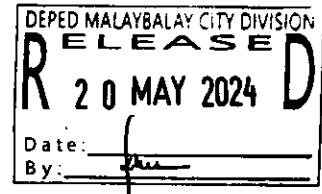




DM 2024-05-214



Republic of the Philippines  
**Department of Education**  
REGION X - NORTHERN MINDANAO  
DIVISION OF MALAYBALAY CITY

**DIVISION MEMORANDUM**NO. 214, s. 2024

TO: Chief Education Supervisors  
Education Program Supervisors  
Public School District Supervisors  
Senior Education Program Supervisor  
Head of Public Elementary/Integrated/ Secondary School  
All Others Concerned

FROM: **CHERRY MAE L. LIMBACO-REYES**  
Schools Division Superintendent

DATE: May 16, 2024

RE: **RECOMPOSITION OF THE BIDS AND AWARDS COMMITTEE (BAC), TECHNICAL WORKING GROUP (TWG) BAC SECRETARIAT AND SUPPORT STAFF**

1. Effective immediately, the composition of the Bids and Awards Committee (BAC) is hereby reorganized as follows:

Position	Bids and Awards Committee Composition
BAC Chairman:	<b>Ralph T. Quirog</b> Chief Education Supervisor
BAC Vice Chairman:	<b>Lorenzo O. Capacio</b> Chief Education Supervisor
BAC Member:	<b>Rachel R. Valde</b> Education Program Supervisor
BAC Member:	<b>Rosie A. Salupado</b> Education Program Supervisor
BAC Member:	<b>Rosalio P. Arangco</b> Education Program Supervisor
Alternate BAC Member:	<b>Dindo M. Gabales</b> Education Program Supervisor
Alternate BAC Member	<b>Sibyl L. Maputi</b> Administrative Officer V



Address: Sayre Hi-way, Purok 6, Casisang, Malaybalay City  
Telefax No.: 088-314-0094; Telephone No.: 088-813-1246  
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<b>Position</b>	<b>Bids and Awards Committee Composition Technical Working Group (TWG and support staff)</b>
Head, TWG:	<b>Atty. Wincerbogne L. Pesisano</b> Attorney III
Member, TWG:	<b>Engr. Leslie T. Fontanilla</b> Engineer III
Member, TWG:	<b>Paul John P. Arias</b> Information Technology Officer II
Member, TWG:	<b>Woodrow Wilson B. Merida</b> Senior Education Program Specialist
BAC Secretariat:	<b>Manuel D. Dinlayan II, DPA</b> Administrative Officer V
Member BAC Secretariat:	<b>Florabelle R. Porras</b> Administrative Officer IV
Member BAC Secretariat:	<b>Emelyn R. Togonon</b> Librarian II
Member BAC Secretariat:	<b>Lucilyn M. Cahucom</b> Project Development Officer I
Support Staff:	<b>Joy Mae H. Anecio</b> Administrative Assistant III
Support Staff:	<b>John F. Daguinotas</b> Administrative Aide I

2. Pursuant to Sec. 12.1, Rule V of the 2016 Revised IRR of RA 9184 or the Government Procurement Reform Act, 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 the 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 for in Rule XVI;
  - k. Conduct any of the Alternative Methods of Procurement;



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- l. Conduct a periodic assessment of the procurement processes and procedures to streamline procurement activities pursuant to Section 3(c) of the same 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 to assist in the following:
  - 1.) Review of the Technical Specifications, Scope of Work and Terms of Reference;
  - 2.) Review of Bidding Documents;
  - 3.) Shortlisting of Consultants;
  - 4.) Eligibility Screening;
  - 5.) Evaluation of Bids;
  - 6.) Post-Qualification; and
  - 7.) Resolution of Request for Reconsideration.

3. Further, Section 12.2 provides that the BAC shall be responsible for ensuring that the Procuring Entity abides by the standards set forth by the Act and the said IRR, and it 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 (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.

4. Pursuant to Sec. 14.1, Rule V of the Revised IRR of RA 9184, the **BAC Secretariat** shall have the following functions:
- a. Provide administrative support to the BAC and Technical Working Group (TWG);
  - b. Organize and make all necessary arrangements for BAC and the TWG meetings and conferences;
  - c. Prepare minutes of meetings and resolutions of 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 Notice of Awards;
  - g. Assist in managing the procurement processes;
  - h. Monitor procurement activities and milestones for proper reporting to relevant agencies when required;





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- i. Consolidate PMPs from various units of the Procuring Entity to make them available for review as indicated in Section 7 of the same 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 in the line agency, other government agencies, providers of goods, infrastructure projects, and consulting services, observers, and the general public.

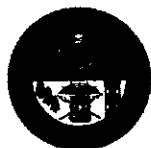
5. Pursuant to Sec. 15 of the Revised IRR of RA 9184, the members of the BAC members, BAC Secretariats, and the TWG members, are hereby authorized to claim honoraria subject to the provisions of DBM BC No. 2004-5A and DBM BC No. 2007-3 and the usual accounting and auditing rules and regulations.

6. To expedite the procurement process, Heads and Members of the Secretariat, Technical Working Group, and Procurement Unit, are reminded of the "jury duty" nature of the BAC functions.

7. Anent thereto, all concerned personnel are hereby directed to submit to the Secretariat of the BAC an approved copy of their monthly schedule of activities and itineraries of travel, if any, to serve as future reference.

8. This Memorandum supersedes all previous issuances pertaining to the composition and function of the BAC and shall remain until revoked.

Copy Furnished:  
Records Unit



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