



Republic of the Philippines  
**Department of Education**  
REGION VIII  
SCHOOLS DIVISION OF NORTHERN SAMAR

**Office of the Schools Division Superintendent**

**OFFICE ORDER**

No. 124 s, 2022

To: **ALL CONCERNED**

From: **LANI H. CERVANTES, CESO VI**  
Schools Division Superintendent

Subject: **REINSTATEMENT OF THE DIVISION BIDS AND AWARDS COMMITTEE (BAC)**

Date: **October 11, 2022**

1. Pursuant to Article V, Section 11 of Republic Act (RA) No. 9184 (Government Procurement Reform Act) and Rule V of the Revised Implementing Rules and Regulations (IRR) of RA 9184 dated October 28, 2016, upon reinstatement of the suspended BAC members this office hereby reinstalls the Bids and Awards Committee of DepEd – Northern Samar Division, its Alternate Members, and its Secretariat as provided for in Office Order No. 32, s. 2021. *Please see attached Office Order.*
2. For guidance and compliance.

**LANI H. CERVANTES, CESO VI**  
Schools Division Superintendent

**RELEASED**  
By 10-17-22 10:00



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REGION VIII  
SCHOOLS DIVISION OF NORTHERN SAMAR

**OFFICE ORDER**

NO. 32, s. 2021

TO: **ALL CONCERNED**

FROM: **RAUL D. AGBAN, EdD**  
OIC-Schools Division Superintendent

SUBJECT: **RECONSTITUTION OF THE BIDS AND AWARDS COMMITTEE**

DATE: October 10, 2021

1. Pursuant to Article V of Republic Act (RA) No. 9184 (Government Procurement Reform Act) and Rule V of the Revised Implementing Rules and Regulations (IRR) of RA 9184 which took effect on October 28, 2016, the Bids and Awards Committee of DepED – Northern Samar Division, its Alternate Members, and its Secretariat are hereby reconstituted, as provided hereunder;

**Bids and Awards Committee**

Chairperson	-	Crista Joy A. Torbila, PhD, CESE
Vice Chairperson	-	Alex B. Rejuso, PhD
Members	-	Manuel I. Lipata Julito E. Lagrimas Michelle D. Caguimbal Atty. Risty T. Adarayan, PhD
Provisional/ Alternate Members-		Sylvia D. Villanueva Nelida M. Lobos

**Bids and Awards Committee Secretariat**

Head	-	Noe M. Hermosilla
Members		Sailyn E. Nuguit Reina R. Giray Medardo D. Baylon III Eugenio B. Arnino. Jr.
Goods/Consulting Services	-	Maria Jennilyn Mejos Dennis Orsolino
Infrastructure	-	Jeanie C. Balbiran Maribel N. Uy
Canvassers	-	Elvira R. Ribo (CID) Rosie D. Gloton (SGOD) Ralph Alido (OSDS)





2. An Inspectorate Team shall also be created to conduct the inspection of deliveries as stipulated in DepEd Order No. 5, s. 2010 and is hereby reconstituted, as provided hereunder;

Chairperson	-	Merlita B. Fajardo
Vice- Chairperson	-	Rema Allado
Members:		
Goods/Services	-	Bea Olmedo
Infrastructure	-	Education Facilities Section

3. The BAC shall have the following functions as stipulated in Section 12 of 2016 Revised IRR of RA 9184:

- 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 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 periodic assessment of the procurement processes and procedures to streamline procurement activities pursuant to Section 3(c) of this IRR;
- l) 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 and
- m) Prepare a Procurement Monitoring Report (PMR) in the form prescribed by the GPPB

*Designation of Alternate BAC Members as stipulated in Section 11.2.4 of 2016 Revised IRR of RA 9184:*

*Alternate BAC members shall participate and attend meetings of the BAC and receive the proportionate honoraria, whenever the original members are absent to constitute a quorum. The alternate members shall have the same term as the original members.*

The BAC Secretariat shall have the following functions and responsibilities as stipulated in Section 14 of 2016 Revised IRR of RA 9184:

- 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