



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

6 November 2023

DIVISION MEMORANDUM

No. 554, s. 2023

**RECONSTITUTION OF THE COMPOSITION OF THE BIDS AND AWARDS
COMMITTEE (BAC) TECHNICAL WORKING GROUP (TWG) 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) Technical Working Group (TWG) of the Schools Division of Dapitan City is hereby reconstituted with the following composition, to wit:

Technical Working Group (TWG)

I. Civil Works/Infrastructure Projects

Chair Dr. Nueva A. Andag
Education Program Supervisor - SGOD

Co-Chair Engr. Anjie C. Rabe
DepEd Engineer (COS)

Member Roland Andres S. Fuertes
Administrative Aide I

II. Goods and Services

Chair Jonathan D. Reluya
PDO I

Co-Chair Dr. Michelle B. Torres
SEPS

Members Dr. Jephone P. Yorong
EPS

Lourence N. Reyes
ITO I



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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 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
OIC-Office of the Schools Div. Superintendent



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