



Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION
SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

Office of the Schools Division
Superintendent

FEB 10 2026

DIVISION MEMORANDUM
No. 066, s. 2026

RECONSTITUTING THE COMPOSITION OF THE DIVISION BIDS AND AWARDS COMMITTEE (BAC) MEMBERS, BIDS AND AWARDS COMMITTEE (BAC) ALTERNATE MEMBERS, DIVISION TECHNICAL WORKING GROUP (TWG), DIVISION INTERNAL AUDIT AND DIVISION BAC SECRETARIAT

To: Assistant Schools Division Superintendent
Chief Education Supervisor, CID
Chief Education Supervisor, SGOD
Public Elementary and Secondary School Heads/OICs
Administrative Officer V
All Others Concerned

1. This Office hereby designates the following Division personnel to constitute the Division Bids and Awards Committee (BAC) effective immediately:

Bids and Awards Committee

Chairperson - Dr. Lilia A. Ricero
Vice Chairperson - Ms. Ma. Regaele A. Olarte
Members - Dr. Ma. Myra E. Namit
Dr. Evangeline M. Aman
Dr. Zoren Pepito L. Gubalane

Bids and Awards Committee Alternate Members

- Dr. Marissa M. Andanza
- Dr. John Albert B. Colle

Bids and Awards Committee Secretariat

- Ms. Lourdes V. Rodilla
- Mr. Joseph D. Nilo
- Ms. Joiche I. Luna
- Mr. Joshlord Galieb O. Catindig

Bids and Awards Committee Internal Audit Unit

- Mr. Edison E. Enerlas
- Mr. Andres F. Sicam Jr.

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NUM-2026-066



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RECORDS

Technical Working Group

Engr. Jerone M. Tagapan
Engineer III

Atty. Erness Faith Regacho – Espanto
Legal Officer III

Ms. Noemi A. Valdez
Administrative Officer V

Ms. May L. Borjal
Information Technology Officer I
(For ICT Procurement)

Ms. Maria Teresa S. Indap
Nurse II
(For SBFP/Medical/Dental Equipment, Supplies and
Materials Procurement)

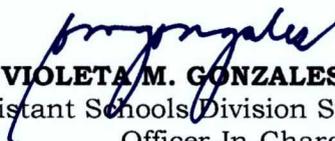
2. As stipulated in the Implementing Rules and Regulation of RA 12009, the Duties and Responsibilities of the Division Bids and Awards Committee are:
- a. Recommend to the HoPE the use of any of the modes of procurement as provided in Rule IV of this IRR;
 - b. Publish or post the Invitation to Bid or Request for Expressions of Interest;
 - c. Conduct pre-procurement and pre-bid conferences;
 - d. Determine the eligibility of prospective bidders;
 - e. Receive and open bids;
 - f. Conduct the evaluation of bids;
 - g. Undertake post-qualification proceedings;
 - h. Resolve requests for reconsideration;
 - i. Recommend award of contracts to the HoPE or the duly authorized representative; Provided, That in the event the HoPE shall disapprove such recommendation, such disapproval shall be based only on valid, reasonable, and justifiable grounds to be expressed in writing, copy furnished the BAC;
 - j. Recommend the imposition of sanctions in accordance with Rule XXI of this IRR;
 - k. Prepare a procurement monitoring report that shall be approved and submitted by the HoPE to the GPPB on a semestral basis. The contents and coverage of this report shall be in the form prescribed by the GPPB provided in this IRR; and

1. Perform such other related functions as may be necessary, **including the creation of a TWG**, as affirmed by the HoPE in an appropriate order, from a pool of technical, financial, and/or legal experts to assist in the following procurement processes, such as but not limited to:
 - Review of the Technical Specifications, Scope of Work, and Terms of Reference;
 - Review of Bidding Documents;
 - Short-listing of Consultants;
 - Eligibility Screening;
 - Evaluation of Bids;
 - Post-Qualification; and
 - Resolution of Request for Reconsideration.
3. Further, the BAC shall be responsible in ensuring that the Procuring Entity abides by the standards of the Procurement Act and its IRR and it shall prepare a Procurement Monitoring Report (PMR) covering all procurement activities specifies in the APP.
4. Functions and Responsibilities of the Secretariat:
 - a) There shall be a procurement unit, division, or office in each Procuring Entity which shall serve as Secretariat to the BAC and perform other functions related to procurement as may be delegated by the HoPE. The creation of the procurement unit, division, or office shall be subject to the standards and guidelines prescribed by the DBM.
 - b) Pending the creation or in the absence of a procurement unit, an ad hoc BAC Secretariat may be designated by the HoPE.
 - c) The Secretariat shall have the following functions and responsibilities:
 - Provide administrative support to the BAC and the TWG;
 - Organize and make all necessary arrangements for BAC and the TWG meetings and conferences;
 - Prepare minutes of meetings and resolutions of the BAC;
 - Take custody of procurement documents and other records and ensure that all procurements undertaken by the Procuring Entity are properly documented;
 - Manage the sale and distribution of Bidding Documents to interested bidders;

- Publish or post bidding opportunities, including Bidding Documents, and Notices of Awards;
- Assist in managing the procurement processes;
- Monitor procurement activities and milestones for proper reporting to relevant agencies when required;
- 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
- Act as the central channel of communications for the BAC with End User or Implementing Units, Project Management Offices (PMO), other units of the line agency, other government agencies, providers of Goods, Infrastructure Projects, and Consulting Services, Observers, and the general public.

d) The head of the Secretariat in central offices shall be at least a fifth (5th) ranking permanent employee or, if not available, a permanent employee of lower rank; or shall be at least a third (3rd) ranking permanent employee in bureaus, regional offices and sub-regional, or district offices, or if not available, a permanent employee of lower rank. In addition to integrity, HoPEs shall consider procurement proficiency as a factor in designating the head of the Secretariat and Procurement Unit.

5. Immediate and wide dissemination of this Memorandum is desired.


VIOLETA M. GONZALES CESO VI
 Assistant Schools Division Superintendent
 Officer-In-Charge
 Office of the Schools Division Superintendent

Encl: None

References: IRR of R.A. 12009

To be indicated in the Perpetual Index
 under the following subjects:

BIDS AND AWARD

PROCUREMENT

SUPPLY

LVR/DM/Reconstituting the Composition of the Division Bids and Awards Committee
066 / February 9, 2025