



Republic of the Philippines  
**Department of Education**  
REGION IX  
SCHOOLS DIVISION OF DAPITAN CITY

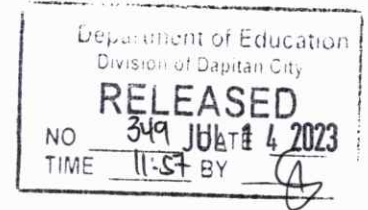
14 July 2023

**DIVISION MEMORANDUM**

No. 349, s. 2023

**RECONSTITUTION OF THE COMPOSITION OF THE BIDS AND AWARDS  
COMMITTEE, BAC SECRETARIAT AND BAC TECHNICAL WORKING GROUP  
OF THE SCHOOLS DIVISION OF DAPITAN CITY**

TO: Assistant Schools Division Superintendent  
Chief Education Supervisors (SGOD& CID)  
Education Program Supervisors  
Public Schools District Supervisors  
Elementary and Secondary School Heads  
This Division



Pursuant to the provisions of Section 11 of Republic Act No. 9184, otherwise known as the Government Procurement Reform Act and its Implementing Rules and Regulations, the Bids and Awards Committee (BAC) for Infrastructure, Consulting Services and Goods and its BAC Secretariat is hereby reconstituted as follows:

Chair: Sherlito E. Sagapsapan  
*Chief Education Supervisor (SGOD)*

Vice Chair: Dr. Esmeralda A. Bagaipo  
*Education Program Supervisor*

Members: Germanico C. Malacat  
*Education Program Supervisor*      Ma. Perga A. Cadiante  
*Education Program Supervisor*

Lindo O. Adasa, Jr.  
*Education Program Supervisor*      Dr. Luna Luz B. Racho  
*Education Program Supervisor*

Florence S. Gallemit  
*Education Program Supervisor*

Alternate Members: Ann J. Agda  
*Education Program Supervisor*      Dr. Vicente Jose V. Suarez II  
*Education Program Supervisor*

Provisional Member: Representative from the End-User Unit

The Committee members shall undertake the procurement process strictly in accordance with the rules, regulations and guidelines applicable thereto.

The Regular Members of the BAC shall have a fixed term of one (1) year reckoned from the date of appointment, renewable at the discretion of the Head of



Address: Sunset Boulevard, Dawo, Dapitan City  
Telephone No.: (65) 908-8242      Fax No.: (65) 908-8361  
Website: www.depeddapitan.net      Email Address: dapitancity@deped.gov.ph



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the Procuring Entity. In case of resignation, retirement, separation, transfer, reassignment, removal or death, the replacement shall serve only for the duration of the unexpired term.

The BAC shall be assisted by the following members of BAC Secretariat, the Technical Working Group (TWG) and support unit from the Administrative Unit which shall perform functions as may be directed, to wit:

**BAC Secretariat**

Head	Vicente Ramon V. Suarez II <i>Education Program Specialist II</i>	
Asst. Head	Johann Andrei A. Ladera <i>Education Program Specialist II</i>	
Members	Arni G. Jauculan <i>Administrative Assistant III</i>	Kathleen Claire B. Napigkit <i>Administrative Aide VI</i>
	Miguel S. Jatico <i>Administrative Aide I</i>	Danilo M. Santiago <i>PDO I</i>

**Technical Working Group (TWG)**

**I. Civil Works/Infrastructure Projects**

Chair	Jerry M. Perong <i>Education Program Supervisor</i>
Co-Chair	Engr. Anjie C. Rabe <i>DepEd Engineer (COS)</i>
Member	Roland Andres S. Fuertes <i>Administrative Aide I</i>

**II. Goods and Services**

Chair	Jonathan D. Reluya <i>PDO II</i>
Co-Chair	Dr. Michelle B. Torres SEPS
Members	Dr. Jephone P. Yorong EPS

The TWGs shall have the following responsibilities:

1. Review specifications of goods submitted for procurement and provide more appropriate specifications of items, if needed;
2. Assist the BAC in the preparation of the bidding documents, ensuring that the same properly reflects the requirements of the Procuring Entity



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and that these conform to the standards set forth by R.A. 9184, its IRR-A and the PBDs prescribed by the GPPB;

3. Assist the BAC in the conduct of eligibility screening of prospective bidders, and in the short listing of prospective bidders in case of biddings for consulting services;
4. Assist the BAC in the evaluation of bids and prepare the accompanying reports for the BAC's consideration and approval;
5. Assist the BAC in the conduct of post-qualification activities and prepare the post-qualification summary report for the BAC's approval;
6. Assist the BAC and BAC Secretariat in preparing the resolution recommending award, with regard to the technical aspect, if necessary;
7. Provide utmost priority to BAC assignments over all other duties and responsibilities, until the requirements for the procurement at hand are completed (Jury Duty); and
8. Others that may be assigned from time to time relative to the procurement processes.

This Order supersedes memorandum and other pertinent issuances previously issued and shall take effect immediately.

**DANNY S. CORDOVA, EdD, CESO VI**  
Assistant Schools Division Superintendent *Jayr*  
OIC-Office of the Schools Div. Superintendent



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