



Republic of the Philippines
Department of Education
 Region IX, Zamboanga Peninsula
Division of Pagadian City

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 Date/Initial: 4/12/2024
 Ed. Div. [Signature]

12 April 2023

DIVISION MEMORANDUM

No. 27, s.2023

CHANGES AND ADDITIONAL INFORMATION TO THE DIVISION MEMORANDUM NO. 27, s. 2024 OF BIDS and AWARDS COMMITTEE (BAC)

To: **All Concerned**
 This Division

1. Pursuant to Division Memorandum No. 27, s. 2024, titled "Reconstitution of Division BIDS and AWARDS COMMITTEE (BAC)," the following hereby changed and added as the Division BIDS and AWARDS COMMITTEE (BAC) effective immediately, to wit:

i. REGULAR MEMBERS

Chairperson: **ASDS JUDITH V. ROMAGUERA, EdD, CESO VI**
 Vice Chairperson: **EPS SALEM T. UYAG**
 Members: **PSDS JANET S. NEGOSO**
PSDS BERNARDINO E. ALVIAR, JR.
SEPS JOSEPH O. FULOSO

ii. PROVISIONAL MEMBERS

Infrastructure: **ENGR. ALEJANDRO N. SAMONTE, JR.**
 Goods (CSE & NON-CSE): **Supply Officer SUZETTE C. SARAUSA**
 General Support Services: **AO IV JEZREEL M. LOPEZ**
End-User Representative:

The Bids and Awards Committee (BAC) shall have the following functions:

1. Advertise and/or the post invitation to bid/request for expression of interest,
2. Conduct Pre-Procurement and Pre-Bid Conferences,
3. Determine the eligibility of prospective bidders,
4. Received and open bids,
5. Conduct the evaluation for bids,
6. Undertake post-qualification proceedings of sanction,
7. Resolve request for reconsideration,
8. Recommend award of contract to the HOPE or his duly authorized representative,
9. Recommend imposition of sanctions in accordance with the Rule XXII,
10. Recommend to the HOPE the use of Alternative Method of Procurement as Provided in Rule XIV,
11. Conduct of any Alternative Method of Procurement,
12. Conduct periodic assessment of the procurement processes and procedures to streamline procurement activities pursuant to Section 30 of the IRR, and
13. Perform such other related functions as may be necessary, including the creation of a Technical Working Group (TWG) from the pool of technical, financial, and/or legal experts of the Division.

iii. TECHNICAL WORKING GROUP

Head for Infrastructure: **ENGR. ALEJANDRO N. SAMONTE, JR.**
 Head of Goods and Services: **PSDS EMIE T. ARUELO**
 Member: **Requesting Party/Program Proponent**

1. Assist the BAC in the Bidding process particularly in the eligibility screening, evaluation of BIDS and post-qualification.

iv. **BAC SECRETARIAT**

Head of the Secretariat:

Assistant Head of the Secretariat:

Members:

PSDS RAQUEL RALLOS YAP

EPS II HONEY CHER L. ALTUBAR

PDO II TEODORA M. ORTIZ

EPS II GEOFFREY A. YMALAY

PDO II KEVIN RAE B. ESPINOSA

ADAS III NORJIN MAE A. ALONZO

ADAS II DYAN ANGEL R. SALABIT

ADAS III DAVELOUIE-OTTO C. LINGUE

ADAS II EMILY A. ABDON

The BAC Secretariat shall have the following functions:

1. Act as central channel of communication for the BAC with end-user or implementing units, PMOs, other units of the line agency, other government agencies, provider of goods, infrastructure projects, and consulting services, observers and the general public,
2. Provide administrative support to the BAC and the TWG,
3. Organize and make all necessary arrangement for the BAC and the TWG meetings and conferences,
4. Take custody of procurement documents and other records and ensure that all procurements undertaken by the PE are properly documented,
5. Assist the BAC during the Pre-Procurement conferences, pre-bid conferences, bid opening and evaluation,
6. Facilitate the signing of contracts/PO for competitive bidding,
7. Assist the managing of the procurement processes,
8. Monitor procurement activities and milestones for proper reporting to relevant agencies when required,
9. Consolidated PMPs from various units of the PE to make them available for review as indicated in Section 7 of the IRR, and prepare the APP,
10. Perform such other related functions.

NAME	SPECIFIC TASKS
RAQUEL RALLOS YAP	<ul style="list-style-type: none"> • Oversee notices and compliance of reportorial requirements from oversight agencies including DepEd CO. • Draft proposals and Memo for the conduct of procurement conferences. • Draft resolutions for the employment of alternative modes of procurement, and MRs and AOMs, if any. • Prepare Purchased Order and LCRB for Alternative Modes of Procurement. • Provide over-all management of BAC Secretariat as may be assigned by the BAC Chairman.
HONEY CHER L. ALTUBAR	<ul style="list-style-type: none"> • Assist in the submission of PMR, APCPI, APP and related documents to oversight agencies. • Prepare and update the procurement monitoring report (PMR), consolidated PMR, and agency Procurement Compliance Performance Indicator (APCPI). • Prepare notices, resolutions, NOA, NTP for Competitive Bidding (CB). • Perform such other functions as may be assigned by the BAC or Head of Secretariat.
TEODORA M. ORTIZ	<ul style="list-style-type: none"> • Prepare minutes of meetings, conferences, attendance sheets and letters. • Perform such other functions as may be assigned by the BAC or Head of Secretariat.
GEOFFREY Y. YMALAY	<ul style="list-style-type: none"> • Help check the completeness of billing and competitive bidding documents and do the routing of these documents. • Perform such other functions as may be assigned by the BAC or Head of Secretariat.
DAVELOUIE-OTTO C. LINGUE	<ul style="list-style-type: none"> • Lead in the advertising and/or posting of bidding opportunities, bid bulletins, PBDs, notices, resolutions, NOA, NTP, minutes in the PhilGEPS, website of the PE and in proper cases, in the conspicuous places within the PE premises. • Perform such other functions as may be assigned by the BAC or Head of Secretariat.
KEVIN RAE B. ESPINOSA	<ul style="list-style-type: none"> • Develop electronic systems/ network to improve generation of reports/ document.

	<ul style="list-style-type: none"> • Perform such other functions as may be assigned by the BAC or Head of Secretariat.
NORJIN MAE A. Alonzo	<ul style="list-style-type: none"> • Draft resolutions for the employment of alternative modes of procurement, and MRs and AOMs, if any. • Prepare abstract, RTA, PO for alternative modes of procurement. • Accept PRs from End-Users and assign PR numbers to the same, • Prepare Requests for Quotation (RFQ), BAC Resolution, Abstract, LCRB, • Perform such other functions as may be assigned by the BAC or Head of Secretariat.
DYAN ANGEL R. SALABIT	<ul style="list-style-type: none"> • Help prepare and update APPs, including its supplemental, • Perform such other functions as may be assigned by the BAC or Head of Secretariat.
EMILY A. ABDON	<ul style="list-style-type: none"> • Assist in the preparation of the minutes of meetings, conferences, attendance sheets and letters. • Prepare and manage the sale and distribution of bidding documents to interested bidders, • Systematize and update supplier's/ contractor's profile of technical and eligibility documents, • Prepare letter of invitation, post-qualification, and other notices, • Perform such other functions as may be assigned by the BAC or Head of Secretariat.

v. **INSPECTORATE TEAM**
GOODS (CSE & NON-CSE), GENERAL SUPPORT SERVICES &
INFRASTRUCTURE:

EPS SANNY BOY I. ASIM
EPS DEXTER JONES D. FIEL
ITO JOEL A. BATERNA

The Inspectorate Team shall have the following functions:


1. Inspect delivery goods in accordance with the perfected Purchased Order/ Contract;
2. Sign the inspection and Acceptance Report form and recommend payment/ non-payment of the supplier/ contractor,
3. Monitor the rectification of defective deliveries if there are.

vi. **CANVASSERS**

ADA VI CARL JUN D. CENIZA- OSDS (HRMO)
ADA Appointed- SGOD
ADA Appointed- CID

The Canvassers shall have the following functions:

1. Do personal/online canvass of goods and services based on the Request for Quotation (RFQ) from accredited suppliers with PhilGEPS Registration,
 2. Advise the suppliers to fill up the RFQ properly and any entries therein legibly written,
 3. Hand-in completely filled up RFQ to the Chairperson or in absence, to the Vice Chairperson,
2. This designation has a team of one year from the date of issuance and is renewable at the discretion of the Head of the Procuring Entity. It carries no additional compensation except for honoraria allowed by the relevant issuances nor can be used as priority in promotion but is in addition to the current duties and responsibilities of the above-named personnel.
3. For information and compliance.


LOURMA I. POCULAN, CESO VI
Assistant Schools Division Superintendent
Officer-In-Charge
Office of the Schools Division Superintendent

