



Republic of the Philippines
Department of Education
Caraga Region
SCHOOLS DIVISION OF SURIGAO DEL SUR

Office of the Schools Division Superintendent

Date: January 18, 2023

Division MEMORANDUM

No. 043, s. 2023

RECONSTITUTION OF THE DIVISION BIDS AND AWARDS COMMITTEE (BAC), BAC SECRETARIAT, TECHNICAL WORKING GROUP (TWG), INSPECTORATE TEAM AND CANVASSERS FOR CY 2023

To: Assistant Schools Division Superintendent
Functional Division Chiefs
Section/Unit Heads
All Others Concerned
This Office

1. Pursuant to the provision of Republic Act 9184 or the Government Procurement Reform Act and its Revised Implementing Rules and Regulations and in accordance with DepEd Order No. 27, s. 2020 entitled Guidelines on the Reconstitution of Inspectorate Team in the Department of Education Central Office, Regional and Schools Division Offices and Schools, this Office hereby reconstitutes the Division Bids and Awards Committee (BAC), Technical Working Group (TWG), BAC Secretariat, and Inspectorate Team for CY 2023.
2. The following personnel are hereby designated as:

BIDS AND AWARDS COMMITTEE (BAC)

a. REGULAR MEMBERS

Chairperson :
GILBERT L. GAYRAMA – Assistant Schools Division Superintendent

Vice-Chairperson :
SHIRLENE E. CRABAJALES – Administrative Officer V

Members :
FLUELLEN L. COS – Chief Education Supervisor – CID
ALEXANDER D. DAPAR, JR. – Education Program Supervisor
BRYAN L. ARREO – Education Program Supervisor

b. PROVISIONAL MEMBERS

MEGENILA C. GUILLEN – Education Program Supervisor
End-User Concerned of the Procurement Activity



📍 Balilahan, Mabua, Tandag City, Surigao del Sur, 8300
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BAC TECHNICAL WORKING GROUP (TWG)

- | | |
|---|--|
| 1. Infra/Civil Works | : RICKY A. MAGNAYE – Engineer III |
| 2. Goods & Office Supplies | : DANTE A. GRUMO – AO IV |
| 3. Services | : ANALIZA G. DOLORICON – EPS |
| 4. TVL Tools/Equipment/
School Furniture | : RUFINO T. REYES – EPS |
| 5. Information Technology | : MARVIN G. MINGUILLAN – IT Officer II |
| 6. Legal | : JOSEPH ERIC C. LUMACTOD – Legal Officer III |

BAC SECRETARIAT

- Chairperson : **JOHN PHILIP LUGA** – AO II
Vice Chairperson : **JAZEL L. BALDOMERO** – ADAS III
Members :
1. Goods and Office Supplies: **JOIELYN D. PASCO** – HRMO I
2. Infra/Civil Works: **LEA G. GURIMBAO** – PDO II
3. Services and IT : **HELENE E. ARIENZA** – AA III
4. TVL Tools/Equipment/School Furniture: **VILMA ROSE L. TALISIC** – ADAS III
5. Reproduction of Bidding Documents: **MARIBEL B. GABRIEL** – ADAS II

INSPECTORATE TEAM

- Team Leader : **MARIETO V. LOZADA** – EPS II
Regular Members : **HEL G. CURADA** – AO II, Accounting Unit
: **DANTE A. GRUMO** – AO IV, Supply Office
: **End-User of the Project/Activity**

Provisional Members:

PROJECTS	PROVISIONAL MEMBERS
Learning Materials, Supplementary Learning Resources, Printing Projects and LTE for SME & TVL	MEGENILA C. GUILLEN EPS
Medicines, Dental Tools & Supplies, and Other Health Supplies	ANDREW ANTHONY LUMANG Medical Officer II
Food (Trainings & Seminars)	HYPZIBAH L. ANDOY Nurse II
Sports-Related Goods and Equipment	ANTONIO V. SALAZAR EPS
Training/Seminar Kits	ERLYN G. MANGADLAO EPS II
Furniture and Related Goods	JHONY B. ORZALES AA VI
DCP Packages, IT-Related Goods and Internet Services	PATRICIO C. BAURE ADAS III
DRRM Supplies and Materials	ALEX S. MISTULA SEPS, SGOD – Soc. Mob
Service Vehicles	PATRICIO C. BAURE ADAS III
Security, Janitorial and Other General Services	



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CANVASSERS

1. **SATURNITO S. LUNA** – ADAS III
 2. **JHONY B. ORZALES** – AA VI
 3. **RONNIE A. DIAZ** – AA VI
 4. End-user of the Project/Activity
3. The members of the Bids and Awards Committee, Technical Working Group, and the Secretariat are hereby directed to perform the duties and responsibilities as mandated by RA 9184. Provisional Members may only attend BAC activities in the absence of any regular member to constitute quorum.
4. The following roles and responsibilities of the Inspectorate Team and the Canvassers are hereby reiterated:

INSPECTORATE TEAM

- i. Conduct pre-delivery inspection prior to determine the compliance with the technical specifications;
- ii. Inspect delivery of goods in accordance with the perfected Purchase Order/Contract;
- iii. Sign the Inspection and Acceptance Report (IAR) form and recommend payment/non-payment of the Supplier/Contractor;
- iv. Conduct post-delivery inspection prior to the issuance of Certificate of Final Acceptance; and
- v. Monitor the rectification of defective deliveries.
 - a. All inspectors shall hold their positions for a period of two fiscal years. Thereafter, a reconstitution shall be made anew.
 - b. Any member of the Inspectorate Team may be removed and replaced without any justifiable reason after having been designated as Member of an Inspectorate Team through Office Memorandum.
 - c. In case of removal, retirement or leave of absence of a Member during his/her term, he/she shall be replaced immediately through an Office Memorandum.
 - d. No inspection shall proceed without the presence of the Team Leader, Regular Members and Provisional Member. All documents required in the inspection procedure shall be personally signed by them.

CANVASSERS

- i. Do personal/online canvass of goods and other services based on the Request for Quotation (RFQ) from accredited suppliers with PhilGEPS Registration or duly registered with the Bureau of Internal Revenue;
- ii. Advise the suppliers to fill out the RFQ properly and any entries therein to be legibly written; and
- iii. Hand in completely filled out RFQ to the Bids and Awards Committee Chairperson or in his absence, to the Vice Chairperson.





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5. Under this Memorandum, the Canvassers may reimburse actual transportation expenses during the process, indicating therein the RFQ being canvassed, or may use any available office service vehicle for the purpose. They shall obtain signature from Suppliers as evidence of their appearance at the establishment through the Pass Slip.
6. Widest dissemination of this memorandum is highly recommended.


JOSITA B. CARMEN, CESO V
Schools Division Superintendent

Encl.: As stated
Reference:

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

DIVISION BIDS AND AWARDS COMMITTEE
SECRETARIAT TECHNICAL WORKING GROUP
INSPECTORATE TEAM CANVASSERS

GLG/DM- Reconstitution of the Division Bids and Awards Committee (BAC), BAC Secretariat, Technical Working Group (TWG), Inspectorate Team, and Canvassers for CY 2023

043/January 18, 2023



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