



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

25 May 2023

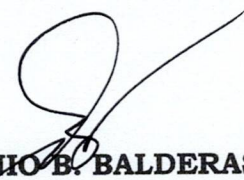
DIVISION MEMORANDUM

No. 252 s. 2023

**DIVISION ORIENTATION FOR BIDS AND AWARDS COMMITTEE (BAC),
SECRETARIAT, TECHNICAL WORKING GROUP (TWG), AND
INSPECTORATE TEAM**

To: OIC – Assistant Schools Division Superintendent
Chief Education Supervisor
EPS/Designated PSDSs
Heads, Unit/Section
Heads, Public Elementary and Secondary Schools
All Others Concerned

1. Pursuant to DECS Order No. 49, s. 2001, entitled, Creating a Bids and Awards Committee (BAC) for the Department of Education and to the Implementing Rules and Regulations of Republic Act No. 9184 also known as the Government Procurement Reform Act, the Division of Tayabas City will be conducting the above mentioned event at **M.I Sevilla's Resort, Lucena City** on **June 1, 2023, 8:00 a.m. - 5:00 p.m.**
2. The said activity aims to familiarize participants on the Implementing Rules and Regulations of RA 9184 so they can perform their duties and responsibilities effectively.
3. Attached are:
 - a. Enclosure 1 - List of Participants;
 - b. Enclosure 2 - Technical Working Group; and
 - c. Enclosure 3 - Activity Matrix
4. Immediate dissemination and strict compliance of this Memorandum is desired.


CELEDONIO B. BALDERAS JR.
Schools Division Superintendent

Enc.: As stated

References:

DECS Order No. 49, s. 2001

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



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Enclosure 1

Technical Working Committee (TWC)
DIVISION ORIENTATION FOR BIDS AND AWARDS COMMITTEE (BAC),
SECRETARIAT, TWG, AND INSPECTORATE TEAM
June 1, 2023

Over-all Chairperson: CELEDONIO B. BALDERAS JR.
Schools Division Superintendent

Co- chairpersons: ANTONIO P. FAUSTINO JR. - OIC-ASDS
IMELDA C. RAYMUNDO - SGOD-Chief
EDWIN R. RODRIGUEZ EdD – CID-Chief

Committee	Person/s In-charge	Terms of Reference
Program Preparation/ Completion Report	Luzviminda E. Saldares PhD	<ul style="list-style-type: none"> • Prepares Training Design and other Training Package requirements. • Coordinates with SEPS-M&E on other activity requirements. • Prepares and submits activity completion report (ACR) to SEPS-M&E
Over-all Management including (Logistics) L&D	Luzviminda E. Saldares PhD	<ul style="list-style-type: none"> • Manages the conduct of L&D. • Analyzes gathered data and information to come up with recommendations for endorsement to SGOD Chief. • Monitors L&D activities. • Prepares and submits complete report (narrative report) to SGOD Chief • Leads the debriefing sessions. • Prepares memo/advisories. • Assists the proponent in the preparation of documentary requirements including but not limited to PR. • Oversees the cleanliness, sanitation, and orderliness in the venue/s. • Conducts on-site inspection of the venue prior to the conduct of the scheduled activities.
QAME	Montano L. Agudilla Jr. PhD	<ul style="list-style-type: none"> • Quality-assures the Activity Designs an L&D Package • Prepares evaluation tool and conducts QATAME and gathers feedback.



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		<ul style="list-style-type: none"> Analyzes harvested feedback and recommended solutions and forwards to concerned units/offices.
Medical/First Aid	Dr. Chris John Supetran	<ul style="list-style-type: none"> Ensures observance/compliance of health protocols including but not limited to conduct of Triage. Administers first aid and health services during the event. Ensure the provision of proper handling, storage and serving of foods and food packs' disposals.
Resource Speakers/Facilitators	Wilfredo S. Tomines Ma. Cecilia R. Potestades Edgar Cirillo F. Montoya Ivan P. Nanea	<ul style="list-style-type: none"> Lead/s the discussion of topics Facilitate/s workshop Attend/s engages in the debriefing sessions
Technical support staff	Jerome A. Javin	<ul style="list-style-type: none"> Take/s pictures from the opening until closing programs. Assist/s the session facilitators/s Ensure/s that sound system and projectors are properly set up. Manage/s unexpected system glitches.
Registration attendance and	Luzviminda E. Saldares and Jean Rose Rabano	<ul style="list-style-type: none"> Ensure/s that registration meals and attendance sheets are properly and completely accomplished.
Certificate	Jerome A. Javin	<ul style="list-style-type: none"> Prepares Certificate of Participation and Appearance for the session speakers/facilitators, TWG members, and participants with complete attendance. Prepares slide decks for the opening and closing ceremony.
Moderator	Jean Rose B. Rabano	<ul style="list-style-type: none"> Coordinates with the Program Proponent regarding the contents and flow of the activity Hosts the Opening Program Preliminaries to include the following:



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		<ul style="list-style-type: none">- Present Agenda outline- Discuss relevant session protocol.- Moderate Q&A sessions- Close out conference• Hosts the closing program.
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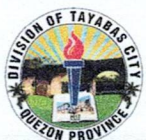
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Enclosure 2

List of Participants

DIVISION ORIENTATION FOR BIDS AND AWARDS COMMITTEE (BAC),
SECRETARIAT, TWG, AND INSPECTORATE TEAM
June 01, 2023

No.	Name	School / Unit / Office
1	Celedonio B. Balderas Jr.	OSDS
2	Antonio P. Faustino Jr.	OASDS
3	Imelda C. Raymundo	SGOD
4	Edwin R. Rodriguez	CID
5	Conrado C. Gabarda	Admin. Unit
6	Benjamin A. Millares	Budget Unit
7	Michael Leonard Lubiano	CID
8	Joyce Ann P. Limbo	Supply
9	Louie L. Fulleo	CID
10	Mark Bryan F. Valencia	ICT
11	Jeanette M. Buera	Procurement
12	Edna E. Eclavea	CID
13	Earl Bryan Sabio	Personnel
14	Marinelle R. Jamilano	Accounting
15	Jean Rose B. Rabano	SGOD
16	Jaypee Escobar	SGOD
17	Eldwin P. Saberola	Supply
18	Sancho C. Calatrava	CID
19	Cris John V. Supetran	SGOD
20	Maria Corazon A. Borbon	SGOD
21	Jerome A. Chavez	CID
22	Montano Agudilla Jr.	SGOD
23	Ariel C. Cabuyao	SGOD
24	Marife R. Lagar	SGOD
25	Nathaniel G. Balbarosa	Admin. Unit
26	Marilou C. Cuaterno	Accounting
27	Luzviminda E. Saludaes	SGOD-TWG
28	Jerome A. Javin	ICT-TWG
29	Ivan P. Nanea	LGU-Speaker
30	Ma. Cecilia R. Potestades	LGU-Speaker
31	Edgar Cirillo F. Montoya	LGU-Speaker
32	Wilfredo S. Tomines	LGU-Speaker



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Enclosure 3

Activity Matrix

DIVISION ORIENTATION FOR BIDS AND AWARDS COMMITTEE (BAC),
SECRETARIAT, TWG, AND INSPECTORATE TEAM
June 1, 2023

Time	Topic/Activity	Facilitator/s
8:00 a.m. - 8:15 a.m.	Registration	Jean Rose B. Rabano & Luzviminda Saldares
8:15 a.m. - 8:30 a.m.	Preliminaries	Jean Rose B. Rabano
8:30 a.m. - 9:30 a.m.	Session 1: Overview of RA 9184 and the 2016 Implementing Rules and Regulations (including the duties and responsibilities of the BAC secretariat, TWG and Inspectorate Team)	Wilfredo S. Tomines
9:30 a.m. - 9:45 a.m.	Health Break	
9:45 a.m. - 10:45 a.m.	Session 2: Procurement Planning and Monitoring	Wilfredo S. Tomines
10:45 a.m. - 12 p.m.	Session 3: Standard Bidding Procedures for Goods and Infrastructures	Wilfredo S. Tomines
12:01 p.m. - 1:00 p.m.	Lunchbreak	
1:01 p.m. - 2:00 p.m.	Session 4: Philippine Bidding Documents and Alternative Methods of Procurement	Ma. Cecilia R. Potestades
2:01 p.m. - 3:00 p.m.	Practical Tips, Use of BAC Forms and Technical Procedures (Part 1)	Edgar Cirillo F. Montoya
3:01 p.m. - 4:00 p.m.	Practical Tips, Use of BAC Forms and Technical Procedures (Part 2)	Ivan P. Nanea
4:01 p.m. - 4:30 p.m.	Open-forum	
4:31 p.m. - 5:00 p.m.	Closing Program	



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