



Republic of the Philippines
Department of Education
 REGION X – NORTHERN MINDANAO
SCHOOLS DIVISION OF EL SALVADOR CITY

29 Sep 2020

DIVISION MEMORANDUM
 No. 217, s. 2020

RECONSTITUTION OF COMMITTEES FOR PROCUREMENT ACTIVITIES

To: **Asst. Schools Division Superintendent**
Chief CID, SGOD
PSDS, Education Program Supervisors
All Public Elementary & Secondary School Heads
All Others Concerned
 This Division

- This is to inform the field that effective October 1, 2020, the composition of this Division's committees relative to Procurement, shall be as follows:

A. Bids and Awards Committee (BAC)

Name	Role
Alicia E. Anghay, ASDS	Chairperson
Rolly B. Labis, SGOD Chief	Vice-Chairperson
Ninian A. Alcasid, CID Chief	Regular Member
Jeffrey M. Martinez, AO V	Regular Member
Roque R. Sabasaje, EPSVR	4 th Provisional Member (Infrastructure Projects)
Genevieve E. Lusterio, EPSVR	4 th Provisional Member (Goods)
Nilo L. Lomongo, EPS II	5 th Provisional Member (if procurement is for the Division Office)

B. BAC Secretariat- act as the main support unit of the BAC

Name	Assignment
Dexter A. Carangcarang	Items indicated in the APP-CSE
Eulita M. Castillo	Trainings/Seminars/Activities and Records
Rodrigo N. Valmoria, Jr.	Public Bidding

C. Technical Working Group (TWG)- provide assistance to the BAC in terms of technical, financial, legal and other aspects of the procurement at hand

Name	Assignment
Tonnie Mae M. Gonzales	Infrastructure Projects
Sherrie R. Dungog	Goods and Services
Kevin B. Asequia	Infrastructure/Goods and Services

OSDS/AMA



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D. Canvass Team- to request quotations from suppliers

Name	Assignment
Nick A. Ratunil	Procurement for Schools
Jerome Glenn M. Suguilon	Procurement for the SDO

E. Inspectorate Team- to ensure that projects and/or items delivered meet the specifications

**Refer to the Division Memorandum issued re: Reconstitution of Inspectorate Team*

F. Liaison Officers- to serve Purchase Order (POs) and pick-up items or billing (if applicable)

Name	Assignment
Honey Luz A. Sabuero	Procurement for Schools
Esmael V. Malaco, Jr. Glenn John O. Isiderio	Procurement for the SDO
John Perkins S. Sillabe	Assist in the pickup and delivery of goods

2. Designated employees are expected to perform the duties and responsibilities, as prescribed by the Procurement rules and regulations, in addition to the duties and responsibilities of their current position. Further, they are always expected to uphold the public trust.
3. This memorandum shall take effect until further revoked by this office.
4. For information, guidance and compliance.

OLGA C. ALONSABE

Asst. Schools Division Superintendent
Officer-In-Charge
Office of the Schools Division Superintendent

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

COMMITTEES

OSDS/AMA



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