



Republic of the Philippines
Department of Education

REGION IV-A CALABARZON
CITY SCHOOLS DIVISION OF THE CITY OF TAYABAS

08 January 2026

DIVISION MEMORANDUM
No. **037** s. 2026

**RECONSTITUTION OF THE MEMBERS OF DIVISION BIDS AND AWARDS
COMMITTEE (BAC), BAC SECRETARIAT AND DIVISION INSPECTORATE TEAM**

To: Assistant Schools Division Superintendent
Chief Education Supervisors
Heads, Public Elementary and Secondary Schools
Heads, Unit/Section
All Others Concerned

1. In accordance with the Republic Act 9184 on the Establishment of Procurement Systems and Organization for the following personnel are hereby designated as Division Bids and Awards Committee (BAC), BAC Secretariat and Division Inspectorate Team effective January 8, 2026 to wit;

BIDS AND AWARDS COMMITTEE (BAC) MEMBERS

• **REGULAR MEMBERS**

NAME	POSITION	DESIGNATION/ ASSIGNMENT
1. HERBERT D. PEREZ	Assistant Schools Division Superintendent	Chairperson
2. CONRADO C. GABARDA	Administrative Officer V	Vice Chairperson
3. BENJAMIN A. MILLARES	Administrative Officer V/Budget Officer III	Member
4. EDWIN R. RODRIGUEZ, Ed.D	Chief Education Supervisor	Member
5. IMELDA C. RAYMUNDO	Chief Education Supervisor	Member

• **PROVISIONAL MEMBERS**

NAME	POSITION	DESIGNATION/ ASSIGNMENT
1. MIKAEL SANDINO T. ANDREY	Education Program Supervisor	Provisional Member for Infrastructure
2. CHRISTIAN J. BABLES	Education Program Supervisor	Provisional Member for Goods and Services
3. LOUIE L. FULLEDO	Education Program Supervisor	Provisional Member for Consulting Services
4. Representative of the end-user unit		Provisional Member-End-user

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Specifically, the following duties and responsibilities are expected from the members of the BAC, to wit;

- a. Creation of the TWG from a pool of technical, financial and/or legal experts to assist in the procurement process.
- b. Undertake the advertisement and/or posting of the invitation to bid/request for expression of interest.
- c. Conduct pre-procurement and pre-bid conferences.
- d. Determine the eligibility of prospective bidders in accordance with the guidelines set forth in R.A. 9184 and its IRR-A.
- e. Sole authority to receive and open bids.
- f. Conduct the evaluation of bids with the assistance of the TWG.
- g. Undertake post-qualification proceedings, with the assistance of the TWG.
- h. Resolve motions for reconsideration filed by prospective bidders and other concerned parties with respect to the conduct of the bidding process.
- i. Recommend award of contracts to the HoPE or a duly authorized representative.
- j. Recommend to the HoPE the method of procurement of the goods, services and infrastructure projects included in the APP, i.e. whether to use public bidding or any other alternative methods of procurement.
- k. Conduct any of the other alternative methods of procurement.
- l. Recommend the imposition of sanctions in accordance with Rule XXIII of the IRR.
- m. Conduct periodic assessment of the procurement processes and procedures to streamline procurement activities.
- n. Prepare a PMR that shall be approved and submitted by the HoPE to the GPPB on a semestral basis.
- o. For each procurement transaction, accomplish a checklist showing its compliance with R.A. 9184, its IRR and this Manual. This will be submitted to the HoPE and made a part of the transaction record.
- p. Invite the Observers required by law to be present during selected stages of the procurement process, in accordance with the guidelines stipulated in R.A. 9184, its IRR and this Manual.
- q. Furnish the Observers, upon the latter's request, and free of charge, with the following documents:
 - Minutes of the proceedings of BAC meetings;
 - Abstract of bids;
 - Post-qualification summary report;
 - APP and related PPMP; and
 - Copies of "opened" proposals.
- r. Conduct due diligence review or verification of the qualifications of Observers.
- s. Review the APCPI results and findings, submitted to it by the BAC Secretariat or the ad hoc Assessment Committee.
- t. Give utmost priority to BAC assignments over all other duties and responsibilities, until the requirements for the procurement at hand are completed (Jury Duty).
- u. Perform such other related functions as may be necessary to the procurement process.

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BAC SECRETARIAT

NAME	POSITION	DESIGNATION/ ASSIGNMENT
1. JENNELYN M. MIRANDILLA	Administrative Officer IV	Head-BAC Secretariat
2. ATTY. MARIA HANNAH D. PEREZ-FORMENTO	Attorney III	Secretariat Member
3. JEANETTE M. BUERA	Administrative Officer IV/Records Officer II	Secretariat Member
4. JEDI DIAH C. CABRIGA	Administrative Officer II	Secretariat Member

The secretariat shall have the following functions and responsibilities:

- a. Provide administrative support to the BAC and the TWG;
- b. Organize and make all necessary arrangements for the BAC meetings as well as TWG meetings and conferences;
- c. Prepare minutes of meetings and resolutions of the BAC;
- d. Take custody of procurement documents and other records and ensure that all procurements undertaken by the Procuring Entity are properly documented;
- e. Manage the sale and distribution of Bidding Documents to interested bidders;
- f. Advertise and/or post bidding opportunities, including Bidding Documents, and notices of awards;
- g. Assist in managing the procurement processes;
- h. Monitor procurement activities and milestones for proper reporting to relevant agencies when required;
- i. Consolidate PPMPs from the various units of the Procuring Entity to make them available for review;
- j. Act as the central channel of communications for the BAC with end-user or implementing units, PMOs, other units of the line agency, other government agencies, providers of goods, infrastructure projects, and consulting services, observers, and the general public.

DIVISION INSPECTORATE TEAM

NAME	POSITION	DESIGNATION/ ASSIGNMENT
1. MONTANO L. AGUDILLA, JR. LA TRISHA R. DALIT	Senior Education Program Specialist Education Program Specialist II	Team Leader Assistant Team Leader
2. JOHN MARFIN M. TABAQERO KIM HAROLD Z. CABRIGA	Accounting Representative: Administrative Assistant III Administrative Assistant II	Regular Member Alternate Representative
3. ELDWIN P. SABEROLA	Property and Supply Representative: Administrative Aide VI	Regular Member

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PROVISIONAL MEMBERS		PROJECTS:
4. JOSEPH JAY U. AUREADA Alternate Representative: GENEROSA F. ZUBIETA	Education Program Supervisor Education Program Supervisor	Learning Materials, Supplementary Learning Resources, Printing Projects and LTE for TVL and SME
5. MARILES F. CONTRERAS Alternate Representative: ALELIE A. PADILLO	Nurse II Nurse II	Food and Medicines, Dental Tools and Supplies and other Health Supplies
6. MARIA CORAZON A. BORBON Alternate Representative: SHERWIN C. QUESEA	Education Program Supervisor Education Program Supervisor	Sports-Related Goods and Equipment
7. JEROME A. CHAVEZ Alternate Representative: LUZVIMINDA CYNTHIA RICHELLE F. QUINTERO	Education Program Supervisor Education Program Supervisor	Training/Seminar Kits
8. MARK BRYAN F. VALENCIA Alternate Representative: VINCENT B. OBCIANA	Information Technology Officer I Administrative Aide VI	DCP Packages, IT-Related Goods and Internet Services
9. ARIEL C. CABUYAO Alternate Representative: DICKY SAM BOY R. FANG	Project Development Officer II Utility Worker I	DRRM Supplies and Materials
12. ANGELIQUE JOY H. ESTOLE Alternate Representative: CARMELO S. SALAZAR JR.	Administrative Aide VI Utility Worker I/ Administrative Aide I	Security, Janitorial and other General Services

The Division Inspectorate Team shall take charge of the conduct of inspection activities for procurement of goods provided under DepEd Order No. 27 s. 2020, DepEd Order No. 5 s. 2010, DepEd Order Nos. 42 s. 2018. Likewise, all are to perform functions which is not limited to the following, to wit:

- Attend the pre-inspection conference with the end-user wherein specific tasks are allocated to each Inspector.
- Attend post-inspection conference wherein the findings and result of the inspection are discussed.
- Prepare the inspection references prior to the scheduled inspection such as copies of technical specifications, inspection and test protocols sourced from the

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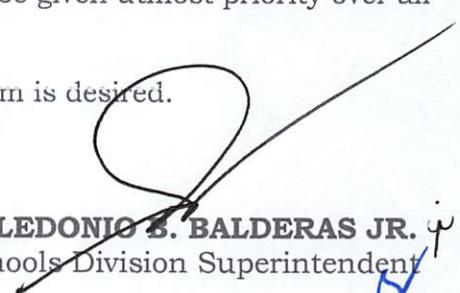
bidding documents of the project, the necessary measuring and testing instruments and the forms for recording the measurement data.

- d. Familiarize themselves with the technical specifications of the goods and the inspection and test protocols before proceeding to the inspection site.
- e. Check the completeness and authenticity of the documents presented by the supplier.
- f. Conduct physical inspection of the goods, and check whether the technical specifications, quantity and standards as indicated in the perfected Contract/Purchase Order are met.
- g. Perform trial and operational test on equipment, computers and other related goods. Request the supplier to demonstrate operation of the equipment and observe its performance.
- h. Check the inclusion of the warranty certificate and instructional manual.
- i. Sign the Inspection Portion of the Inspection and Acceptance Report if the deliveries conform to the technical requirements.
- j. Prepare and submit promptly to End-Users and Property and Supply Unit the Pre-Delivery Inspection Report stating, among others, its assessment and findings.
- k. Submit assessment reports and policy recommendations concerning the conduct of inspection.
- l. Attend meetings, conferences and training programs as may be required by the Head of the Division Office.

2. Members of the teams are hereby advised to familiarized themselves with the duties and responsibilities and with the prescribed procurement process in accordance with the implementing rules and regulations of R.A. 9184.

3. Please be reminded that BAC functions shall be given utmost priority over all other duties (jury duty).

4. Immediate dissemination of this memorandum is desired.


CELEDONIO B. BALDERAS JR.
Schools Division Superintendent

Encl.: None

Reference: DepEd Order No. 27 s. 2020
DepEd Order Nos. 42 s. 2018
DepEd Order No. 5 s. 2010
Implementing Rules and Regulations of R.A. 9184

To be indicated in the Perpetual Index
under the following subjects:

BIDS AND AWARDS COMMITTEE

OSDS-Reconstitution of the Members of Division Bids and Awards Committee (BAC), BAC Secretariat and Division Inspectorate Team
PROMRT2E-000517/January 8, 2026