



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**

July 18, 2023; 09:00 A.M.

Division Conference Room

DepEd Tagbilaran City Division Office, Dampas, Tagbilaran City

I. ATTENDANCE

Present:

- | | |
|------------------------------------|----------------------|
| 1. Mr. Ernesto Q. Alas-as Jr. CESE | - Chairperson |
| 2. Dr. Ma. Antonette P. Dugang | - Alternate Member |
| 3. Miss Angeli Faith V. Pascual | - Secretariat Chair |
| 4. (Mrs.) Marife C. Rallos | - Secretariat Member |
| 5. Miss Lady May P. Karaan | - Secretariat Member |
| 6. Mr. Aldrin M. Pajo | - Secretariat Member |
| 7. Engr. Louenie T. Indanao | - TWG Member |
| 8. Engr. Junicel T. Mancha | - TWG Member |
| 9. Dr. Neolita S. Sarabia | - EPS, LRMDS |

Absent:

- | | |
|---------------------------------|--------------------------|
| 1. Dr. John Ariel A. Lagura | - Vice Chairperson |
| 2. Dr. Aquilino T. Milar Jr. | - Regular Member |
| 3. Dr. Beatriz E. Incog | - Regular Member |
| 4. Dr. Aimee T. Amistoso | - Regular Member |
| 5. Dr. Nenita J. Incog | - Regular Member |
| 6. Mr. Alberto A. Lacang | - Alternate Member |
| 7. Mr. Joseph C. Barrete | - Alternate Member |
| 8. Mr. Bernadito T. Taguisa | - Secretariat Vice Chair |
| 9. Mr. Christian John L. Capon | - Secretariat Member |
| 10. (Mrs.) Elaine C. Centino | - Secretariat Member |
| 11. Mr. Artemio B. Alo LIB, EnP | - TWG Member |
| 12. Engr. Jose C. Mariñas III | - TWG Member |

II. CALL TO ORDER

The meeting was called to order by the BAC Chairperson, Mr. Ernesto Alas-as Jr. as the Presiding Officer, at 09:00 in the morning. It started with a prayer by Dr. Neolita Sarabia.





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43 The Presiding Officer then proceeded with the conference after a
44 roll call of the attendance was done by Angeli Faith Pascual,
45 Secretariat Chair.
46

47
48 **III. READING AND APPROVAL OF THE PREVIOUS MINUTES**
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50 A motion to dispense the reading of the previous minutes was
51 raised by Dr. Neolita Sarabia and seconded by Dr. Ma. Antonette
52 Dugang in order to give way to the main agendum of the meeting.
53

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

57 **A. MAIN AGENDUM**

- 58 1. Pre-procurement on the Supply of Foods, Room
59 Accommodation, Function Hall, Sound System, LCD
60 Projector and White Board
61

62 The Presiding Officer read the scheduled BAC activities for the
63 supply of foods, room accommodation, function hall, sound
64 system, LCD projector and white board for the Development of
65 SLM-Related Interactive Materials and Digitization of Self-Learning
66 Modules with an approved budget contract (ABC) of One million
67 nine hundred fifty thousand pesos (P 1,950,000.00), with Dr.
68 Neolita S. Sarabia as the focal person for the said activity.
69

70 Before proceeding, the Presiding Officer asked Dr. Sarabia if the
71 said activity is on a national level, which Dr. Sarabia answered that
72 it is on a division level only. Dr. Sarabia clarified that there is an
73 original allocation of two million pesos (P 2,000,000.00). She said
74 that she referred the matter with the Schools Division
75 Superintendent, Dr. Wilfreda D. Bongalos, who came up with the
76 decision to spend the allocation to conduct a training. Since the
77 allocation is two million pesos (P 2,000,000.00), the remaining fifty
78 thousand pesos (P 50,000.00) shall be used to purchase the
79 materials/ training kits for the participants.
80

81 The Presiding Officer then asked Dr. Sarabia to proceed on giving
82 more details on what shall be needed and on how the activity shall





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83 go. Dr. Sarabia said that it shall be a live-out activity within
84 Tagbilaran City which is scheduled for four (4) days on August 17-
85 18 and 24-25, 2023. There shall also be fifteen (15) persons as part
86 of the training team who shall be checking in for the nights of the
87 17th and 24th. It shall be participated by 500 teachers from the
88 schools of the Tagbilaran City Division. From the said number of
89 participants, they shall then be divided into three (3) groups:
90 Grades 4-6 Teachers, Junior High School Teachers, and Senior
91 High School Teachers. The said activity shall be provided with one
92 (1) session/function hall which can accommodate the 500
93 participants, and another three (3) break-out rooms for the said
94 groupings which can accommodate from 60-160 participants per
95 room. The function hall which will hold the 500 participants shall
96 be for the plenary session/s which shall last for only three (3)
97 hours on the first and third days, while the three (3) break-out
98 rooms shall be for the three (3) groupings after the plenary.
99

100 Dr. Sarabia also enumerated other specifications as needed for the
101 said activity: LED board or several projectors, strength and speed
102 of internet, microphone, extension wires, functional airconditioning
103 units. She also requested if there can be a person on stand-by who
104 shall assist the participants as operator and/or technical support.
105 She said that safety protocol shall be observed with the presence
106 also of a medical staff who shall be on stand by for the whole
107 training duration. She suggested that this be attended by the
108 Division Health/Medical Team.
109

110 Further, Dr. Sarabia added that the first meal will be served at
111 lunch on August 17, 2023, since participants will still be coming in
112 to register in the morning. Then for the rest of the duration, there
113 will be a snack in the morning, lunch, then another snack in the
114 afternoon. There shall also be a special request for an additional
115 dinner/s for those fifteen (15) persons in the training team who
116 shall live-in.
117

118 All the said specifications shall be made seen in the bid documents
119 which shall be available by the next day, July 19, 2023. The said
120 activity, as confirmed by BAC Secretariat Mr. Aldrin Pajo, will be
121 posted in the PhilGEPS site with an ABC of one million nine
122 hundred fifty thousand pesos (P 1,950,000.00), this same day of
123 the pre-procurement conference. Mr. Pajo also added that the





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124 proposal for the remaining fifty thousand pesos (P 50,000.00) must
125 be accomplished in order to post the said allocation in PhilGEPS
126 before the activity will be conducted. The Presiding Officer then told
127 Dr. Sarabia to coordinate with the BAC Secretariat on the latter
128 concern.

129
130 However, Ms. Rallos and Engr. Mancha raised a suggestion to just
131 let the winning bidder handle the purchase of the training kits, in
132 addition to the supply of foods, room accommodation, function
133 hall, sound system, LCD projector and white board. But if this will
134 happen, then it will already sum up to two million pesos, which is
135 not the approved budget contract and the project title will have to
136 be added with such specifications. Because of this, and without a
137 consensus due to the absence of the Regular Members, the body
138 present in this conference then denied the said suggestion.

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141 **V. ADJOURNMENT**

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143 Dr. Neolita S. Sarabia moved to adjourn the meeting and
144 it was seconded by Dr. Ma. Antonette P. Dugang. The meeting
145 was adjourned at 10:10 A.M.

146
147
148 Prepared by:

Noted by:

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151 
152 **ANGELI FAITH V. PASCUAL**
153 BAC Secretariat Chair


ERNESTO Q. ALAS-AS JR. CESE
BAC Chairperson

