



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

25 APRIL 2023

DIVISION MEMORANDUM

No. 211 s. 2023

**DESIGNATION OF BIDS AND AWARD COMMITTEE TECHNICAL WORKING
GROUP (TWG)**

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

1. In order to ensure that the procurements of the City Schools Division of the City of Tayabas abides with the standard set forth under RA 9184 and its Implementing Rules and Regulations (IRR), the Bids and Awards Committee (BAC) is authorized, under Section 12.1 of the IRR of RA 9184 to create a Technical Working Group (TWG) "from a pool of technical, financial, and/or legal experts to assist in the procurement process. In this view, the following Technical Working Group are expected to perform their duties and responsibilities particularly in the eligibility screening, evaluation of bids, and post-qualification effective immediately, to wit;

TECHNICAL WORKING GROUP/COMMITTEE

NAME	POSITION	DESIGNATION/ ASSIGNMENT
1. ERMELO A. ESCOBINAS	Project Development Officer II	Head-TWG
2. EDNA E. ECLAVEA	Librarian II	Member
3. MARIFE R. LAGAR	Planning Officer III	Member
4. MARILOU C. CUATERO	Administrative Assistant III	Member
5. SANCHO C. CALATRAVA	Education Program Supervisor	Member for Trainings/Food
6. LAILANI T. OMLAS	Nurse II	Member for Trainings/Food
7. NATALIO A. PANGANIBAN JR.	Administrative Assistant I	Member for Supplies and Equipment
8. ARIEL C. CABUYAO	Project Development Officer II	Member for Supplies and Equipment
9. MICHAEL LEONARD D. LUBIANO	Education Program Supervisor	Member for ICT
10. EDMAR G. RADA	Teacher III	Member for ICT



Brgy. PotoI, Tayabas City



(042) 710-0329 or (042) 785-9615



tayabas.city@deped.gov.ph




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11. CARMELO S. SALAZAR	Utility Worker I	Member for Transportation
12. DEXTER C. CABUYAO	Administrative Aide IV	Member for Transportation
13. ENGR. JAYPEE A. ESCOBAR	Senior Technical Assistant I	Member for Infrastructure
14. JUANITO D. DOMIREZ	Administrative Officer II	Member for Infrastructure
15. JEROME C. CHAVEZ	Education Program Supervisor	Member for Consulting Services
16. JEAN ROSE B. RABANO	Education Program Specialist II	Member for Consulting Services

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 regards 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



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