



Republic of the Philippines
Department of Education
REGION II - CAGAYAN VALLEY
SCHOOLS DIVISION OF BATANES

August 12, 2025

DIVISION MEMORANDUM

No. **245**, s. 2025

RECONSTITUTION OF THE COMPOSITION OF THE DIVISION BIDS AND AWARDS COMMITTEE, TWG, AND BAC SECRETARIAT AND DESIGNATION OF ALTERNATIVE HEAD OF PROCURING ENTITY

To: Assistant Schools Division Superintendent
Chief Education Supervisors
Education Program Supervisors
SDO Unit Heads and Staff

1. Pursuant to the provisions of Article V, Section 11 of Republic Act 9184, otherwise known as "The Government Procurement Reform Act" and Rule V, Sec. 11.2 of the Implementing Rules and Regulations which prescribes the necessary law, rules and regulations for the modernization, standardization, and regulation of the procurement activities of the government, the Division Bids and Awards Committee, BAC Secretariat and Technical Working Group is hereby reconstituted as follows:

a. Division Bids and Awards Committee

Chairperson : Georgann G. Cariaso, *Asst. Schools Division Superintendent*
Vice Chairperson : Marcial Y. Noguera, *Chief Education Supervisor, SGOD*
Members : Violeta H. Binalon, *Education Program Supervisor*
Jay V. Gonzales, *Education Program Supervisor*
Virginia A. Vinalay, *Administrative Officer V*
Oliver R. Cariaso, *Planning Officer III*
Fred V. Gimenez, *Project Development Officer II*

Bids and Awards Secretariat

Head Secretariat : Arnulfo Anselm C. Hortiz, *Education Program Supervisor*
Members : Greg E. Padua, *Librarian II*
Joel F. Camaya, *AO IV/ Supply Officer II*
Jennilyn C. Valiente, *Administrative Assistant III*



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Technical Working Group

Core Team	:	Shirley V. Escalona, <i>Administrative Officer V</i> Dencio G. Eriful, <i>Education Program Specialist II</i> Janna Jesusa S. Lim, <i>Accountant I</i> Nathalie-Joyce C. Balles, <i>Administrative Assistant III</i>
SBFP	:	Jack James I. Delos Santos, <i>Nurse II</i>
Food Services	:	Dennis B. Valdez, <i>Education Program Supervisor - TLE</i>
ICT	:	Jonas Carlo F. Trillana, <i>Information Technology Officer I</i>
Infrastructure	:	John Cristopher Valenzuela, <i>Technical Assistant III</i>
General Merchandise	:	Pierce John A. Vargas, <i>Administrative Aide VI</i>

2. The BAC shall have the following responsibilities:

- a. Recommend to the Head of the Procuring Entity the method of procurement of the goods, services, infrastructure projects included in the APP, i.e., whether to use public bidding or any of the alternative methods of procurement.
- b. Creation of the TWG, if necessary, from a pool of technical, financial and/or legal experts to assist in the procurement process.
- c. Undertake the advertisement and/or posting of the invitation to bid.
- d. Conduct pre-procurement and pre-bid conferences.
- e. Determine the eligibility of prospective bidders under the guidelines set forth in R.A. 9184 and its IRR-A.
- f. Sole authority to receive and open bids.
- g. Conduct the evaluation of bids with the assistance of TWG.
- h. Undertake post-qualification proceedings with the assistance of the TWG.
- i. Resolve motions for reconsideration filed by prospective bidders and other parties concerned with respect to the conduct of the bidding process.
- j. Recommend award of contracts to the Head of the Procuring Entity or a duly authorized second-ranking official.
- k. Recommend the imposition of sanctions in accordance with Rule XXIII of the IRR-A.
- l. Prepare a Procurement Monitoring Report (PMR) that shall be approved and submitted by the Head of the Procuring Entity to the GPPB on a semestral basis or whenever required.
- m. For each procurement transaction, accomplish a checklist showing its compliance with R.A. 9184, its IRR-A. This will be submitted to the Head of the Procuring Entity and made a part of the transaction record.
- n. Invite the Observers required by law to be present during all stages of the procurement process, in accordance with the guidelines stipulated in R.A. 9184, its IRR-A.
- o. Furnish the Observers, upon the latter's request, with the following documents:
 - Minutes of the proceedings of BAC meetings.
 - Abstract of Bids.
 - Post-Qualification summary report.
 - APP and related PPMP; and
 - Copies of "opened" proposals.
- p. Conduct due diligence review or verification of the qualifications of observers.

In performing this due diligence review or verification of the qualifications of Observers, the BAC shall require the organization nominating the Observer to submit their Curriculum Vitae and proof of their technical expertise and procurement proficiency. The certifications/documents showing technical expertise and procurement proficiency should be issued by appropriate bodies and authenticated by the latter. Verification may be done by the BAC by inquiring with the bodies that issued the same.

- q. Give utmost priority to BAC assignments over all other duties and responsibilities until the requirements for the procurement at hand are completed (Jury Duty).
- r. Perform such other related functions as may be necessary to the procurement process.

All BAC decisions should be embodied in resolutions signed by at least a majority of the members and the Chairman or Vice-Chairman thereof, as the case may be.

3. The BAC Secretariat shall have the following responsibilities:


- a. Act as the main support unit of the BAC;
- b. Provide administrative support to the BAC and the TWG, if necessary;
- c. Organize and make all necessary arrangements for the BAC meetings as well as TWG meetings, if necessary;
- d. Attend BAC meetings as Secretary.
- e. Prepare minutes of the BAC meetings;
- f. Take custody of procurement documents and be responsible for the sale and distribution of bidding documents to interested buyers;
- g. Assist in managing the procurement process;
- h. Monitor procurement activities and milestones for proper reporting to relevant agencies and/or end-users, when required;
- i. Be the central depository of all procurement-related information and continually update itself with the most current GPPB resolutions issuances, circulars and events and downstream the same to all relevant officer, employees, and parties requiring information, for this purpose, all information released by the GPPB can be secured electronically from www.gppb.gov.ph;
- j. Prepare the APP from the consolidated PPMPs submitted by the various PMOs and end-user units of the Procuring Entity, to make them available for review as indicated in Section 7 of the IRR-A;
- k. Make arrangements for the pre-procurement and pre-bid conferences and bid openings;
- l. Act as the central channel of communications for the BAC with the end-user, PMO, other units of the line agency, other government agencies, providers of goods, civil works and consulting services, and the general public;
- m. Assist the BAC in preparing drafts of BAC resolutions; and
- n. Provide utmost priority to BAC assignments over all other duties and responsibilities until the requirements for the procurement at hand are completed (Jury Duty).

The BAC Secretariat shall ensure that all procurements undertaken by the Procuring Entity are properly documented, to provide an audit trail of the procurement process.

4. The Procurement Unit shall have the following responsibilities:

- a. Based on inputs from the BAC and the TWG, it must prepare the procurement documents, i.e., purchase orders, job orders, contracts and their attachments, for processing by the Budget, Accounting, Legal and Finance Offices and routing to the signing and approving authorities.

- b. It must monitor the status of the procurements routed for approval and cause the correction of any formal deficiencies in the said procurement documents to facilitate action on the part of the approving authorities.
 - c. It shall create, maintain, and update the registry of suppliers, contractors, and consultants.
 - d. It shall create, maintain, and update a price monitoring list, if one is maintained by the Procuring Entity.
 - e. It shall administer the PhilGEPS, as the counterpart of the service provider, if the Procuring Entity has outsourced the PhilGEPS for non-common use items. Depending on the Service Level Agreement covering the contract, such administration may be limited to registration of suppliers and other users, assigning access levels, and updating of data.
 - f. It shall transact with the PhilGEPS and PS-DBM on behalf of the Procuring Entity.
5. The TWG shall provide assistance to the BAC in terms of the technical, financial, legal and other aspects of the procurement at hand. It shall have the following responsibilities:
- a. 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 conform to the standards set forth by R.A. 9184, its IRR-A and the PBDs prescribed by the GPPB.
 - b. Assist the BAC in the conduct of eligibility screening of prospective bidders, and in the short listing of prospective bidders in case of biddings for consulting services.
 - c. Assist the BAC in the evaluation of bids and prepare the accompanying reports for the BAC's consideration and approval.
 - d. Assist the BAC in the conduct of post-qualification activities and prepare the post-qualification summary report for the BAC's approval.
 - e. Assist the BAC and BAC Secretariat in preparing the resolution recommending award with regard to the technical aspect, if necessary.
 - f. Provide utmost priority, to BAC assignments over all other duties and responsibilities until the requirements for the procurement at hand are completed (Jury Duty).
6. As provided for in the above-mentioned law, their term of office shall be one (1) year from date of designation, renewable at the discretion of the agency head.
7. The Assistant Schools Division Superintendent is also designated as an alternative Head of Procuring Entity for school-based procurement in the absence of the HOPE.
8. For information and guidance of all concerned.

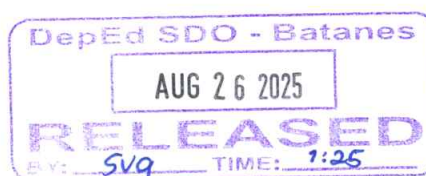

DANTE J. MARCELO PhD, CESO VI
 Asst. Schools Division Superintendent
 OIC – Office of the SDS

Encl: As Stated

Reference: R.A. 9184 and its 2016 IRR

Updated Guidelines in the Audit of Procurement (COA)

To be indicated in the Perpetual Index
under the following subjects:
BAC
DESIGNATION
PROCUREMENT



OSDS/ djm/ mgp



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