



Republic of the Philippines  
**Department of Education**

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

22 January 2026

DIVISION MEMORANDUM  
No. **056** s. 2026

**RECONSTITUTION OF BIDS AND AWARDS COMMITTEE  
TECHNICAL WORKING GROUP (TWG)**

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

1. Republic Act 9184 otherwise known as Government Procurement Reform Act specifically Section 12.1, provides that one of the functions of the Bids and Awards Committee (BAC) is to create a Technical Working Group to assist the BAC in the different stages of procurement. In this regard, the following committee is hereby designated effective January 22, 2026, to wit;

**TECHNICAL WORKING GROUP/COMMITTEE**

NAME	POSITION	DESIGNATION/ ASSIGNMENT
<b>1. EDNA E. ECLAVEA</b>	Librarian II	Head-TWG
<b>2. MILDRED Z. GALLEN</b>	Education Program Supervisor	Member
<b>3. MICHAEL LEONARD D. LUBIANO</b>	Education Program Supervisor	Member
<b>4. VIOLY MARIE Q. BULANDOS</b>	Administrative Assistant III	Member
<b>4. ENGR. JAYPEE A. ESCOBAR</b>	Technical Assistant IV (Engineer III)	Provisional Member-Infrastructure
<b>7. Representative from the Procuring Entity who has knowledge/technical expertise required based on the nature of the procurement</b>		Provisional Member

The Technical Working Group (TWG) shall have the following responsibilities:

- a. Assist the BAC in the review of Technical Specifications, Scope of Work, and Terms of Reference;
  - b. Assist the BAC in the review of bidding documents, ensuring that the same properly reflects the requirements of the Procuring Entity and that these conform to the standards set forth by R.A. 9184, its 2016 IRR and the PBDs prescribed by the GPPB.
  - c. Assist the BAC in the conduct of eligibility screening of prospective bidders, and in the short listing of consultants in case of biddings for consulting services.
  - d. Assist the BAC in the evaluation of bids and prepare the accompanying reports for the BAC's consideration and approval.
  - e. Assist the BAC in the conduct of post-qualification activities and prepare the post-qualification summary report for the BAC's approval.
  - f. Assist the BAC and BAC Secretariat in preparing the resolution recommending award, with regard to the technical aspect, if necessary.
  - g. Assist the BAC in the preparation of resolution of request for reconsideration.
  - h. Provide utmost priority to BAC assignments over all other duties and responsibilities, until the requirements for the procurement at hand are completed (Jury Duty).
2. Please be reminded that BAC functions shall be given utmost priority over all other duties (jury duty).
3. For your appropriate action and compliance.

  
**CELEDONIO B. BALDERAS JR.**  
Schools Division Superintendent

Encl.: As stated

Reference: Implementing Rules and Regulations of R.A No. 9184  
(Government Procurement Reform Act Section 12.1)

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

**BIDS AND AWARDS COMMITTEE**

OSDS/reconstitution of bids and awards committee technical working group (twg)  
DTS No.PRO84G7R-000536/January 27, 2026