



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

December 12, 2025

**OFFICE MEMORANDUM**

No. 042 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. Reconstitute the Division Procurement Bodies**

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. Jean A. Lintag
2. Dr. Roberto R. Pantig
3. Lorena I. Inlong

**Provisional/Aternate Members**

1. Jessalyn Anne M. Linsangan
2. Nico M. Mangaliman

Procurement Officer/ AO IV : Paul John D. Dimla  
AO II : Riezle C. Muñoz

**Members for Goods/Consulting Services**

1. Renato Mylon N. De Guia



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

Canvasser:

1. Riezle C. Muñoz  
Kharl John C. Cruz (Alternate)

**BAC TECHNICAL WORKING GROUP**

Technical Working Group Chairperson :

1. Ethel Joyce Bartolome

School Facilities/Infrastructure

1. Merck Bryan Gragasín
2. Gerald A. Lingad

Goods and Services

1. Arlene G. Oliveria
2. Charito G. De Guzman

IT related goods and services

1. Edgar E. Garcia
2. Richard Alboro

School Health and Nutrition related

1. Lourdes Gabaya
2. Emily Cantillano

**INSPECTORATE TEAM**

Chairperson

: Jethro Nocom

Vice Chairperson

: Kharl John C. Cruz

Goods/Services

: Aila Joja Consolacion

IT related goods and services

: Mark Anthony Sobreveñas

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;
- 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;



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

- 2.9 Recommend the award of contracts to the HoPE or duly authorized representative;
- 2.10 Recommend the imposition of sanctions pursuant to Rule XXI of the IRR;
- 2.11 Prepare and submit a semestral procurement monitoring report to the GPPB, through the HoPE; and
- 2.12 Perform other related functions, including the creation of a TWG, to assist in the procurement process.

**3. Perform the Duties and Functions of the BAC TWG**

- 3.1 Review technical specifications, scope of work, and term of reference;
- 3.2 Review bidding documents;
- 3.3 Shortlist consultants;
- 3.4 Conduct eligibility screening;
- 3.5 Evaluate bids;
- 3.6 Conduct post-qualification; and
- 3.7 Resolve requests for reconsideration.

**4. Perform the Duties and Functions of the BAC SECRETARIAT**

- 4.1 Provide administrative and technical support to the BAC and TWG;
- 4.2 Organize and document BAC and TWG meetings;
- 4.3 Prepare minutes, resolutions, and procurement records;
- 4.4 Maintain custody of procurement documents;
- 4.5 Manage the sale and distribution of bidding documents;
- 4.6 Publish or post procurement opportunities, and Notices of Award;
- 4.7 Monitor procurement timelines and milestones;
- 4.8 Consolidate PPMPs and prepare the APP; and
- 4.9 Serve as the official communication channel of the BAC.

**5. Perform the Duties and Functions of the INSPECTORATE TEAM (DO5, s. 2010)**

- 5.1 Conduct pre-delivery inspections;
- 5.2 Inspect delivered goods in accordance with contracts;
- 5.3 Sign the Inspection and Acceptance Report (IAR);
- 5.4 Conduct post-delivery inspection; and
- 5.5 Monitor the correction of defective deliveries.

**6. Perform the Duties and Functions of the CANVASSERS**

- 6.1 Conduct market research and price canvassing;
- 6.2 Gather quotations from qualified suppliers;
- 6.3 Validate supplier eligibility and quotations;
- 6.4 Prepare canvass documents and RFQs;





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

- 6.5 Review and compare quotations;
- 6.6 Submit canvass results to the BAC;
- 6.7 Ensure compliance with RA 12009 and DepEd procurement policies; and
- 6.8 Maintain transparency and complete records.

**7. Provide the Term of Office for BAC Members**

BAC Members shall serve a fixed term of one (1) year from the date of designation, renewable at the discretion of the HOPE, subject to limitations under RA 12009 and its IRR. Staggered designations shall be allowed to ensure continuity and institutional memory.

**8. Require Mandatory Training for Procurement Personnel.**

All BAC members, TWGs, and BAC Secretariats shall undergo mandatory procurement training in accordance with RA 12009 and GPPB policies.

**9. Authorize the Grant of Honoraria**

Honoraria may be granted to BAC Members, TWGs, and ad hoc Secretariat personnel, subject to limitations under RA 12009, DBM guidelines and unavailability of funds.

**10. Enjoin Strict Compliance**

All concerned are hereby directed to strictly comply with this Memorandum.

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