



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

19 APRIL 2024

DIVISION MEMORANDUM  
No. **320** s. 2024

**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, Units/Sections  
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 immediately, to wit;

**BIDS AND AWARDS COMMITTEE (BAC) MEMBERS**

• **REGULAR MEMBERS**

NAME	POSITION	DESIGNATION/ ASSIGNMENT
1. <b>HERBERT D. PEREZ</b>	Assistant Schools Division Superintendent	Chairperson
2. <b>CONRADO C. GABARDA</b>	Administrative Officer V	Vice Chairperson
3. <b>BENJAMIN A. MILLARES</b>	Administrative Officer V/Budget Officer III	Member
4. <b>CHRISTIAN J. BABLES</b>	Education Program Supervisor	Member
5. <b>MILDRED Z. GALLEN</b>	Education Program Supervisor	Member

• **PROVISIONAL MEMBERS FOR INFRASTRUCTURE**

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



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

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

• **PROVISIONAL MEMBERS FOR ICT PROCUREMENT**

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

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

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

**BAC SECRETARIAT**

NAME	POSITION	DESIGNATION/ ASSIGNMENT
<b>1. JENNELYN M. MIRANDILLA</b>	Administrative Officer II/OIC-Procurement	Head-BAC Secretariat
<b>2. JEANETTE M. BUERA</b>	Administrative Officer IV/Records Officer II	Secretariat Member
<b>3. EARL BRYAN P. SABIO</b>	Administrative Aide VI	Secretariat Support Staff

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
<b>1. GENEROSA F. ZUBIETA</b>	Education Program Supervisor	Team Leader
<b>LA TRISHA R. DALIT</b>	Education Program Specialist II	Assistant Team Leader
Accounting Representative: <b>2. CHARLENE R. RAGO</b> <b>MA. ANGELICA T. VILLALBA</b>	Administrative Assistant III Administrative Assistant III	Regular Member Alternate Representative
Property and Supply Representative: <b>3. ELDWIN P. SABEROLA</b> <b>JEDI DIAH O. CATCHUELA</b>	Administrative Aide VI Administrative Assistant II	Regular Member Alternate Representative
<b>PROVISIONAL MEMBERS:</b>		<b>PROJECTS:</b>
<b>4. JOSEPH JAY U. AUREADA</b>	Education Program Supervisor	Learning Materials, Supplementary Learning Resources, Printing Projects and LTE for TVL and SME
Alternate Representative: <b>MICHAEL LEONARD D. LUBIANO</b>	Education Program Supervisor	
<b>5. DR. CRIS JOHN V. SUPETLAN</b>	Medical Officer III	Food and Medicines, Dental Tools and Supplies and other Health Supplies
Alternate Representative: <b>ALELIE A. PADILLO</b>	Nurse II	
<b>6. MARIA CORAZON A. BORBON</b>	Education Program Supervisor-SGOD	Sports-Related Goods and Equipment
Alternate Representative: <b>SHERWIN C. QUESEA</b>	Education Program Supervisor	
<b>7. JEROME A. CHAVEZ</b>	Education Program Supervisor	Training/Seminar Kits
Alternate Representative: <b>LUZVIMINDA CYNTHIA RICHELLE F. QUINTERO</b>	Education Program Supervisor	



<b>8. MONTANO L. AGUDILLA JR.</b>  Alternate Representative: <b>JAYPEE A. ESCOBAR</b> <b>MARILOU C. CUATERNO</b>	Senior Education Program Specialist  Technical Assistant III Administrative Assistant III	Furniture and Related Goods
<b>9. MARK BRYAN F. VALENCIA</b>  Alternate Representative: <b>NATALIO A. PANGANIBAN JR.</b> <b>NATHANIEL G. BALBAROSA</b>	Information Technology Officer I  Administrative Assistant I Administrative Officer II	DCP Packages, IT-Related Goods and Internet Services
<b>10. ARIEL C. CABUYAO</b>  Alternate Representative: <b>MARILES F. CONTRERAS</b>	Project Development Officer II  Nurse II	DRRM Supplies and Materials
<b>11. DEXTER C. CABUYAO</b>  Alternate Representative: <b>CARMELO S. SALAZAR JR.</b>	Administrative Aide IV  Administrative Aide I	Service Vehicle
<b>12. NATHANIEL G. BALBAROSA</b>  Alternate Representative: <b>JOHNNY N. ZAFRANCO</b>	Administrative Officer II  Utility Worker 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 bidding documents of the project, the necessary measuring and testing instruments and the forms for recording the measurement data.
- Familiarize themselves with the technical specifications of the goods and the inspection and test protocols before proceeding to the inspection site.
- Check the completeness and authenticity of the documents presented by the supplier.
- 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.
- 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.
- Check the inclusion of the warranty certificate and instructional manual.
- 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  
PROQ45F8-000048/ April 29, 2024