr. Rosene D. Olaivar  
**Mr. Joseph C. Barrete** Miss Margarita L. Tejano  
**Engr. Junicel T. Mancha** (Mrs.) Rowena L. Pizarra  
**Engr. Louenie T. Indanao**

FROM : **JOSEPH IRWIN A. LAGURA PhD**  
Schools Division Superintendent *pc*

SUBJECT : **COMPOSITION OF DIVISION BIDS AND AWARDS COMMITTEE AND  
SUPPORT COMMITTEES**

Date : **March 15, 2022**

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Pursuant to the provisions of Article V, Section 11, of Republic Act 9184 or otherwise known as "The Government Procurement Reform Act" specifically on Rule V, Sec. 11.2 and Sec. 14 of the Implementing Rules and Regulations (IRR), which prescribe the necessary law, rules and regulation for the modernization, standardization and regulation of the procurement activities of the government, the following Personnel are hereby designated to compose the BIDS AND AWARDS COMMITTEE and Support Committees of the Division of City Schools – Tagbilaran City:

1. **Casiana P. Caberte PhD, CESE**, Assistant Schools Division Superintendent, second (2<sup>nd</sup>) ranking permanent office as the Over-all Chairman of the BAC.
2. **Beatriz C. Luga PhD**, School Governance and Operations (SGO) Chief, Vice-Chairman who represents the legal and administrative area of the agency.
3. **Beatriz E. Incog EdD**, Educational Program Supervisor I, as regular member who provides the technical knowledge on the goods or materials to be procured.
4. **Aimee T. Amistoso PhD**, Education Program Supervisor I, as regular member, in case of school and office supplies and instructional materials procurement.
5. **Aquilino T. Milar Jr. PhD**, Administrative Officer V, as regular member, in case of infrastructure projects, athletic and medical supplies.

## **SUPPORT COMMITTEES**

### **1. ALTERNATE MEMBERS**

- **Alberto A. Lacang** - EPS I (alternate of Dr. Beatriz E. Incog)
- **Vida A. Encarquez PhD** - EPS I (alternate of Dr. Aimee T. Amistoso)
- **Nenita J. Incog PhD** - EPS I (alternate of Dr. Aquilino T. Milar, Jr.)

### **2. BAC SECRETARIAT**

- **John Ariel A. Lagura PhD** - CID Chief, Chairperson of the Secretariat
- **Angeli Faith V. Pascual** - ADAS III, Vice Chairperson
- **Bernadito T. Taguisa** - ADA IV
- **Marife C. Rallos** - AO IV
- **Christian John L. Capon** - ADAS III
- **Marianne C. Palomares** - ADA VI
- **Lady May P. Karaan** - ADAS III
- **Aldrin M. Pajo** - ADAS I
- **Mayflor L. Robles** - ADA VI

### **3. TECHNICAL WORKING GROUP**

- **Michelle T. Sagaral CPA, MM** - Accountant III
- **Joseph C. Barrete** - EPS I
- **Artemio B. Alo EnP, JD** - PO III
- **Engr. Junicel T. Mancha** - PDO II Physical Facilities
- **Engr. Jose C. Mariñas III** - ITO
- **Engr. Louenie T. Indanao** - DepEd Engineer

### **4. INSPECTORATE TEAM – DIVISION INSPECTION TEAMS (DIT)**

- Team Leader: **Beatriz C. Luga PhD**  
 Regular Members: **Julie Ann Kristie A. Redillas**  
**Marife C. Rallos**  
 Provisional Members: **Neolita S. Sarabia EdD**  
**Esther L. Cagas PhD**

*For different procurement projects:*

#### **a. Learning Materials, Supplementary Learning Resources, Printing Projects and LTE for TVL and SME**

- Chairperson: **Neolita S. Sarabia EdD**  
 Members: **Emily L. Acabo**  
**Elizabeth Rosil-Escolano**

#### **b. Food and Medicines, Dental Tools and Supplies and Other Health Supplies**

- Chairperson: **Lev V. Nadela MD**  
 Members: **Vida N. Romero DMD**  
**Rhodelia B. Tumanda RN**

- c. Sports-Related Goods and Equipment**  
 Chairperson: **Alberto A. Lacang**  
 Members: **Joermelyne P. Pasilbas**  
**Liza E. Maquiling**
- d. Training/ Seminar Kits**  
 Chairperson: **John Ariel A. Lagura PhD**  
 Members: **Aimee T. Amistoso PhD**  
**Beatriz E. Incog EdD**
- e. Furniture and Related Goods**  
 Chairperson: **Engr. Junicel T. Mancha**  
 Members: **Engr. Louenie T. Indanao**  
**Artemio B. Alo EnP, JD**
- f. DCP Packages, IT-Related Goods and Internet Services**  
 Chairperson: **Engr. Jose C. Mariñas III**  
 Members: **Lady May P. Karaan**  
**Angeli Faith V. Pascual**
- g. DRRM Supplies and Materials**  
 Chairperson: **Engr. Junicel T. Mancha**  
 Members: **Liza E. Maquiling**  
**Adeline Carmen C. Dagamac RN**
- h. Service Vehicles**  
 Chairperson: **Marife C. Rallos**  
 Members: **Lady May P. Karaan**  
**Mayflor L. Robles**
- i. Security, Janitorial and Other General Services**  
 Chairperson: **Aquilino T. Milar Jr. PhD**  
 Members: **Maricel A. Galan**  
**April R. Taghap**

## **5. DIVISION CANVASSING TEAMS**

*Per end-user units/ division:*

- a. Office of the Schools Division Superintendent (OSDS)**
- **Mayflor L. Robles**
  - **Bernadito T. Taguisa**
- b. School Governance and Operations Division (SGOD)**
- **Filomena C. Tanggaan PhD**
  - **Rosene D. Olaivar PhD**
- c. Curriculum Implementation Division (CID)**
- **Marianne C. Palomares**
  - **Emily L. Acabo**
- d. Division Supply**
- **Fairy Ann C. Babaison**
  - **Margarita L. Tejano**

- e. Information and Communications Technology**
  - **Engr. Jose C. Mariñas III**
  - **Fairy Ann C. Babaison**
  
- f. Venue and Trainings**
  - **Filomena C. Tanggaan PhD**
  - **Engr. Junicel T. Mancha**
  - **Rosene D. Olaivar PhD**
  - **Marianne C. Palomares**
  
- g. Repairs and Maintenance**
  - **Engr. Junicel T. Mancha** *(for Furnitures & Fixtures and Minor Repairs of Buildings)*
  - **Bernadito T. Taguisa** *(for Motor Vehicles)*
  
- h. Philippine Government Electronic Procurement System (PhilGEPS)**
  - **Aldrin M. Pajo**
  - **Christian John L. Capon**
  
- i. Medical**
  - **Rhodelia B. Tumanda RN**
  - **Rowena L. Pizarra RN**
  - **Adeline Carmen C. Dagamac RN**

You are expected to perform your duties and responsibilities with utmost sincerity and dedication.

Furthermore, as provided for in the above-mentioned law, your term of office shall be one (1) year from the date of designation, renewable at the discretion of the agency head.



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