



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

17 April 2023

DIVISION MEMORANDUM  
No. 190, s. 2023

**RECONSTITUTION OF COMMITTEES FOR PROCUREMENT ACTIVITIES**

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

1. This is to inform the field that effective April 17, 2023, 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
<b>Conniebel C. Nistal, PhD</b> <i>ASDS</i>	Chairperson
<b>Rolly B. Labis, EdD</b> <i>Chief ES, SGOD</i>	Vice-Chairperson
<b>Ninian A. Alcasid, PhD</b> <i>Chief ES, CID</i>	Regular Member
<b>Jeffrey M. Martinez, JD</b> <i>Administrative Officer V</i>	Regular Member
<b>Stephanie P. Saligumba</b> <i>Budget Officer</i>	Regular Member
<b>Roque R. Sabasaje</b> <i>EPSVR, EPP/TLE/TVL</i>	Provisional Member (Infrastructure Projects)
<b>Genevieve E. Lusterio, PhD</b> <i>EPSVR, Filipino</i>	Provisional Member (Goods)
<b>Analyn G. Fabria, PhD</b> <i>EPSVR, SGOD</i>	Provisional Member (if procurement is for the Division Office)

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

Name	Assignment
John Franklin Dresser EPSVR, CID	BAC Secretariat
Rodrigo N. Valmoria, Jr.	Member Public Bidding/Other Procurement
Andrie Cris L. Saguing	Member Trainings/Seminars/Activities and Records

**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

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

**D. Canvass Team-** to conduct market survey and request quotations from suppliers

Name	Assignment
Nick A. Ratunil	Procurement for Schools
Jerome Glenn M. Suguilon	Procurement for the Office of the SDS, Admin. Main, Budget, Accounting, Cash and Property and Supply
Randy Rhys U. Capistrano	Procurement for Personnel Unit
Nishi M. Abratiguin / <i>All other program holders</i>	Procurement for CID Main
Johnell Francis G. Vacalares	Procurement for CID-ALS
Glenn John O. Isiderio	Procurement for CID-LRMS
Esmael V. Malaco, Jr. / <i>All other program holders</i>	Procurement for SGOD Main
Franz Maybelle M. Gaid	Procurement for SGOD-Medical

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

Role	Name of Employee
Chairman	Lina C. Bejiga, PhD
Co-Chairman	Anabelle M. Mamacalay, CE, PhD
Regular Member	Marie Jade A. Cacayan, PhD
Provisional Members	Representatives of the Implementing Unit/End-User who have technical skill and expertise relevant to the goods procured

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

<b>Projects</b>	<b>Provisional Member/s</b>
Infrastructure Projects, furniture & fixture and other related goods and services	Engr. Tonnie Mae M. Gonzales
Learning materials, supplementary learning resources, printing projects and LTE for TVL & SME	Glenn John O. Isiderio 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	Analyn G. Fabria, PhD
Training/Seminar Kits	Karen Rose A. Serrania
DCP Packages, IT-related goods and internet services	Sherrie R. Dungog
DRRM Supplies and Materials	Jurica Ethel L. Estrada
Service Vehicles	John Perkins S. Sillabe
Food for Trainings, Seminars, Conferences and Other Activities	Eleonor M. Remonsada
Security, Janitorial and Other General Services	Jeffrey M. Martinez (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)

<b>Name</b>	<b>Assignment</b>
Honey Luz A. Sabuero	Procurement for Schools
Dexter A. Carangcarang	Procurement for the SDO
John Perkins S. Sillabe	Assist in the pickup and delivery of goods

- Designated employees shall be sent to attend procurement trainings or capacity development program, as prescribed by the Procurement rules and regulations. They are likewise expected to perform the prescribed duties and responsibilities, in addition to the duties and responsibilities of their current position. Further, they are expected to uphold the public trust and interest at all times.
- All are reminded that this Office adheres to Equal Opportunity Principle (EOP). Hence, all decisions and actions shall be based solely on guidelines set forth,

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with no discrimination on the account of age, gender identity, sexual orientation, civil status, disability, religion, ethnicity or political affiliation.

4. This memorandum shall take effect until further revoked by this office.
5. This is for your information, guidance and compliance.

  
**RANDOLPH B. TORTOLA**  
Schools Division Superintendent *R*

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

COMMITTEES      PROCUREMENT      BAC

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**FUNCTIONS OF THE BIDS AND AWARDS COMMITTEE (BAC)**

*Reference: The 2016 Revised Implementing Rules and Regulations (IRR) of RA 9184*

*Section 12.1*

The BAC shall have the following functions:

- a. advertise and/or post the invitation to bid/request for expressions of interest;
- b. conduct pre-procurement and pre-bid conferences;
- c. determine the eligibility of prospective bidders;
- d. receive and open bids;
- e. conduct the evaluation of bids;
- f. undertake post-qualification proceedings;
- g. resolve requests for reconsideration;
- h. recommend award of contracts to the Head of Procuring Entity (HoPE) or his duly authorized representative;
- i. recommend the imposition of sanctions in accordance with Rule XXIII;
- j. recommend to the HoPE the use of Alternative Methods of Procurement as provided in Rule XVI hereof;
- k. conduct any of the Alternative Methods of Procurement;
- l. conduct periodic assessment of the procurement processes and procedures to streamline procurement activities pursuant to Section 3(c) of this IRR; and
- m. perform such other related functions as may be necessary, including the creation of a Technical Working Group (TWG) from a pool of technical, financial, and/or legal experts.

*Section 12.2*

The BAC:

- a. shall be responsible for ensuring that the Procuring Entity abides by the standards set forth by the Act and this IRR, and
- b. shall prepare a Procurement Monitoring Report (PMR) in the form prescribed by the GPPB.<sup>23</sup> The PMR shall cover all procurement activities specified in the APP, whether ongoing and completed, from the holding of the pre-procurement conference to the issuance of notice of award and the approval of the contract, including the standard and actual time for each major procurement activity. The PMR shall be approved and submitted by the HoPE to the GPPB in electronic format<sup>24</sup> within fourteen (14) calendar days after the end of each semester. The PMR shall likewise be posted in accordance with E.O. 662, s. 2007, as amended.

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**FUNCTIONS OF THE BAC SECRETARIAT / PROCUREMENT UNIT**

*Reference: The 2016 Revised Implementing Rules and Regulations (IRR) of RA 9184*

**Section 14. 1**

The HoPE shall create a Secretariat which will serve as the main support unit of the BAC. An existing organic office within the Procuring Entity may also be designated to serve as Secretariat. To strengthen and promote the professionalization of the organizations' procuring unit, the HoPE may create procurement units that may serve concurrently as BAC Secretariat in accordance with the guidelines issued by DBM. 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 BAC and the 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 various units of the Procuring Entity to make them available for review as indicated in Section 7 of this IRR and prepare the APP; and
- 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.

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**DUTIES OF BAC TECHNICAL WORKING GROUP (TWG)**

*Reference: The 2016 Revised Implementing Rules and Regulations (IRR) of RA 9184*

*Section 12.1, Letter m:*

The Technical Working Group (TWG) created by the Bids and Awards Committee (BAC) from the pool of technical, financial, and/or legal experts shall assist in the following:

- I. Review of the Technical Specifications, Scope of Work, and Terms of Reference;
- II. Review of Bidding Documents;
- III. Shortlisting of Consultants;
- IV. Eligibility Screening;
- V. Evaluation of Bids;
- VI. Post-Qualification; and
- VII. Resolution of Request for Reconsideration

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**DUTIES OF ADMINISTRATIVE OFFICER IV (SUPPLY)**

- ON PROCUREMENT AND ACQUISITION
- ON DELIVERY INSPECTION AND ACCEPTANCE

*Reference: Job Description (SDO\_OSDS\_Admin\_Property\_ADOF4, Page 2 of 2)*

1. Prepare the Division Annual Procurement Plan, by collecting, and consolidating the procurement plans of the various units of the schools division offices for approval of SDS and submission to DBM
2. Prepare an agency procurement request on a quarterly basis for validation by DBM as to availability of stocks to determine supplies to be procured from DBM depot or sourced outside
3. Receive and physically inspect supply delivered to ensure adherences to quarterly and quality specs of items delivered

**DUTIES OF ADMINISTRATIVE AIDE VI (SUPPLY)**

- ON SUPPLIES AND MATERIALS

*Reference: Job Description (SDO\_OSDS\_Admin\_Property\_ADOF4, Page 2 of 2)*

1. Receive and record supplies, materials and equipment upon delivery, in order to document availability of the item for effective monitoring and supply management
2. Organize and maintain orderliness of the supplies and materials in the stockroom by systematizing storage, regularly cleaning and sanitizing to ensure easy identification, access and preservation and safety of material resources
3. Prepare supplies and materials for issuance by the Supply Officer to requesting units
4. Consolidate records on received and issued supplies and materials and prepare report on monthly balances

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