

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

6 January 2025

DIVISION MEMORANDUM
No. 003, s. 2025

**RECONSTITUTION OF COMMITTEES FOR PROCUREMENT ACTIVITIES
FOR CALENDAR YEAR 2025**

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

1. This is to inform the field that effective January 15, 2024, 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

Supply, Goods & Services, Feeding, Infrastructure/Repair

Name	Role
1. Conniebel C. Nistal, PhD ASDS	Chairperson
2. Rolly B. Labis, EdD Chief ES, SGOD	Vice-Chairperson
3. Ninian A. Alcasid, PhD Chief ES, CID	Regular Member
4. Jeffrey M. Martinez, JD Administrative Officer V	Regular Member
5. Stephanie P. Saligumba Budget Officer	Regular Member
6. Analyn G. Fabria, PhD EPSVR, SGOD	Regular Member
7. Melanie M. Ligutom, EPSVR, CID	Regular Member



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

Name	Assignment
Maricris P. Quismundo	BAC Secretariat Head
Therese Charmaine Y. Estano	Member, Public Bidding/Other Procurement
Jean Krishna L. Mugot	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/Goods and Services
Sherrie R. Dungog	Infrastructure/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
Honey Luz A. Sabuero	Procurement for Schools
Randy Rhys U. Capistrano	Procurement for Personnel Unit
Felix Rey Redulla	Procurement for OSDS & BAC
Johnell Francis G. Vacalares	Procurement for CID-ALS
Glenn John O. Isiderio	Procurement for CID-LRMS
Jurica Ethel L. Estrada	Procurement for SGOD-Main
James Worren P. Clarabal	
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	Felanie Marie A. Lim
Co-Chairman	Eleonor R. Isiderio
Regular Members	Jon Louis O. Dacoco Apple Kieth B. Arangoso
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
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	Jeffrey M. Martinez
Food for Trainings., Seminars, Conferences and Other Activities	Eleonor R. Isiderio
Security, Janitorial and Other General Services	Jeffrey M. Martinez (Jerome L. Suguilon, in the absence of Mr. Jeffrey M. Martinez)

F. PO Monitoring In-charge – monitor all purchase orders progress and status

Name	Assignment
Alan T. Saculingan, Supply Officer	Procurement for the SDO
Adrian Kirby P. Saarinas, ADA VI	Procurement for the SDO

G. 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.





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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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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;
- e. conduct the evaluation of bids;
- f. undertake post-qualification proceedings;
- g. resolve requests for reconsideration;
- h. recommend award of contracts to the 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. 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 printed and electronic format 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.

BAC/CCN



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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 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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