



Republic of the Philippines
Department of Education
REGION IV-A CALABARZON
CITY SCHOOLS DIVISION OF THE CITY OF TAYABAS

19 APR 2023

DIVISION MEMORANDUM
No. 183 s. 2023

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

To: OIC-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 the following personnel are hereby designated as Division Bids and Awards Committee (BAC) and BAC Secretariat effective immediately, to wit;

BIDS AND AWARDS COMMITTEE (BAC) MEMBERS

• **REGULAR MEMBERS**

NAME	POSITION	DESIGNATION / ASSIGNMENT
1. ANTONIO P. FAUSTINO JR.	OIC-Assistant Schools Division Superintendent	Chairperson
2. CONRADO C. GABARDA	Administrative Officer V	Vice- Chairperson
3. BENJAMIN A. MILLARES	AO V-Budget Officer III	Member
4. CHRISTIAN J. BABLES	Education Program Supervisor	Member
5. MILDRED Z. GALLEN	Education Program Supervisor	Member

• **PROVISIONAL MEMBERS FOR INFRASTRUCTURE**

NAME	POSITION	DESIGNATION / ASSIGNMENT
1. EDWIN R. RODRIGUEZ, Ed.D.	Chief Education Supervisor-CID	Member
Representative of the end-user unit		Member

• **PROVISIONAL MEMBERS FOR THE PROCUREMENT OF GOODS AND SERVICES**

NAME	POSITION	DESIGNATION / ASSIGNMENT
1. LOUIE L. FULLEDO	Education Program Supervisor	Member
Representative of the end-user unit		Member



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• **PROVISIONAL MEMBERS FOR ICT PROCUREMENT**

NAME	POSITION	DESIGNATION / ASSIGNMENT
1.MARK BRYAN F. VALENCIA	Information Technology Officer I	Member
2.Representative of the end-user unit		Member

• **PROVISIONAL MEMBERS FOR PROCUREMENT OF CONSULTING SERVICES**

NAME	POSITION	DESIGNATION / ASSIGNMENT
1.IMELDA C. RAYMUNDO	Chief Education Supervisor-SGOD	Member
2.Representative of the end-user unit		Member

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.
- e. 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 his 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 of the alternative methods of procurement.
- k. Conduct any of the 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 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 R.A. 9184, its 2016 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.

• **BAC SECRETARIAT**

NAME	POSITION	DESIGNATION/ ASSIGNMENT
1. JEANETTE M. BUERA	Administrative Officer II/OIC-Procurement	Head-BAC Secretariat
2. EDNA E. ECLAVEA	Librarian	Member
3. JENNELYN M. MIRANDILLA	Administrative Officer II	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 BAC and the 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 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.
2. Members of the teams are hereby advised to familiarize 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. In reference with DepEd Order Nos. 27, s. 2020 "Guidelines in the Reconstitution of Inspectorate Team in the Department of Education Central Office, Regional and Schools Division Offices, and Schools" in pursuit of continuous improvement of standards towards better, more efficient and sustainable service of the Division Inspectorate Team, this office hereby announces the following reconstitution made, effective on this day, to wit;

• **DIVISION INSPECTORATE TEAM**

NAME	POSITION	DESIGNATION/ ASSIGNMENT
1. GENEROSA F. ZUBIETA	Education Program Supervisor	Team Leader
JEAN ROSE B. RABANO	Education Program Specialist	Assistant Team Leader
Accounting Representative: 2. MARINELLE R. JAMILANO	Administrative Assistant II	Regular Member
CHARLENE R. RAGO	Admin. Assistant III	Alternate Representative
Property and Supply Representative: 3. ELDWIN P. SABEROLA	Administrative Aide VI	Regular Member
Provisional Members		Projects:
4. SANCHO C. CALATRAVA	Education Program Supervisor	Learning Materials, Supplementary Learning Resources, Printing Projects, and LTE for TVL and SME
Alternate Representative: JOSEPH JAY U. AUREADA	Education Program Supervisor	
5. DR. CRIS JOHN V. SUPETLAN	Medical Officer III	Food and Medicines, Dental Tools and Supplies and other Health Supplies
Alternate Representative: ALELI A. PADILLO	Nurse II	
6. MARIA CORAZON A. BORBON	Education Program Supervisor -SGOD	Sports-Related Goods and Equipment



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Alternate Representative: SHERWIN C. QUESEA	Education Program Supervisor-CID	
7. JEROME A. CHAVEZ	Education Program Supervisor-CID	Training/Seminar Kits
Alternate Representative: L.C. RICHELLE QUINTERO	Education Program Supervisor-CID	
8. MONTANO AGUDILLA JR.	Senior Education Program Specialist	Furniture and Related Goods
Alternate Representative: JAYPEE A. ESCOBAR (SGOD)	Senior Technical Assistant I	
MARILOU C. CUATERNIO (Accounting)	Administrative Assistant III	
9. MARK BRYAN VALENCIA	Information Technology Officer I	DCP Packages, IT-Related Goods and Internet Services
Alternate Representative: NATALIO PANGANIBAN JR. (Budget)	Administrative Assistant I	
NATHANIEL BALBAROSA (Admin)	Administrative Assistant III	
10. ARIEL C. CABUYAO	Project Development Officer II	DRRM Supplies and Materials
Alternate Representative: MARILES F. CONTRERAS	Nurse II	
11. DEXTER C. CABUYAO	Administrative Aide IV (Driver I)	Service Vehicle
Alternate Representative: CARMELO S. SALAZAR JR.	Administrative Aide I	
12. NATHANIEL B. BALBAROSA	Administrative Assistant III	Security, Janitorial and other General Services
Alternate Representative: JOHNNY N. ZAFRANCO	Administrative Aide I	

The Division Inspectorate Team shall take charge of the conduct of inspection activities for procurement of goods provided under DepEd Order Nos. 41, s. 2021 in addition to the roles provided under DepEd Order Nos. 27, s. 2020, DepEd Order Nos. 5, s. 2010 and 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-Users 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 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 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 the 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.
5. The roles and rules outlined above shall immediately apply to the indicated alternate representatives of each project, under the condition that the provisional members are unable to fulfill their obligation for justifiable reasons on the date. All inspectorates and alternate representatives must serve for a minimum of two (2) fiscal years in each position. After then, a new reconstitution will be created.
6. Immediate dissemination and compliance with this memorandum is desired.


CELEDONIO B. BALDERAS JR.
Schools Division Superintendent