



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

Office of the Schools Division  
Superintendent

**DIVISION MEMORANDUM**

**MLA-2023-BAC-** 044

**TO :** Dr. Casiana P. Caberte, CESE (Mrs.) Michelle T. Sagaral CPA, MM  
Dr. Beatriz E. Incog (Mrs.) Julie Ann Kristie A. Redillas  
Dr. Aquilino T. Milar Jr. Dr. Neolita S. Sarabia  
Dr. Aimee T. Amistoso Dr. Esther L. Cagas  
Dr. Nenita J. Incog (Mrs.) Emily L. Acabo  
Mr. Alberto A. Lacang Mr. Simon T. Rios  
Mr. Joseph C. Barrete (Mrs.) Elizabeth Rosil-Escolano  
Dr. Ma. Antonette P. Dugang 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  
(Mrs.) Marianne P. Calipes (Mrs.) Maricel A. Galan  
Miss Lady May P. Karaan (Mrs.) April R. Taghap  
Mr. Aldrin M. Pajo Dr. Filomena C. Tanggaan  
Mr. Artemio B. Alo EnP, JD Dr. Rosene D. Olaivar  
Engr. Junicel T. Mancha Miss Margarita L. Tejano  
Engr. Louenie T. Indanao (Mrs.) Rowena L. Pizarras  
Engr. Jose C. Mariñas III

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

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

**Date :** March 15, 2023

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 E. Incog EdD**, Educational Program Supervisor I, Vice-Chairman, who provides the technical knowledge on the goods or materials to be procured.
3. **Aquilino T. Milar Jr. PhD**, Administrative Officer V, as regular member who represents the legal and administrative area of the agency.
4. **Aimee T. Amistoso PhD**, Education Program Supervisor I, as regular member, in case of school and office supplies and instructional materials procurement.
5. **Nenita J. Incog PhD**, Education Program Supervisor I, in case of infrastructure projects, athletic and medical supplies.

## **SUPPORT COMMITTEES**

### **1. ALTERNATE MEMBERS**

- **Alberto A. Lacang** - EPS I (alternate of Dr. Aquilino T. Milar Jr.)
- **Joseph C. Barrete** - EPS I (alternate of Dr. Aimee T. Amistoso)
- **Ma. Antonette P. Dugang PhD**- EPS I (alternate of Dr. Nenita J. Incog)

### **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 P. Calipes** - ADA VI
- **Lady May P. Karaan** - ADAS III
- **Aldrin M. Pajo** - ADAS I

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

- **Michelle T. Sagaral CPA, MM**- Accountant III
- **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 E. Incog EdD**  
 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**  
**Simon T. Rios**

#### **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: **Ma. Antonette P. Dugang PhD**  
 Members: **Alberto A. Lacang**  
**Joermelyne P. Pasilbas**
  
- 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. Louenie T. Indanao**  
 Members: **Engr. Junicel T. Mancha**  
**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**
  
- g. DRRM Supplies and Materials**  
 Chairperson: **Engr. Junicel T. Mancha**  
 Members: **Liza E. Maquiling**  
**Adeline Carmen C. Dagamac RN**
  
- h. Service Vehicles**  
 Chairperson: **Aquilino T. Milar Jr. PhD**  
 Members: **Marife C. Rallos**  
**Lady May P. Karaan**
  
- 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)**
  - **Bernadito T. Taguisa**
  
- b. School Governance and Operations Division (SGOD)**
  - **Filomena C. Tanggaan PhD**
  - **Rosene D. Olaivar PhD**
  
- c. Curriculum Implementation Division (CID)**
  - **Marianne P. Calipes**
  - **Emily L. Acabo**
  
- d. Division Supply**
  - **Margarita L. Tejano**
  
- e. Information and Communications Technology**
  - **Engr. Jose C. Mariñas III**

**f. Venue and Trainings**

- **Filomena C. Tanggaan PhD**
- **Engr. Junicel T. Mancha**
- **Rosene D. Olaivar PhD**
- **Marianne P. Calipes**

**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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