



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

**BIDS AND AWARDS COMMITTEE (BAC)
MINUTES OF THE MEETING**

April 28, 2022; 10:30 A.M.
Division Conference Room
DepEd Tagbilaran City Division Office, Dampas, Tagbilaran City

I. ATTENDANCE

Present:

- | | |
|--|---------------------------|
| 1. Dr. Casiana P. Caberte | - Chairperson |
| 2. Dr. Beatriz C. Luga | - Vice Chairperson |
| 3. Dr. Aquilino T. Milar Jr. | - Regular Member |
| 4. Dr. Beatriz E. Incog | - Regular Member |
| 5. Dr. Aimee T. Amistoso | - Regular Member |
| 6. Dr. Nenita J. Incog | - Alternate Member |
| 7. Dr. Vida A. Encarquez | - Alternate Member |
| 8. Dr. John Ariel A. Lagura | - Secretariat Chair |
| 9. Miss Angeli Faith V. Pascual | - Secretariat Vice Chair |
| 10. Mr. Bernadito T. Taguisa | - Secretariat Member |
| 11. Mr. Christian John L. Capon | - Secretariat Member |
| 12. (Mrs.) Marife C. Rallos | - Secretariat Member |
| 13. Miss Lady May P. Karaan | - Secretariat Member |
| 14. Mr. Aldrin M. Pajo | - Secretariat Member |
| 15. (Mrs.) Mayflor L. Robles | - Secretariat Member |
| 16. Engr. Louenie T. Indanao | - TWG Member |
| 17. Engr. Junicel T. Mancha | - TWG Member |
| 18. Mr. Artemio B. Alo LIB, EnP | - TWG Member |
| 19. (Mrs.) Michelle T. Sagaral CPA, MM | - TWG Member |
| 20. Mr. Joseph C. Barrete | - TWG Member |
| 21. Engr. Jose C. Mariñas III | - TWG Member |
| 22. (Mrs.) Julie Ann Kristie A. Redillas | - Division Budget Officer |
| 23. Dr. Lev V. Nadela | - Medical Officer III |
| 24. (Mrs.) Rhodelia B. Tumanda RN | - Nurse II |

Absent:

- | | |
|-------------------------------|----------------------|
| 1. Mr. Alberto A. Lacang | - Alternate Member |
| 2. Miss Marianne C. Palomares | - Secretariat Member |





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42 **II. CALL TO ORDER**

43
44 The meeting was called to order by the BAC Chairperson, Dr.
45 Casiana P. Caberte as the Presiding Officer, at 10:30 in the
46 morning. It started with a prayer by Dr. Beatriz C. Luga. The
47 Presiding Officer declared the meeting quorum after a roll call of
48 the BAC members done by Dr. John Ariel A. Lagura, Secretariat
49 Chair.

50
51 **III. READING AND APPROVAL OF THE PREVIOUS MINUTES**

52
53 There was no reading of the previous minutes.

54
55
56 **IV. AGENDA OF THE MEETING**

57
58 **A. MAIN AGENDUM**

- 59 1. Pre-procurement of the Supply and Delivery of Medical
60 Supplies for New Normal Set-up for Minimum Health
61 Standards for COVID-19

62
63 The Presiding Officer read the scheduled BAC activities for the
64 supply and delivery of medical supplies for new normal set-up for
65 minimum health standards for COVID-19 for the Division office
66 and public schools.

67
68 The list of the needed medical items has been finalized already and
69 submitted by the Division Medical team. Such shall be posted in
70 the Invitation to Bid (ITB).

71
72 **B. OTHER MATTERS**

- 73
74 1. Receipt of Transfer Allotments of Php 1,490,201.42 for the
75 Provision of Learning Resources for SY 2021-2022 under the
76 Basic Education Learning Continuity Plan (BE-LCP) and Php
77 8,976,508.45 for the Provision of Learning Resources for SY
78 2022-2023 in the Implementation of Basic Education
79 Learning Continuity Plan (BE-LCP)

80
81 With the occurrence of the Early Procurement Activities (EPA) done
82 last January 19, 2022 for the development, production and delivery





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83 of self-learning modules for Q3 & Q4 of SY 2021-2022 and Q1-Q3
84 of SY 2022-2023, it has been agreed by the Committee to verify
85 first the allotments of Php 1,490,201.42 and Php 8,976,508.45 if
86 these are the requested amount as result of the EPA before
87 deciding and/or proceed for another procurement.

88
89 Shall the amounts be verified as result of the EPA, any excess from
90 which shall be exhausted for another procurement/bidding.

91
92
93 2. Replacement of Dr. Vida A. Encarquez as BAC Alternate
94 Member due to retirement

95
96 It has been unanimously agreed by the Committee that Mr. Joseph
97 C. Barrete, EPS-TLE shall replace Dr. Encarquez as BAC Alternate
98 Member. A designation will be issued for such.

99
100
101 3. Printing of Employees' ID

102
103 Engr. Mariñas as the Division Information Technology Officer and
104 in-charge of the printing of IDs, suggested and/or moved that
105 production of the employee's official ID should be centralized in the
106 Division Office (DO) since the signature of the Schools Division
107 Superintendent as Head of Office/authorized signatory cannot be
108 openly/easily given to anyone, hence control must be from the DO
109 only. This will also create uniformity in the style/design/template
110 of the ID. IDs of both teaching and non-teaching personnel from
111 the public schools under the Division must acquire the official ID
112 from the DO.

113
114 However, Mrs. Rallos questioned the funding needed to do such
115 production, since as per Engr. Mariñas the approximate cost of
116 each ribbon is Php 12,000.00 which can only print an estimate of
117 250 IDs. But with an approximate population of 1000, both
118 teaching and non-teaching personnel of the whole Division, it will
119 be very costly for the DO to shoulder it alone.

120
121 Mrs. Sagaral, the Division Accountant, raised that production for
122 the IDs of the Division Office personnel may be charged to the trust
123 fund. However for schools, it may be charged to their MOOE fund.





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124 It has been agreed then by the Committee that the cost for printing
125 must be computed so that expenses for such will be allotted
126 through the school MOOE.
127

128 It has been agreed further that first printing will be free for each
129 personnel, to be charged to the Division trust fund for Division
130 Office personnel and to the school MOOE for School personnel. If
131 case of loss, replacement/reprinting of the ID shall be
132 paid/shouldered personally by the employee. To create an orderly
133 process in picture taking and ID printing in the DO, a schedule
134 must be done per school, following the minimum health standard
135 must be followed per Division Medical Officer III, Dr. Nadela.
136

137 All these suggestions must be presented for approval to the Schools
138 Division Superintendent, so that corresponding memorandum may
139 be issued care of the Division Administrative Officer V, Dr. Milar.
140

141
142 4. Delivery and Supply of Nutri-packs and Other Ready-to-eat
143 Foods for School-Based Feeding Program
144

145 Mrs. Rallos updated that the supplier for the nutri-packs under
146 small value procurement had an issue with the specifications of the
147 items. However, she referred the supplier to the Division Medical
148 team in-charge Mr. Nicasio Degamo so that they will be well-
149 coordinated with the items.
150

151
152 **V. ADJOURNMENT**
153

154 Dr. Beatriz C. Luga moved to adjourn the meeting and it
155 was seconded by Dr. Aquilino T. Milar, Jr. The meeting was
156 adjourned at 11:40 A.M.
157

158
159 Prepared by: Noted by:
160
161
162
163 **ANGELI FAITH V. PASCUAL** **CASIANA P. CABERTE PhD, CESE**
164 BAC Secretariat Vice Chair BAC Chairperson

