



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
July 16, 2025; 09:15 a.m.
Division Conference Room
DepEd Tagbilaran City Division Office, Dampas, Tagbilaran City**

I. ATTENDANCE

Present:

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|--------------------------------|-----------------------|
| 1. Dr. John Ariel A. Lagura | - Chairperson |
| 2. Dr. Janet T. Butalid | - Regular Member |
| 3. Dr. Aimee T. Amistoso | - Regular Member |
| 4. Dr. Beatriz E. Incog | - Regular Member |
| 5. Dr. Nenita J. Incog | - Alternate Member |
| 6. Mr. Alberto A. Lacang | - Alternate Member |
| 7. Mr. Joseph C. Barrete | - Alternate Member |
| 8. Dr. Ma. Antonette P. Dugang | - Alternate Member |
| 9. Mr. Bernadito T. Taguisa | - Co-Lead Secretariat |
| 10. (Mrs.) Elaine C. Centino | - Secretariat Member |
| 11. (Mrs.) Marianne P. Calipes | - Secretariat Member |
| 12. Dr. Lev V. Nadela | - TWG Member |

Absent:

- | | |
|---|----------------------|
| 1. Miss Maurine C. Castaño (on official travel) | - Vice Chairperson |
| 2. Dr. Aquilino T. Milar Jr. (on leave) | - Regular Member |
| 3. Miss Angeli Faith V. Pascual (on leave) | - Lead Secretariat |
| 4. (Mrs.) Ivy Joy R. Barbante (on leave) | - Secretariat Member |

II. CALL TO ORDER

The meeting was called to order at 09:15 in the morning by the BAC Chairperson, Dr. John Ariel Lagura, as the Presiding Officer. It started with a prayer by Mr. Joseph Barrete.



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40 The Presiding Officer declared the meeting quorum after
41 determining that majority of the Members is present through the
42 checking of attendance by the BAC Secretariat Elaine C. Centino.
43

44 **III. AGENDA OF THE MEETING**

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46 **A. MAIN AGENDUM**

- 47 1. Procurement of Health Maintenance Organization (HMO)
48 Product for the Division of City Schools – Tagbilaran City
49 Teaching and Non-Teaching Personnel
50

51 The Secretariat stated the name of the project with the amount of
52 Seven thousand pesos (Php 7,000.00) as grant of medical
53 allowance per Personnel. The Approved Budget Contract (ABC)
54 shall be determined on the number of Personnel to be covered by
55 the HMO.
56

57 Mr. Taguisa discussed the said project, stating that there are two
58 (2) types of availment: (1) Individual – this is for those Personnel
59 with existing insurance; and (2) Group – through an agency
60 procurement.
61

62 Dr. Lagura, the Presiding Officer, asked the total number of
63 personnel for both teaching and non-teaching in the Division, and
64 that if all Personnel shall be ensured. Mrs. Centino answered that
65 the number of personnel based on the collected filled out Medical
66 Allowance Registration Form (Annex A) is 1,008 for the group
67 availment, while there are 7 identified for individual availment.
68 However, Members unanimously agreed that it in order for all the
69 Personnel to be ensured, it must be based on the plantilla. In
70 addition, those who can also individually avail must make sure
71 that their policies are not yet expired. Dr. Lagura then asked
72 someone from the Personnel section to reconcile and give the exact
73 count of both teaching and non-teaching employees of the Division
74 based on plantilla. Ms. Joanalli Intia was called and she relayed to
75 the Committee that for the group availment, there are 1,074
76 employees based on plantilla, including the new items. There are
77 also 14 other employees identified as those who can avail
78 individually. The ABC is then computed with the amount of Seven
79 million five hundred eighteen thousand pesos (Php 7,518,000.00)



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REGION VII – CENTRAL VISAYAS
DIVISION OF CITY SCHOOLS – TAGBILARAN CITY

80 for the group availment through the procurement of an HMO
81 product for the 1,074 Personnel.

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83 The Presiding Officer asked if the fund for this said procurement
84 has been downloaded already to the Division. Mr. Taguisa
85 answered that it has not yet been downloaded since the contract
86 price is yet to be determined, which shall be the same amount to
87 be requested. Mr. Taguisa continued that there will not however be
88 a problem with the allotment since it shall be charged against the
89 PS fund, which the Division still has enough.

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91 Moreover, Mr. Taguisa stressed that the HMO package should be
92 available and/or offered in all major hospitals within Tagbilaran
93 City, and must include those stated per provision C of Section V of
94 DepEd Order No. 16, s.2025 titled Guidelines on the Grant of
95 Medical Allowance to the Department of Education Personnel,
96 specifically 3.2 which enumerates the benefits that shall be
97 considered in the procurement of all HMO packages for Group
98 Availment, which Mrs. Centino read as follows:

- 99 3.2.1 In-patient benefit;
- 100 3.2.2 Out-patient benefit;
- 101 3.2.3 Emergency Care benefit;
- 102 3.2.4 Annual Physical Examination; and
- 103 3.2.5 Dental benefit

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105 While those considerations were enumerated, Mr. Taguisa asked
106 the assistance of the Division Medical Officer, Dr. Lev Nadela to
107 review the stipulations and conditions in the drafted bidding
108 documents, and to add more details should it be necessary. Dr.
109 Nadela pointed out first that this HMO will be essential so that
110 each Personnel may have an easy access and free availment of the
111 medical services in private hospitals rather than relying with just
112 the use of PhilHealth membership and having to wait for longer
113 queues in public hospitals which sometimes patients need to be
114 referred from one facility to the other. However, Dr. Lev also
115 stressed that the HMO can only provide a limited list of service
116 with only a Seven thousand peso-premium. She continued that for
117 everyone to surely use the product, it must at least include an
118 annual physical examination (APE).

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DIVISION OF CITY SCHOOLS – TAGBILARAN CITY

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It was then unanimously agreed by the body that the minimum service/s that the bidder can provide are the APE and the dental benefit. All other considerations for the in-patient, out-patient, and emergency benefits must best be offered by the winning bidder. In addition, each Personnel must have an individual copy of the policy and/or card. Thus, for such procurement, the Committee shall not be after for the lowest bidder, but to the bidder who can provide the best medical benefits and/or services.

Mr. Barrete suggested that prior to the final printing of the bidding documents, the content must be reviewed by the body especially on the terms and conditions and stipulations.

It was agreed that the next meeting shall be on the first week of August 2025.

IV. ADJOURNMENT

Mr. Alberto Lacang moved to adjourn the meeting and it was seconded by Dr. Aimee Amistoso. The conference was adjourned at 10:06 a.m.

Prepared by:

ELAINIE C. CENTINO
BAC Secretariat

Noted by:

JOHN ARIEL A. LAGURA PhD
BAC Chairperson