



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

18 Feb 2022

DIVISION MEMORANDUM

No. 082, s. 2022

**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*

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

**A. Bids and Awards Committee (BAC)-** *enclosure A contains the duties and responsibilities of the BAC members*

| Name                              | Role   |
|-----------------------------------|--|
| Dionesio L. Liwagon, Jr, OIC-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 <sup>th</sup> Provisional Member<br>(Infrastructure Projects)                      |
| Genevieve E. Lusterio, EPSVR      | 4 <sup>th</sup> Provisional Member (Goods)   |
| Nilo L. Lomongo, EPS II           | 5 <sup>th</sup> Provisional Member (if<br>procurement is for the Division<br>Office) |

**B. BAC Secretariat-** to 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                            |

OSDS/AMA



Address: Zone 3, Poblacion, El Salvador City | Tel. No. (088) 557-5375  
Website: [www.depedelsalvadorcity.net](http://www.depedelsalvadorcity.net) | Email: [elsalvador.city@deped.gov.ph](mailto:elsalvador.city@deped.gov.ph)



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

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

| <b>Name</b>            | <b>Assignment</b>                 |
|------------------------|-----------------------------------|
| Tonnie Mae M. Gonzales | Infrastructure Projects           |
| Sherrie R. Dungog      | Goods and Services                |
| Kevin B. Asequia       | Infrastructure/Goods and Services |

**D. Canvass Team-** to request quotations from suppliers

| <b>Name</b>              | <b>Assignment</b>       |
|--------------------------|-------------------------|
| Nick A. Ratunil          | Procurement for Schools |
| Esmael V. Malaco, Jr.    | Procurement for the SDO |
| Jerome Glenn M. Suguilon |                         |

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

| <b>Role</b>         | <b>Name of Employee</b>   |
|---------------------|---|
| Team Leader         | Lina C. Bejiga  |
| Regular Members     | Jurica Ethel L. Estrada<br>Johnell G. Vacalares<br>Sheila Mae B. Acero<br>Adrian Gabriel D. Labadan                     |
| Provisional Members | Representatives of the Implementing Unit/End-User who have technical skill and expertise relevant to the goods procured |

The following shall be the provisional member of the corresponding projects:

| <b>Projects</b>  | <b>Provisional Member/s</b>                |
|--|--|
| Infrastructure Projects, furniture & fixture and other related goods and services                  | Tonnie Mae M. Gonzales                     |
| Learning materials, supplementary learning resources, printing projects and LTE for TVL & SME      | Glenn John O. Isiderio<br>Emelie G. Yubuco |
| School-Based Feeding Program food and medicines, dental tools & supplies and other health supplies | Cecille Z. Khobuntin                       |
| Sports-related goods and equipment   | Kevin B. Asequia                           |
| Training/Seminar Kits  | Merogim P. Mugot                           |
| DCP Packages, IT-related goods and internet services   | Sherrie R. Dungog                          |
| DRRM Supplies and Materials  | Esmael V. Malaco, Jr.                      |
| Service Vehicles   | John Perkins S. Sillabe                    |

OSDS/AMA



Address: Zone 3, Poblacion, El Salvador City | Tel. No. (088) 557-5375  
 Website: [www.depedelsalvadorcity.net](http://www.depedelsalvadorcity.net) | Email: [elsalvador.city@deped.gov.ph](mailto:elsalvador.city@deped.gov.ph)



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

|  |  |
|--|--|
| Food for Trainings, Seminars, Conferences and Other Activities | Anabelle M. Mamaclay   |
| Security, Janitorial and Other General Services                | Jeffrey M. Martinez<br>(Jerome L. Suguilon, in the absence of Mr. Jeffrey M. Martinez) |

**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                    |
| Adrian Gabriel D. Labadan<br>Glenn John O. Isiderio | Procurement for the SDO                    |
| John Perkins S. Sillabe                             | Assist in the pickup and delivery of goods |

- 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 expected to uphold the public trust at all times.
- Relative to this, a virtual re-orientation conference will be conducted on a later date which will be announced in a separate memorandum.
- All are reminded that this Office adheres to Equal Opportunity Principle (EEOP). Hence, all decisions and actions shall be based solely on guidelines set forth, with no discrimination on the account of age, gender identity, sexual orientation, civil status, disability, religion, ethnicity or political affiliation.
- This memorandum shall take effect until further revoked by this office.
- This is for your information, guidance and compliance.

**OLGA C. ALONSABE**  
Schools Division Superintendent

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

COMMITTEES      PROCUREMENT      BAC

OSDS/AMA



Address: Zone 3, Poblacion, El Salvador City | Tel. No. (088) 557-5375  
Website: [www.depedelsalvadorcity.net](http://www.depedelsalvadorcity.net) | Email: [elsalvador.city@deped.gov.ph](mailto:elsalvador.city@deped.gov.ph)





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

---

**DUTIES & RESPONSIBILITIES OF BIDS AND AWARDS COMMITTEE (BAC) SECRETARIAT**

1. Act as the main support unit of the BAC;
2. Provide administrative support to the BAC and the TWG, if necessary;
3. Organize and make all necessary arrangements for the BAC meetings as well as TWG meetings, if necessary;
4. Attend BAC meetings as Secretary;
5. Prepare Minutes of the BAC meetings;
6. Take custody of procurement documents and be responsible for the sale and distribution of bidding documents to interested buyers;
7. Assist in managing the procurement process;
8. Monitor procurement activities and milestones for proper reporting to relevant agencies and/or end-users, when required;
9. Be the central depository of all procurement related information and continually update itself with the most current GPPB resolutions issuances, circulars and events, and downstream the same to all relevant officer, employees, and parties requiring information. For this purpose, all information released by the GPPB can be secured electronically from [www.gppb.gov.ph](http://www.gppb.gov.ph);
10. Prepare the APP from the consolidated PMPs submitted by the various PMOs and end-user units of the Procuring Entity to make them available for review as indicated in Section 7 of the IRR-A;
11. Make arrangements for the pre-procurement and pre-bid conferences and bid openings;
12. Act as the central channel of communications for the BAC with the end-users, PMOs, other units of the line agency, other government agencies, providers of goods, civil works and consulting services, and the general public;
13. Assist the BAC in preparing drafts of BAC resolutions; and
14. Provide utmost priority to BAC assignments over all other duties and responsibilities, until the requirements for the procurement at hand are completed (Jury Duty).
15. Based on inputs from the BAC and the TWG, it must prepare the procurement documents, i.e., purchase orders, job orders, contracts, and their attachments, for processing by the Budget, Accounting, Legal and Finance Offices, and routing to the signing and approving authorities. It must monitor the status of the procurements routed for approval, and cause the correction of any formal deficiencies in the said procurement documents to facilitate action on the part of the approving authorities.
16. It shall create, maintain and update the registry of suppliers, contractors, and consultants.
17. It shall create, maintain and update a price monitoring list, if one is maintained by the Procuring Entity.
18. It shall manage and undertake procurements using the following alternative methods - Repeat order and shopping - upon prior resolution of the BAC and approval by the Head of the Procuring Entity.
19. It shall administer the PhilGEPS, as the counterpart of the service provider, if the Procuring Entity has outsourced the PhilGEPS for non-common use items. Depending on the Service Level Agreement covering the contract, such administration may be limited to registration of suppliers and other users, assigning access levels, and updating of data.
20. It shall transact with the PhilGEPS and PS-DBM in behalf of the Procuring Entity

OSDS/AMA



Address: Zone 3, Poblacion, El Salvador City | Tel. No. (088) 557-5375  
Website: [www.depedelsalvadorcity.net](http://www.depedelsalvadorcity.net) | Email: [elsalvador.city@deped.gov.ph](mailto:elsalvador.city@deped.gov.ph)