



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

25 August 2023

DIVISION MEMORANDUM  
No. 352, 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 August 25, 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>John Franklin Dresser, PhD</b> <i>EPSVR, MAPEH</i>	Provisional Member (Goods)
<b>Analyn G. Fabria, PhD</b> <i>EPSVR, SGOD</i>	Provisional Member (if procurement is for the Division Office)

BAC/CCN



Address: Zone 3, Poblacion, El Salvador City  
Tel. No. (088) 855-0113  
Website: [www.depedelsalvadorcity.net](http://www.depedelsalvadorcity.net)  
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**B. BAC Secretariat-** to act as the main support unit of the BAC

Name	Assignment
Genevieve E. Lusterio, PhD	BAC Secretariat Head
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 & OSDS
Honey Luz A. Sabuero	Procurement for Schools & OSDS
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

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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:

Projects	Provisional Member/s
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. Purchase Order (PO) In-charge** – encode and process purchase orders.

Dexter A. Carangcarang	Procurement for the SDO
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**G. PO Monitoring In-charge** – monitor all purchase orders progress and status.

Alan T. Saculingan, Supply Officer	Procurement for the SDO
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**H. Liaison Officers-** to serve Purchase Order (POs) and pick-up items.

Name	Assignment
Jerome Glenn M. Suguilon	Procurement for the SDO
John Perkins S. Sillabe	Assist in the pickup and delivery of goods

2. 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.
3. 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, 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

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

COMMITTEES      PROCUREMENT      BAC

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