



Republic of the Philippines
Department of Education
REGION III
SCHOOLS DIVISION OFFICE OF BATAAN

August 28, 2025

OFFICE MEMORANDUM

No. 041 s. 2025

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

TO : Assistant Schools Division Superintendent
Division Chiefs
Unit Heads
All Others Concerned

1. Pursuant to Article V of the Republic Act No. 12009 otherwise known as the Government Procurement Reform Act And For Other Purposes and the 2025 Implementing Rules and Regulations (IRR) for RA 12009, this Office hereby reconstitutes the Division Bids and Awards Committee (BAC), Technical Working Group (TWG), BAC Secretariat, Inspectorate Team and Canvassers, as follows:

BIDS AND AWARDS COMMITTEE (BAC)

Chairperson : DR. JERRY DIMLA CRUZ
Vice Chairperson : RAMON C. PEREZ
Members

1. Rodger R. de Padua
2. Jean A. Lintag
3. Francisco B. Bautista

Provisional/Aternate Members

1. Ruel D. Lingad
2. Nico Mangaliman

BAC SECRETARIAT

Head : Lorena L. Inlong
Members

1. Arlene G. Oliveria (Alternate)
2. Charito G. De Guzman
3. Rhodora Ganson



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Members for Goods/Consulting Services

1. Renato Mylon de Guia

In-Charge of PHILGEPS Posting

1. Lorena L. Inlong
Arlene G. Oliveria

Canvassers

- CID : Kharl John Cruz
SGOD : Jessalyn Anne M. Linsangan
OSDS : Marlon Flores

BAC TECHNICAL WORKING GROUP

School Facilities/Infrastructure

1. Merck Bryan Gragasin
2. Gerald A. Lingad

Goods and Services

1. Ethel Bartolome
2. Marlon San Diego

IT related goods and services

1. Richard Alboro
2. Mark Anthony Sobreveñas

School Health and Nutrition related

1. Lourdes Gabaya
2. Emily Cantillano

INSPECTORATE TEAM

- Chairperson : Abraham Tria
Vice Chairperson : Paul John D. Dimla
Goods/Services : Edgar E. Garcia
IT related goods and services : Jess Garcia
School Facilities/Infrastructure: John Dale Yuson
Medical : Dr. Jennifer M. Alip

- ❖ **Proponent of the Project shall be included as member of the Inspectorate Team and must be present during inspection**

2. The duties and functions of the BAC are as follows:

- 2.1 Recommend to the HoPE the use of any of the modes of procurement as provided in Rule IV of this IRR;



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- 2.2 Publish or post the Invitation to Bid or Request for Expressions of Interest;
- 2.3 Conduct pre-procurement and pre-bid conferences;
- 2.4 Determine the eligibility of prospective bidders;
- 2.5 Receive and open bids;
- 2.6 Conduct the evaluation of bids;
- 2.7 Undertake post-qualification proceedings;
- 2.8 Resolve requests for reconsideration;
- 2.9 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;
- 2.10 Recommend the imposition of sanctions in accordance with Rule XXI of this IRR;
- 2.11 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
- 2.12 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:
 - 2.12.a. Review of the Technical Specifications, Scope of Work, and Terms of Reference;
 - 2.12.b. Review of Bidding Documents;
 - 2.12.c. Short-listing of Consultants;
 - 2.12.d. Eligibility Screening;
 - 2.12.e. Evaluation of Bids;
 - 2.12.f. Post-Qualification; and
 - 2.12.g. Resolution of Request for Reconsideration.

3. The duties and functions of the BAC TWG are as follows:

- 3.1 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



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experts to assist in the following procurement processes, such as but not limited to:

- 3.1.1 Review of the Technical Specifications, Scope of Work, and Terms of Reference;
- 3.1.2 Review of Bidding Documents;
- 3.1.3 Short-listing of Consultants;
- 3.1.4 Eligibility Screening;
- 3.1.5 Evaluation of Bids;
- 3.1.6 Post-Qualification; and
- 3.1.7 Resolution of Request for Reconsideration.

4. The duties and functions of the BAC SECRETARIAT are as follows:

- 4.1 Provide administrative support to the BAC and the TWG;
- 4.2 Organize and make all necessary arrangements for BAC and the TWG meetings and conferences;
- 4.3 Prepare minutes of meetings and resolutions of the BAC;
- 4.4 Take custody of procurement documents and other records and ensure that all procurements undertaken by the Procuring Entity are properly documented;
- 4.5 Manage the sale and distribution of Bidding Documents to interested bidders;
- 4.6 Publish or post bidding opportunities, including Bidding Documents, and Notices of Awards;
- 4.7 Assist in managing the procurement processes;
- 4.8 Monitor procurement activities and milestones for proper reporting to relevant agencies when required;
- 4.9 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
- 4.10 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.

**5. The duties and functions of the INSPECTORATE TEAM are as follows:
(DO5s2010)**



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- 5.1 Conducts pre-delivery inspection prior to delivery to determine its compliance with technical specification;
- 5.2 Inspects the delivered goods in accordance with the perfected Purchase Order/Contracts;
- 5.3 Signs the Inspection and Acceptance Report form (IAR) and recommends payment/non-payment of the Supplier/Contractor;
- 5.4 Conducts post-delivery inspection prior to the issuance of Certificate of Final Acceptance; and
- 5.5 Monitors the rectification of defective deliveries.

6. The duties and functions of the CANVASSERS (for review):

Canvassers at the Schools Division level play a crucial role in procurment activities, particularly in ensuring that goods, services, and works are acquired at the best possible price and quality in which the following duties and functions typically include:

- a. Market Research & Price Canvassing;
- b. Conducts market surveys to determine the prevailing prices of goods, services, and works;
- c. Gathers quotations from at least three suppliers or service providers, as required by procurement rules;
- d. Ensures that suppliers meet eligibility requirements and provide accurate quotations;
- e. Preparation of Canvass Documents;
- f. Prepares Request for Quotations (RFQs) or canvass sheets for procurement activities;
- g. Ensures that canvass documents align with procurement guidelines and are properly filled out;
- h. Evaluation of Quotations;
- i. Reviews submitted quotations to check for completeness, accuracy, and compliance with the required specifications;
- j. Compares prices, delivery terms, and product quality to determine the most advantageous offer;
- k. Identifies the lowest responsive bidder based on the canvassing results;
- l. Coordination with the Bids and Awards Committee (BAC);



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- m. Submits canvass results to the BAC for review and recommendation;
- n. Assists the BAC in conducting market studies and price validation;
- o. Coordinates with suppliers regarding clarifications and additional requirements;
- p. Compliance with Procurement Laws & Regulations;
- q. Ensures that procurement activities follow the New Government Procurement Reform Act (RA 12009) and related DepEd procurement policies;
- r. Maintains transparency and fairness in the canvassing process. Documentation & Reporting;
- s. Keeps records of canvass results, supplier quotations, and procurement recommendations; and
- t. Prepares reports on price trends and supplier performance for future reference.

7. Term of Office (for review)

Unless sooner removed for a cause, the members of the BAC shall have a fixed term of one (1) year reckoned from the date of designation renewable at the discretion of the HoPE; Provided, That no member of the BAC shall serve for more than three (3) consecutive terms, except when allowed by the HoPE. Upon expiration of the terms of the current members, they shall continue to exercise their functions until new BAC members are designated. In case of resignation, retirement, separation, transfer, re-assignment, removal, or death, the replacement shall serve only for the unexpired term; Provided, however, That in case of leave or suspension, the replacement shall serve only for the duration of the leave or suspension; Provided, further, That a member shall only be suspended or removed for justifiable reasons to be expressed in writing by the HoPE.

For transfer of knowledge and experience, membership in the BAC shall allow for staggered designations.

8. Mandatory Training for BAC Members.



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To effectively achieve the objectives of the Act and to scale up the professionalization of government procurement practitioners, the GPPB shall provide sustained training, capacity-building, and support to the stakeholders in the government procurement process. The interventions shall include education, training, seminars, and workshops in areas, such as modes of procurement, streamlined processes, supply chain management and logistics, including warehousing, and digitalization.

All HoPEs, members of the BACs, and TWGs shall undergo an executive course on procurement, while the BAC Secretariats shall undergo annual training programs.

Pursuant thereto, all branches and instrumentalities of the government, its departments, bureaus, offices and agencies, including SUCs, GOCCs, GFIs, and LGUs shall allocate a portion of their capacity development funds to send their BAC members, BAC Secretariats, and TWGs to training. The capacity building program shall include the development of skills in the public sector in understanding and implementing the government's Green Public Procurement Strategy through the following:

- a. Conduct of relevant training needs assessment of the public sector;
- b. Provision of technical assistance to suppliers, particularly the microenterprises and social enterprises; and
- c. Conduct of public awareness campaigns on green procurement, among others.

The GPPB shall establish partnerships with SUCs and other educational institutions in providing training programs. It shall establish standards for the accreditation of said institutions.

The Procuring Entity, through the HoPE, shall submit periodic progress reports to the GPPB on the status of its capacity development. Reportorial requirements prescribed under the Act and this IRR shall take into consideration reports required under other laws related to



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procurement, with a view to harmonizing and achieving efficiencies in the preparation of these reports.

9. Grant payment of honoraria to the BAC members

The Procuring Entity may grant payment of honoraria to all members of the BAC, regardless of position, TWG, and ad hoc Secretariat, in an amount not exceeding thirty percent (30%) of their respective basic monthly salaries, subject to availability of funds, which may be sourced from fees collected by the BAC in relation to its procurement activities. Undersecretaries and Assistant secretaries, including those of equivalent ranks, who are designated as Chairperson or members of the BAC, shall be entitled to honoraria. Provided, however, that officials and employees whose organic functions are primarily related to procurement are not entitled to honoraria. The DBM shall issue the necessary guidelines for this purpose and may determine other sources of funds to implement the grant of honoraria.

10. For guidance and compliance.


CAROLINA S. VIOLETA, EdD, CESO V
Schools Division Superintendent 