



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

**Office of the Schools Division  
 Superintendent**

March 6, 2024

DIVISION MEMORANDUM  
 No. 157, 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 March 6, 2024;

Name of Personnel	Plantilla Position / Designation	BAC Position / Designation
<b>John Ariel A. Lagura</b>	OIC Asst. Schools Division Superintendent	Chairperson
<b>Maurine C. Castaño</b>	Chief Education Supervisor-SGOD	Vice-Chairperson
<b>Janet T. Butalid PhD</b>	OIC, CID Chief	Regular Member
<b>Aquilino T. Milar Jr. PhD</b>	AOV	Regular Member
<b>Beatriz E. Incog EdD</b>	EPSVR – Filipino	Regular Member
<b>Aimee T. Amistoso PhD</b>	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;
- l. 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:

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

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

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



H. Zamora St., Dampas, Tagbilaran City, Bohol  
(038)427-1702; (038)427-2506  
tagbilarancity.division@deped.gov.ph