



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**

**Pre-procurement Conference
October 28, 2024; 10:15 a.m.
Division Conference Room**

DepEd Tagbilaran City Division Office, Dampas, Tagbilaran City

I. ATTENDANCE

Present:

- | | |
|---------------------------------|-----------------------|
| 1. Dr. John Ariel A. Lagura | - Chairperson |
| 2. Dr. Aimee T. Amistoso | - Regular Member |
| 3. Dr. Janet T. Butalid | - Regular Member |
| 4. Dr. Beatriz E. Incog | - Regular Member |
| 5. Mr. Alberto A. Lacang | - Alternate Member |
| 6. Mr. Joseph C. Barrete | - Alternate Member |
| 7. Dr. Ma. Antonette P. Dugang | - Alternate Member |
| 8. Miss Angeli Faith V. Pascual | - Lead Secretariat |
| 9. Mr. Bernadito T. Taguisa | - Co-Lead Secretariat |
| 10. Engr. Louenie T. Indanao | - TWG Member |

Absent:

- | | |
|---------------------------------------|----------------------|
| 1. Miss Maurine C. Castaño (on leave) | - Vice Chairperson |
| 2. Dr. Aquilino T. Milar Jr. | - Regular Member |
| 3. Dr. Nenita J. Incog | - Alternate Member |
| 4. (Mrs.) Marianne P. Calipes | - Secretariat Member |

II. CALL TO ORDER

The meeting was called to order at 10:15 in the morning by the BAC Chairperson, Dr. John Ariel Lagura, as the Presiding Officer. It started with a prayer by Mr. Joseph Barrete.

The Presiding Officer declared the meeting quorum after determining that majority of the Members is present through the attendance read by the BAC Lead Secretariat Angeli Faith Pascual.



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

43 **III. READING AND APPROVAL OF THE PREVIOUS MINUTES**

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45 Miss Pascual was asked by the Presiding Officer to read the
46 minutes of the previous meeting.
47

48 After there were no further objections and/or corrections, Mr.
49 Alberto Lacang then moved to approve the minutes, and was
50 seconded by Dr. Aimee Amistoso.
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53 **IV. MATTERS ARISING FROM THE PREVIOUS MINUTES**

54
55 The Presiding Officer asked Engr. Indanao on the status of the
56 Repair of School Buildings at Manga Elementary School. Engr.
57 Indanao updated that there the C. Jansen Construction & General
58 Merchandise already started the repair of three (3) classrooms,
59 with hollow blocks already piled for the walls of the said rooms.
60 Engr. Indanao also reiterated that the project has a contract
61 duration of one hundred fifty (150) calendar days. The Presiding
62 Officer commended that with the integrity of the Contractor, the
63 project may be done in less than the said duration.
64

65 Dr. Lagura asked how were the classes from those rooms handled.
66 A Member answered that there was a shifting of classes due to the
67 said repair.
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70 **V. AGENDA OF THE MEETING**

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72 **A. MAIN AGENDUM**

- 73 1. Pre-procurement on the Repair of Classrooms, Clean Up and
74 Clearing Operations, Construction of Three (3) Temporary
75 Learning Spaces (TLS) for Cogon National High School
76

77 The BAC Lead Secretariat stated the name of the project with an
78 Approved Budget Contract (ABC) of One million one hundred forty
79 three thousand four hundred fifty one pesos & 00/100 (Php
80 1,143,451.00).
81

82 The Presiding Officer asked Engr. Louenie Indanao to discuss the
83 said project. Before Engr. Indanao answered, Dr. Amistoso further
84 asked what is a Temporary Learning Space (TLS). Engr. Indanao



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

85 informed the body that a TLS is funded by the Quick Response
86 Fund (QRF) which is from the Regional Office. The said fund shall
87 be requested should there be damages to properties due to
88 disasters like typhoon, fire, and earthquake. A program and report
89 from the Disaster Risk Reduction and Management (DRRM) shall
90 be submitted together with the fund request. Dr. Lagura said that
91 one example of the TLS is at the back of Eastern Cogon Elementary
92 School which was built after the fire accident happened which
93 burned some of their rooms.

94
95 Engr. Indanao continued that the repair will be for the three (3)
96 rooms affected/burned: Faculty room, Computer room, and Supply
97 room. The said repair will cover the plastering of walls, painting,
98 and partition between the Computer and Supply rooms. On the
99 other hand, for the TLS, three (3) classrooms will be built in the
100 newly purchased lot fronting the school and facing the road. Since
101 the said is flood prone, the flooring will be bedded with gravel
102 before pouring concrete, however the classroom itself will be made
103 of coco lumber materials, and there will be no toilets. Each room
104 shall measure 7.2 meters by 8.4 meters. The said rooms are
105 designed not to be totally closed, and is intended only for use up to
106 six (6) months until new rooms/building will be provided. Mr.
107 Lacang asked what if after six (6) months the Learners cannot yet
108 be relocated to permanent rooms, then Engr. Indanao answered
109 that they will need to continue using the TLS for the time being
110 then.

111
112 Moreover, Engr. Indanao said the electrical system for the TLS is
113 not included in the said funding for the said project, but will be
114 requested from the school MOOE instead. While the provision of
115 tables and chairs will also be cared of by the School.

116
117 Engr. Indanao further said that there is already a Sub-Allotment
118 Release Order (SARO) for the budget of this project, since the fund
119 is coming from the Regional DRRM fund which is readily available
120 and automatically released upon approval of the request.

121
122 The Presiding Officer informed in addition for the purpose of
123 reference that some of the materials in the TLS of Eastern Cogon
124 Elementary School were funded by their Stakeholders such as for
125 the clearing operations; Bohol Water Utilities Inc (BWUI) for the
126 chairs worth Fifteen thousand pesos (Php 15,000.00), Barangay



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

127 Cogon for the tables, and from Pilipinas Shell Foundation for the
128 painting, electrical system, and provision of ceiling fans. It was
129 officially turned over to the School last October 25, 2024.

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131 In addition to the topic on TLS, Dr. Janet Butalid asked how was
132 the construction of burned classrooms in Booy South Elementary
133 School funded before. Engr. Indanao answered that it was funded
134 by SM Foundation.

135
136 Dr. Lagura further asked the BAC Secretariat to read the proposed
137 scheduled BAC activities for the Repair of Classrooms, Clean Up
138 and Clearing Operations, Construction of Three (3) Temporary
139 Learning Spaces (TLS) for Cogon National High School. The table
140 below shows the schedule.

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BAC ACTIVITIES	SCHEDULE	VENUE
Pre-Procurement Conference	October 28, 2024	DepEd Tagbilaran City Division Office, Conference Hall
Advertisement/ Posting of ITB	November 5, 2024	DepEd Tagbilaran City Division Office, BAC Bulletin and Other Public Conspicuous Places
Issuance and Availability of Bid Documents	November 5 - 25, 2024	DepEd Tagbilaran City Division Office Conference Hall
Pre-bid Conference	November 14, 2024	DepEd Tagbilaran City Division Office Conference Hall
Receipt and	November 25, 2024 until 08:59 am	DepEd Tagbilaran City Division Office Conference Hall
Opening of Bids/ Evaluation	November 25, 2024 at 09:00 am	DepEd Tagbilaran City Division Office Conference Hall
Post Qualification	November 26, 2024	DepEd Tagbilaran City Division Office Conference Hall
Preparation of Resolution to Award	November 27, 2024	DepEd Tagbilaran City Division Office Conference Hall



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

Issuance of Notice of Award	November 28, 2024	DepEd Tagbilaran City Division Office Conference Hall
Preparation & Signing of Contract	December 2, 2024	DepEd Tagbilaran City Division Office Conference Hall
Issuance of Notice to Proceed	December 4, 2024	DepEd Tagbilaran City Division Office Conference Hall

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Dr. Lagura asked the Committee if there are conflicts in the proposed schedule of activities. The Members unanimously said that the date for the pre-bid conference does not have any conflict of activities, but the bid opening date may be in conflict of a Division activity. It was agreed that should there be a conflict, the schedule shall be adjusted and a supplemental bid bulletin shall be issued for the said change/s.

B. OTHER MATTERS

1. Construction of 3-storey Nine (9) Classrooms and 1-storey Two (2) Classrooms in Taloto Elementary School / High School

The Presiding Officer asked if the demolition already started in Taloto. Mr. Lacang and Engr. Indanao updated that the demolition had been done already and area is almost cleared by DPWH, and construction has not yet began.

2. Restoration and Conservation of Gabaldon Building at Dr. Cecilio Putong National High School

Engr. Indanao updated that the project is already 80% done and will be completed within this year 2024.

3. Upgrading/Modernization of Electrical System at Mansasa Elementary School

Engr. Indanao updated that the project has been done already and she still will schedule for final inspection with



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

174 the Contractor and the Electrical Engineer from Deped
175 Division of Bohol.

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178 4. Other projects under the implementation of the Department
179 of Public Works and Highways (DPWH)

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181 Dr. Lagura asked about the repairs in City East Elementary
182 School and San Isidro Elementary School. Engr. Indanao
183 said that she is still waiting from Central Office for the
184 modification from eight (8) to five (5) classrooms only in City
185 East Elementary due to limited budget. She further said that
186 it will only be a 1-storey building with five (5) classrooms. Dr.
187 Lagura asked where the exact site for the said building,
188 which Engr. Indanao answered that it is in the garden lot
189 near the road. While for San Isidro Elementary School, the
190 bidding was already done for the repair of five (5) classrooms
191 along the side straight from the office, but is still waiting for
192 the approval from the Central Office in order to proceed.

193
194 Dr. Beatriz Incog asked Engr. Indanao if the repair of
195 classrooms includes the repair/revamp of the electrical
196 system, which Engr. Indanao answered that it is not,
197 because there are special projects for electrification like the
198 one done in Mansasa Elementary School. Dr. Lagura then
199 informed the body that there was a proposed Early
200 Procurement Activity (EPA) for the electrification in
201 Tagbilaran City Central Elementary School, but still waiting
202 for an update from the Central Office. Mr. Barrete then asked
203 if it is allowed to request a budget for it from the Special
204 Education Fund (SEF). Dr. Lagura answered that it might
205 not be granted since there is less collection from the LGU
206 which also results to lesser allotment for the SEF; which
207 aside from the said reason is that the budget for next year
208 has been submitted with proposed allotted programs and/or
209 projects already.

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212 5. Other concerns in the Division Office

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214 Dr. Janet Butalid asked Engr. Indanao if the toilet hose of
215 toilets in the second floor of the Division Office be replaced,



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

216 with much water wasted from the leak. Engr. Indanao
217 answered that she will still ask the Finance team if there can
218 be a budget that may be allotted for such, before proceeding
219 to make a Program of Work.

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221 Mr. Joseph Barrete also raised his concern regarding the fire
222 exit on the second floor of the Division Office; the metal
223 railings/balcony is very much rusted and worn out already
224 which may immediately put anyone on top of it in imminent
225 danger. He asked if it may be repaired or better replaced. Dr.
226 Beatriz Incog added also if the budget may instead be
227 requested from the DRRM fund, which Engr. Indanao
228 answered that she will ask if the Division Office is allowed
229 since the said fund is intended for Schools.

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232 **VI. ADJOURNMENT**

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234 Dr. Beatriz Incog moved to adjourn the meeting and it was
235 seconded by Mr. Alberto Lacang. The conference was adjourned at
236 10:48 a.m.

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239 Prepared by:

Noted by:

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243 **ANGELI FAITH V. PASCUAL**
BAC Lead Secretariat


JOHN ARIEL A. LAGURA PhD
BAC Chairperson