



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

**Office of the Schools Division
Superintendent**

January 5, 2026

DIVISION MEMORANDUM
OSDS-2026- 006

To: John Ariel A. Lagura PhD Elainie C. Centino
 Maurine C. Castaño Margarita L. Tejano
 Janet T. Butalid PhD, JD Rowena L. Pizarra
 Beatriz E. Incog EdD Rosene D. Olaivar PhD
 Aquilino T. Milar Jr. PhD, JD Neolita S. Sarabia EdD
 Aimee T. Amistoso PhD Esther L. Cagas PhD
 Nenita J. Incog PhD Emily L. Acabo
 Ma. Antonette P. Dugang PhD Alberto A. Lacang
 Joseph C. Barrete Elizabeth Rosil-Escolano
 Filomena C. Tanggaan PhD Lev V. Nadela MD
 Angeli Faith V. Pascual Vida N. Romero DMD
 Bernadito T. Taguisa Rhodelia B. Tumanda
 Marife C. Rallos Joermelyne P. Pasilbas
 Christian John L. Capon Liza E. Maquiling
 Junna Kiza C. Cagoco Adeline Carmen C. Dagamac
 Anna Mae C. Ocon Kent Chadric H. Evasco
 Engr. Jose C. Mariñas III Simon T. Rios
 Engr. Junicel T. Mancha PhDM Jericho L. Yarte
 Japhet A. Revereal

**NEW COMPOSITION OF DIVISION BIDS AND AWARDS COMMITTEE
(BAC) AND SUPPORT COMMITTEES**

1. Pursuant to Section 112 of Republic Act 12009 or otherwise known as “The New Government Procurement Act”, in line with the commitment of the Government of the Philippines (GoP) to promote the ideals of good governance with a view towards transparency, competitiveness, efficiency, proportionality, accountability, public monitoring, procurement professionalization, and sustainability in government procurement, the following Personnel are hereby designated to compose the new BIDS AND AWARDS COMMITTEE and Support Committees of the Division of City Schools – Tagbilaran City:

1. **John Ariel A. Lagura PhD**, Assistant Schools Division Superintendent, as the Overall Chairperson of the BAC.
2. **Maurine C. Castaño**, School Governance and Operations Division Chief, as the Vice-Chairperson, who shall automatically take the lead as authorized and to act as the Officer-in-Charge in the absence of Chairperson.
3. **Janet T. Butalid PhD**, Officer-in-Charge of Chief of the Curriculum Implementation Division, regular member, who provides the technical knowledge on the goods or materials to be procured.



H. Zamora St., Dampas, Tagbilaran City, Bohol
(038)427-1702; (038)427-2506
tagbilarancity.division@deped.gov.ph
<http://www.depedtagbilaran.org>

4. **Beatriz E. Incog EdD**, Educational Program Supervisor I, as regular member, who provides the technical knowledge on the goods or materials to be procured.
5. **Aquilino T. Milar Jr. PhD**, Administrative Officer V, as regular member who represents the legal and administrative area of the agency.
6. **Aimee T. Amistoso PhD**, Education Program Supervisor I, as regular member, in case of school and office supplies and instructional materials procurement.

SUPPORT COMMITTEES

1. ALTERNATE MEMBERS

- **Nenita J. Incog PhD**
- **Alberto A. Lacang** - EPS I (alternate of Dr. Aquilino T. Milar Jr.)
- **Joseph C. Barrete** - EPS I (alternate of Dr. Aimee T. Amistoso)
- **Ma. Antonette P. Dugang PhD**- EPS I (alternate of Dr. Nenita J. Incog)

2. BAC SECRETARIAT

- **Christian John L. Capon** - AO IV, Secretariat Chairperson
- **Angeli Faith V. Pascual** - AO II, Secretariat Vice Chairperson
- **Bernadito T. Taguisa** - ADA IV, Secretariat Member
- **Marife C. Rallos** - AO V, Secretariat Member
- **Junna Kiza C. Cagoco** - ADA VI, Secretariat Member
- **Elainie C. Centino** - ADAS III, Secretariat Member
- **Anna Mae C. Ocon** - ADA VI, Secretariat Member

3. TECHNICAL WORKING GROUP

- **Engr. Junicel T. Mancha** - PO III/Physical Facilities
- **Engr. Jose C. Mariñas III** - ITO I
- **Jericho L. Yarte** - PDO II

4. INSPECTORATE TEAM – DIVISION INSPECTION TEAMS (DIT)

Team Leader:	Filomena C. Tanggaan PhD
Regular Members:	Marife C. Rallos Japhet A. Revereal
Provisional Members:	Neolita S. Sarabia EdD Esther L. Cagas PhD

For different procurement projects:

a. Learning Materials, Supplementary Learning Resources, Printing Projects and LTE for TVL and SME

Chairperson:	Neolita S. Sarabia EdD
Members:	Emily L. Acabo Simon T. Rios Elizabeth Rosil-Escolano

b. Food and Medicines, Dental Tools and Supplies and Other Health Supplies

Chairperson:	Lev V. Nadela MD
Members:	Vida N. Romero DMD Rhodelia B. Tumanda RN



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- c. Sports-Related Goods and Equipment**
 Chairperson: **Ma. Antonette P. Dugang PhD**
 Members: **Alberto A. Lacang**
Joermelyne P. Pasilbas
- d. Training/ Seminar Kits**
 Chairperson: **John Ariel A. Lagura PhD**
 Members: **Aimee T. Amistoso PhD**
Beatriz E. Incog EdD
- e. Furniture and Related Goods**
 Chairperson: **Engr. Junicel T. Mancha**
 Member: **Kent Chadric C. Evasco**
- f. DCP Packages, IT-Related Goods and Internet Services**
 Chairperson: **Engr. Jose C. Mariñas III**
 Members: **Anna Mae C. Ocon**
- g. DRRM Supplies and Materials**
 Chairperson: **Jericho L. Yarte**
 Members: **Liza E. Maquiling**
Adeline Carmen C. Dagamac RN
- h. Service Vehicles**
 Chairperson: **Aquilino T. Milar Jr. PhD**
 Member: **Japhet A. Revereal**
- i. Security, Janitorial and Other General Services**
 Chairperson: **Aquilino T. Milar Jr. PhD**
 Member: **Margarita L. Tejano**
Anna Mae C. Ocon

5. DIVISION CANVASSING TEAMS

Per end-user units/ division:

- a. Office of the Schools Division Superintendent (OSDS)**
 ➤ **Bernadito T. Taguisa**
- b. School Governance and Operations Division (SGOD)**
 ➤ **Filomena C. Tanggaan PhD**
 ➤ **Rosene D. Olaivar PhD**
- c. Curriculum Implementation Division (CID)**
 ➤ **Emily L. Acabo**
- d. Division Supply**
 ➤ **Margarita L. Tejano**



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e. Information and Communications Technology

- **Engr. Jose C. Mariñas III**

f. Venue and Trainings

- **Filomena C. Tanggaan PhD**
- **Engr. Junicel T. Mancha**
- **Rosene D. Olaivar PhD**

g. Repairs and Maintenance

- **Engr. Junicel T. Mancha** *(for Furnitures & Fixtures and Minor Repairs of Buildings)*
- **Bernadito T. Taguisa** *(for Motor Vehicles)*

h. Philippine Government Electronic Procurement System (PhilGEPS)

- **Christian John L. Capon**
- **Angeli Faith V. Pascual**

i. Medical

- **Rhodelia B. Tumanda RN**
- **Rowena L. Pizarras RN**
- **Adeline Carmen C. Dagamac RN**

2. You are hereby expected to perform your duties and responsibilities with utmost sincerity and dedication. Membership in the BAC shall be considered a regular duty and shall be treated with utmost priority. As such, you are hereby directed to familiarize RA 12009 or New Government Procurement Act.

3. Furthermore, as provided for in the above-mentioned law, your term of office shall be one (1) year from the date of designation, renewable at the discretion of the agency head.

4. For information, guidance, and strict compliance.

WILFREDA D. BONGALOS PhD, CESO V
Schools Division Superintendent