



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
 No. 008 , s. 2025

January 6, 2025

RECONSTITUTION OF THE DIVISION BIDS AND AWARDS COMMITTEE (BAC)

To: Assistant Schools Division Superintendent
 Chief Education Supervisors
 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 Regulations (IRR) of RA 9184** otherwise known as the **Government Procurement Reform 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.”*

2. In relation thereto, the following personnel are hereby designated to reconstitute the BAC of the Schools Division Office of Tagbilaran City effective January 10, 2025:

Name of Personnel	Plantilla Position / Designation	BAC Position / Designation
John Ariel A. Lagura	Chief Education Supervisor, OIC - ASDS	Chairperson
Maurine C. Castaño	Chief Education Supervisor, SGOD	Vice-Chairperson
Janet T. Butalid	OIC- Chief Education Supervisor, CID	Regular Member
Aquilino T. Milar Jr.	Administrative Officer V	Regular Member
Aimee T. Amistoso	Education Program Supervisor	Regular Member
Beatriz E. Incog	Education Program Supervisor	Regular Member
Michelle T. Sagaral	Accountant III	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 prospective bidders;
- d. receive and open bids;
- e. conduct the evaluation of bids;
- f. undertake post-qualification proceedings;
- g. resolve requests for reconsideration;



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- h. recommend award of contracts to the Head of Procuring Entity (HOPE) or his duly authorized representative;
- i. recommend the imposition of sanctions in accordance with Rule XXIII;
- j. recommend to the HOPE the use of Alternative Methods of Procurement as provided for 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 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 and 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	Education Program Supervisor	Janet T. Butalid
Ma. Antonette P. Dugang	Education Program Supervisor	Aquilino T. Milar Jr.
Alberto A. Lacang	Education Program Supervisor	Beatriz E. Incog
Joseph C. Barrete	Education Program Supervisor	Aimee T. Amistoso
Marife C. Rallos	Administrative Officer V	Michelle T. Sagaral

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		
Name of Personnel	Plantilla Position / Designation	Relative Procurement Project
Neolita S. Sarabia	Education Program Supervisor	Supplementary Learning Resources and Materials
Lev V. Nadela MD	Medical Officer III	Food, Medical, and Dental Supplies
Rosene T. Olaivar	Education Program Specialist II	Training / Seminar Kits
Louenie T. Indanao Junichel T. Mancha	DepEd Engineer Planning Officer III	Construction, Repair, Furniture and Fixture
Jose T. Mariñas III	Information Technology Officer I	Computerization and IT-Related Goods and Services
Ruben C. Lorejo	Administrative Officer II	Security, Janitorial, Office Supplies and Other General Services
Jericho L. Yarte	Project Development Officer II	DRRM Supplies and Materials

Secretariat		
Name of Personnel	Plantilla Position	Designation
Angeli Faith V. Pascual	Administrative Assistant III	Lead Secretariat
Bernadito T. Taguisa	Administrative Aide IV	Co-Lead Secretariat
Elainie C. Centino	Administrative Aide VI	Member, Secretariat
Marianne P. Calipes	Administrative Aide VI	Member, Secretariat
Ivy Joy R. Barbante	Administrative Assistant III	PhilGEPS In-Charge

Canvassing Team		
Division / Unit / Section	Canvassers	Position
Office of the Schools Division Superintendent	Bernadito T. Taguisa	Administrative Aide IV
Schools Governance and Operations Division	Filomena C. Tanggaan	Senior Education Program Specialist
	Rosene D. Olaivar	Education Program Specialist II
Curriculum Implementation Division	Simon T. Rios	Project Development Officer II
Information and Technology Office	Jose T. Mariñas III	Information Technology Officer I
Administrative Services	Jose Andrew U. Salise	Administrative Assistant III
Physical Facilities	Louenie T. Indanao	DepEd Engineer
DRRM	Jericho L. Yarte	Project Development Officer II
Health Services	Rowena L. Pizarras	Nurse II
Finance and Budget	Ivy Joy R. Barbante	Administrative Assistant III

Inspectorate Team		
Name of Personnel	Position	Designation
Filomena C. Tanggaan	Senior Education Program Specialist	Lead Inspectorate
Jose Andrew U. Salise	Administrative Assistant III	Member, Inspectorate
Chrysostom R. Dalumbar	Administrative Assistant I	Member, Inspectorate
Representative of the unit/section/division who has technical skill and expertise relevant to the goods procured		Member, Inspectorate

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

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

WILFREDA D. BONGALOS PhD, CESO V
Schools Division Superintendent

WDB/OSDS/jaal