



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

Office of the Schools Division Superintendent

OFFICE ORDER

No. 003 s, 2025

To: **ALL CONCERNED**

From: **GAUDENCIO C. ALJIBE, JR, PhD, CESO VI**
 Schools Division Superintendent

Subject: **RECONSTITUTION OF THE DIVISION BIDS AND AWARDS COMMITTEE (BAC),
 BAC SECRETARIAT, CANVASSERS, TECHNICAL WORKING GROUP (TWG)
 AND INSPECTORATE TEAM**

Date: February 24, 2025

1. This designations is pursuant to Article V of Republic Act 9184 otherwise known as the Government Procurement Reform Act and Rule V Section 11, 12 and 70 of the Revised Internal Rules and Regulations for RA 9184, this Office hereby reconstitutes of the Division Bids and Awards Committee (BAC), Technical Working Group (TWG), and Inspectorate Team, as follows:

Division Bids and Awards Committee

- | | | |
|--------------------------------|---|------------------------------|
| REY F. BULAWAN | - | BAC Chairperson |
| Atty. RISTY T. ADARAYAN | - | BAC Vice Chairperson |
| MANUEL I. LIPATA | - | BAC Members |
| MICHELLE D. CAGUIMBAL | | |
| NELIDA M. LOBOS | | |
| SYLVIA D. VILLANUEVA | | |
|
 | | |
| OMAR O. TY | - | Provisional/Alternate Member |

Bids and Awards Committee (BAC) Secretariat

- | | | |
|--------------------------------|---|----------------------|
| NOE M. HERMOSILLA | - | BAC Secretariat Head |
| SAILYN E. NUGUIT | - | Members |
| REINA R. GIRAY | | |
| DENNIS MERK E. ORSOLINO | | |
| JEANNIE C. BALBERAN | | |
| ERIKA E. PIAZA | | |

- | | |
|--------------------------------------|--------------------------------------|
| MARIA JENNILYN MEJOS | Members for Goods/Consulting Service |
| RAUL EPIFANIO P. FIGUEROA, JR | In-charge for PhilGEPS Posting |

- | | |
|-------------------------|--------------------|
| ELVIRA R. RIBO | Canvasser for CID |
| JESUS D. SANCHEZ | Canvasser for SGOD |
| RALPH C. ALIDO | Canvasser for OSDS |

DepEd Northern Samar
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FRANCIS RICO E. TOBES	Alternate Canvasser
RELITA J. SALAZAR	Alternate Canvasser

Bids and Awards Committee (BAC) Technical Working Group

Engr. ZYRA D. ULTRA	-	School Facilities/Infrastructure
Engr. ANJO R. FERNANDEZ		
Engr. MARIA MELISA C. DE ASIS		
Engr. ELMERSON I. VACUNAWA		
Atty. VERGEL E, BUNA	-	Goods and Services/Consultancy
FELIX J. LADEÑO		
ROBERT T. ORIAS, JR.		
DAVY T. APLAN		
ROLANDO P. LUCENECIO, JR.	-	IT related goods and services
Dr. WARREN L. OTADOY	-	School Health and Nutrition related
MARVIN SOCORRO, RN		goods and services

Inspectorate Team

MERLITA B. FAJARDO	-	Chairperson
BEA A. OLMEDO	-	Vice Chairperson
HERSHELYN M. LOBERIO	-	Goods / Services
RAUL EPIFANIO P. FIGUEROA, JR		IT related goods and services
Engr. ZYRA D. ULTRA	-	School Facilities/Infrastructure
Engr. ANJO R. FERNANDEZ		
Engr. ELMERSON I. VACUNAWA		

2. Duties and Functions of the BAC.

The BAC shall have the following functions per Section 12 of the 2016 Revised Implementing Rules and Regulations:

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- (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 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.*
- (n) *The BAC shall be responsible for ensuring that the Procuring Entity abides by the standards set forth by the Act and this IRR, and*
- (o) *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 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.xxx*

3. Duties and Functions of the TWG.

Technical Working Group (TWG) shall be from a pool of technical, financial, and/or legal experts to assist in the following:

- (a) Review of the Technical Specifications, Scope of Work, and Terms of Reference;
- (b) Review of Bidding Documents;
- (c) Shortlisting of Consultants;
- (d) Eligibility Screening;
- (e) Evaluation of Bids;
- (f) Post-Qualification; and
- (g) Resolution of Request for Reconsideration.

4. Duties and Functions of the BAC Secretariat

The BAC Secretariat shall have the following duties and functions per Section 14 of the 2016 Revised Implementing Rules and Regulations:

xxx 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.

5. Term of Office:

The designated members shall serve for a fixed term of **one (1) year**, which may be renewed at the discretion of the HoPE.

In the event of resignation, retirement, or any other reason that a member cannot complete their term, the HoPE shall designate a replacement to serve the unexpired term.

6. Mandatory Training for BAC members.

According to Section 16 of the 2016 Revised Implementing Rules and Regulations (IRR) of RA 9184, all BAC members, including new appointees, must undergo procurement training conducted, authorized, or accredited by the GPPB within six (6) months of their designation.

7. Per Section 15 of the 2016 Revised Implementing Rules and Regulations, the Procuring Entity may grant payment of honoraria to the BAC members in an amount not to exceed twenty five percent (25%) of their respective basic monthly salary subject to availability of funds.

The Procuring Entity may also grant payment of honoraria to the BAC Secretariat and the TWG members, subject to the relevant rules of the DBM.

8. For guidance and compliance.