



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

Office of the Schools Division
Superintendent

January 22, 2024

DIVISION MEMORANDUM
No. 085, s. 2024

RECONSTITUTION OF THE DIVISION BIDS AND AWARDS COMMITTEE (BAC)

To: Assistant Schools Division Superintendent
Chiefs of the Functional Divisions
Section and Unit Heads
Public Elementary and Secondary School Heads
All Others Concerned

1. **Section 11 of Rule V of the 2016 Revised Implementing Rules and Regulation (IRR) of RA 9184** otherwise known as the **Government Procurement Act**, provides that *“Each Procuring Entity shall establish in its head office a single BAC to undertake the functions specified in Section 12 of the abovementioned IRR in order to facilitate professionalization and harmonization of procedures and standards.”* This shall include the modernization, standardization, and regulation of all procurement activities of SDO-Tagbilaran City.

2. In relation thereto, the following personnel are hereby designated to reconstitute the BAC of the schools division effective January 22, 2024;

Name of Personnel	Plantilla Position / Designation	BAC Position / Designation
Maurine C. Castaño	Chief Education Supervisor-SGOD	Chairperson
Janet T. Butalid PhD	OIC, CID Chief	Vice-Chairperson
Aquilino T. Milar Jr. PhD	AOV	Regular Member
Beatriz E. Incog EdD	EPSVR – Filipino	Regular Member
Aimee T. Amistoso PhD	EPSVR – English	Regular Member

3. The BAC shall have the following functions as stipulated in Section 12 of the abovementioned IRR:

- a. Advertise and/or post the invitation to bid/request for expressions of interest;
- b. Conduct pre-procurement and pre-bid conferences;
- c. Determine the eligibility of the 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 her duly authorized representative;
- i. Recommend the imposition of sanctions in accordance with Rule XXXIII;
- j. Recommend to the HoPE the use of Alternative Methods of Procurement as provided in Rule XVI hereof;
- 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 this IRR; and
- m. Perform such other related functions as may be necessary, including the creation of TWG from a pool of technical, financial and / or legal experts to assist in the following:
 - i. Review of the Technical Specifications, Scope of Work, and Terms of Reference;
 - ii. Review of Bidding Documents;
 - iii. Shortlisting of Consultants;
 - iv. Eligibility Screening;
 - v. Evaluation of Bids;
 - vi. Post-Qualification; and
 - vii. Resolution of Request for Reconsideration

4. To ensure continuous delivery of basic education services, the following Alternate Members are also designated in case any of the designated regular members are on leave and/or attending another official business, to wit:

Name of Personnel	Plantilla Position / Designation	Regular Member Alternate
Nenita J. Incog PhD	EPSVR – Araling Panlipunan	Janet T. Butalid PhD
Ma. Antonette P. Dugang PhD	EPSVR – SGOD	Aquilino T. Milar Jr. PhD
Alberto A. Lacang	EPSVR – MAPEH	Beatriz E. Incog EdD
Joseph C. Barrete	EPSVR – EPP / TLE	Aimee T. Amistoso PhD

5. To expedite the procurement process for practical intents and purposes, the following Technical Working Group (TWG) as Provisional Members and Support Committees are hereby designated, to wit:

Technical Working Group (TWG) / Provisional Members		
Name of Personnel	Plantilla Position / Designation	Relative Procurement Project
Neolita S. Sarabia EdD	EPSVR – LR	Procurement / Reproduction of Supplementary Learning Resources and Materials
Dr. Lev V. Nadela	Medical Officer III	Food, Medical and Dental Supplies
Rosene T. Olaivar PhD	EPS II-HRDS	Training / Seminar Kits
Engr. Louenie T. Indanao	DepEd Engineer	Construction, Repair, Furniture and Fixture
Engr. Jose T. Mariñas III	Division ITO	Computerization and IT-Related Goods and Services
Engr. Junicel T. Mancha	PDO II - DRRM	DRRM Supplies and Materials
Secretariat		
Angeli Faith V. Pascual	ADAS III	Lead Secretariat
Bernadito T. Taguisa	ADA IV	Co-Lead Secretariat
Elainie C. Centino	ADA VI	Member Secretariat
Lady May P. Karaan	ADAS III	Member Secretariat

Canvassing Teams		
Division / Unit / Section	Canvassers	Plantilla Position / Designation
Office of the Schools Division Superintendent (OSDS)	Bernadito T. Taguisa	ADA IV
Schools Governance and Operations (SGOD)	Rosene T. Olaivar PhD	EPS II – HRDS
Curriculum Implementation Division (CID)	Marianne P. Calipes	ADA VI
Information and Communication Technology	Engr. Jose T. Mariñas III	ITO
Cash and Supply	Ms. Margarita L. Tejano	ADAS III
Physical Facilities	Engr. Junicel T. Mancha	PDO II DRRM
Health Section	Rhodelia B. Tumanda RN	Nurse II
Budget and Finance	Christian John L. Capon	ADAS III
Philippine Government Electronic Procurement System (PhilGEPS) Officer		
Aldrin M. Pajo		ADAS II
Inspectorate Team		
Name of Personnel	Plantilla Positions / Designation	Inspectorate Position
Dr. Filomena C. Tanggaan	SEPS HRDS	Lead Inspectorate
Ivy Joy R. Barbante	ADA VI	Regular Member
Chrysostom R. Dalumbar	ADAS I	Regular Member
Representative of the unit/head/ section who has technical skill and expertise relevant to the goods procured.		Provisional Member

6. This Memorandum shall serve as **Designation Order** for the abovementioned personnel. Previous memorandum with similar contents issued shall be null and void.

7. For queries and clarifications, you may contact Miss Maurine Castaño, Chief Education Supervisor in School Governance and Operation Division (SGOD) at 0916 459 3724 or email at maurine.castano001@deped.gov.ph.

8. Immediate and wide dissemination of this Memorandum is directed.

WILFREDA D. BONGALOS PhD, CESO V
Schools Division Superintendent

WDB/ADMIN/bac



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