



Republic of the Philippines  
REGION VII – CENTRAL VISAYAS  
**Department of Education**  
Schools Division of Negros Oriental

**Office of the Schools Division Superintendent**

DIVISION MEMORANDUM  
No. 142, s. 2023

07 MAR 2023

**RECONSTITUTION OF THE BIDS AND AWARDS COMMITTEE (BAC),  
BAC SECRETARIAT AND TECHNICAL WORKING GROUP**

TO : Assistant Schools Division Superintendents  
Chiefs, CID and SGOD  
All Others Concerned

1. Pursuant to the provision of RA 9184 or otherwise known as the “Government Procurement Reform Act”, this Office hereby announces the reconstitution of the Bids and Awards Committee (BAC), BAC Secretariat and Technical Working Groups to compose of the following officials/personnel effective March 01, 2023, viz:

**BIDS AND AWARDS COMMITTEE (BAC)**

<b>DR. MARCELO K. PALISPIS</b> , OIC-ASDS	-Chairperson
<b>DR. RACHEL B. PICARDAL</b> , CES-SGOD	-Vice-Chairperson
<b>DR. CARMELITA A. ALCALA</b> , EPS	-Member
<b>MR. ARNOLD R. JUNGCO</b> , EPS	-Member
<b>DR. ANTONIO B. BAGUIO, JR.</b> , EPS	-Member
<b>DR. DAN P. ALAR</b> , EPS	-Member
<b>MRS. DAE P. HABALO</b> , SEPS	-Member

**ALTERNATIVE BAC MEMBERS**

**DR. KARL T. CREDO**, Planning Officer  
**MR. DENNIS CHARL F. ANDALAJAO**, SEPS

**Duties and Functions of Bids and Awards Committee (BAC)**

In relation to RA 9184 Article V Section 12, the BAC shall have the following functions:

1. Advertise and / or post the invitation to bid / request for expressions of interest;
2. Conduct pre-procurement and pre-bid conferences;
3. Determine the eligibility of prospective bidders;
4. Receive bids;
5. Conduct the evaluation of bids;
6. Undertake post qualification proceedings;
7. Resolve motion for reconsideration;
8. Recommend award of contract to the Head of the Procuring Entity or his duly authorized representative;

9. Recommend the imposition of sanctions in accordance with Rule XXIII;
10. Recommend to the Head of the Procuring Entity the use of Alternative Methods of Procurement as provided for in Rule XVI hereof; and
11. Perform such other related functions as maybe necessary, including the creation of Technical Working Group (TWG) from a pool of technical, and / or experts to assist in the procurement process, particularly in the eligibility screening, evaluation of bids and post qualification

### **BAC SECRETARIAT**

<b>MRS. KARLA P. ANTONIO</b>	-Chairperson
<b>DR. RUBY JEAN ESTRELLITA M. BIDAURE</b>	- Member
<b>MS. AMABEL A. HERRERA</b>	-Member
<b>MR. ANDRIE P. AMOR</b>	-Member
<b>MRS. IVONE MARIE V. JARDIN</b>	-Member
<b>MR. JESSE JOHN E. PAGASIAN</b>	-Member
<b>MS. MA. IRENE CECILIA A. ELEMIA</b>	-Member
<b>MS. PHOEBE JEAN A. SAGOLILI</b>	-Member

#### **Duties and Functions of BAC Secretariat**

In relation to RA 9184, the BAC Secretariat shall have the following functions and responsibilities:

1. Provide administrative support to the BAC;
2. Organize and make all the necessary arrangements for BAC meetings and conferences;
3. Prepare minutes of meetings and resolutions of the BAC;
4. Take custody of the procurement documents and other records;
5. Manage the sale and distribution of Bidding Documents to interested bidders;
6. Advertise and / or post bidding opportunities, including bidding documents and notice of awards;
7. Assist in managing the procurement processes;
8. Monitor procurement activities and milestones for proper reporting to relevant agencies when required;
9. Consolidate PPMPs from various units of the procuring entity to make them available for review as indicated in Section 7 of IRR; and
10. Act as central channel of communications for the BAC with end users, PMOs, other units of the line agency, other government agencies, providers of goods, infrastructure projects and consulting agencies, observers and general public.

### **TECHNICAL WORKING GROUP**

#### **A. INFRASTRUCTURE:**

<b>ENGR. PHILIP C. TUBOG</b> , Engr. III	-Chairperson
<b>ENGR. MONICA P. ABADINES</b> , DepEd Proj. Engr. II	-Member
<b>ENGR. WENDY L. BALDAZANO</b> , DepEd Proj. Engr. II	-Member
<b>MR. DESIDERIO T. QUITOY, JR.</b> , ADA I	-Member

**B. GOODS/INSTRUCTIONAL MATERIALS:**

<b>DR. RENANTE A. JUANILLO, EPS</b>	-Chairperson
<b>MS. ROSELA R. ABIERA, EPS</b>	-Member
<b>MR. ALLAN A. TABIO, SEPS</b>	-Member
<b>DR. REGINA CLARINA E. EMPESO, SEPS</b>	-Member

**C. INFORMATION COMMUNICATION TECHNOLOGY**

<b>MRS. REMYLIN V. GAOGAO, ITO I</b>	-Chairperson
<b>MR. ALFREDO TICON, JR., DEMO I</b>	-Member
<b>MR. NIÑONITO DIVINO, ADA I</b>	-Member

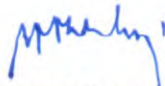
**D. MEDICAL SUPPLIES AND EQUIPMENTS**

<b>DR. KARINA LOUISE DELA CRUZ, Medical Officer III</b>	-Chairperson
<b>MRS. EMILDA CHIU, Nurse II</b>	-Member
<b>MR. FELIX III D. MOSQUEDA, Nurse II</b>	-Member

**Duties and Functions of BAC Technical Working Group**

In relation to RA 9184, the TWG shall provide assistance to BAC in terms of technical, financial, legal and other aspects of the procurement at hand. It shall have the following responsibilities:

1. Assist the BAC in the preparation of the bidding documents, ensuring that the same properly reflects the requirements of the procuring entity and that these conforms to the standards set forth by RA 9184, its IRR-A and PBDs prescribed by the GPPB;
  2. Assist the BAC in the conduct of eligibility screening of prospective bidders, and in the short listing of prospective bidders in case of bidding for consulting services;
  3. Assist the BAC in the evaluation of bids and prepare the accompanying reports for the BAC's consideration and approval;
  4. Assist the BAC in the conduct of post-qualification activities and prepare the postqualification summary report for the BAC's approval;
  5. Assist the BAC and the BAC Secretariat in preparing the resolution recommending award, with regard to the technical aspect, if necessary; and
  6. Provide utmost priority to BAC assignments over all other duties and responsibilities, until the requirements for the procurement at hand are completed.
2. This serves as a Designation Order.
  3. For Information and Compliance.



**SENEN PRISCILLO P. PAULIN, CESO V**  
Schools Division Superintendent  
Office of the Schools Division Superintendent

SSP/MKP-JMA-NLR/OASDS-P/MKP



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