



DepEd ICT Unit

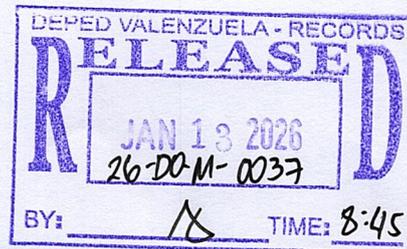
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Republic of the Philippines  
Department of Education

NATIONAL CAPITAL REGION

**SCHOOLS DIVISION OFFICE – CITY OF VALENZUELA**



Office of the Schools Division  
Superintendent

DIVISION MEMORANDUM

No. 0031, s. 2026

**RECONSTITUTION OF THE BIDS AND AWARDS COMMITTEE OF  
SDO -VALENZUELA CITY PURSUANT WITH REPUBLIC ACT 12009**

To: OIC, Assistant Schools Division Superintendent  
Chief Education Supervisors - CID and SGOD  
Education Program Supervisors & Public Schools District Supervisors  
Division Unit Heads & Specialists  
The Concerned Public

1. **Section 41, Rule V** of the **Implementing Rules and Regulations** of **Republic Act 12009** otherwise known as the **New Government Procurement Act**, provides that *“The Procuring Entity shall establish in its head office a BAC to undertake the functions specified in this IRR; Provided, however, That in a department, bureau, office, or agency where the procurement is decentralized, the head of each decentralized unit, which is individually considered as a Procuring Entity, shall be considered as the HoPE, subject to the limitations and authority delegated by the head of the department, bureau, office or agency.”* This shall include the modernization, standardization and regulation of all procurement activities of this Office.

2. Anent to this, the following personnel are hereby designated to re-constitute the Bids and Awards Committee of Schools Division Office – Valenzuela City, effective January 13, 2026:

Name	Official Designation	BAC Position
Ernest Joseph C. Cabrera	OIC, Assistant Schools Division Superintendent	Chairperson
Baltazar M. Gayem	Chief Education Supervisor, SGOD	Vice-Chairperson
Filmore R. Caballero	Chief Education Supervisor, CID	Regular Member
Florita R. Matic	Education Program Supervisor	Regular Member
Mark Angelo S. Enriquez	Attorney III/ OIC-Administrative Officer V	Regular Member
Marilyn B. Soriano	Education Program Supervisor	Alternate Member

3. The BAC shall have the following functions as stipulated in Section 42 of the above-mentioned IRR, to wit:

- a) Recommend to the HoPE the use of any of the modes of procurement as provided in Rule IV of this IRR;
- b) Publish or post the Invitation to Bid or Request for Expressions of Interest;
- c) Conduct pre-procurement and pre-bid conferences;



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- d) Determine the eligibility of prospective bidders;
- e) Receive and open bids;
- f) Conduct the evaluation of bids;
- g) Undertake post-qualification proceedings;
- h) Resolve requests for reconsideration;
- i) 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;
- j) Recommend the imposition of sanctions in accordance with Rule XXI of this IRR;
- k) 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
- l) 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 procurement processes.

4. To expedite the procurement process for practical intents and purposes, the following Technical Working Group (TWG) Members are hereby designated:

<b>Technical Working Group (TWG) / Provisional Members</b>		
<b>Name</b>	<b>Official Designation</b>	<b>Relative Procurement Project</b>
Dr. Adelaine V. Javate	Dentist III	Food, Medical and Dental Supplies
Engr. Kelly G. Magusib	Engineer III	Construction, Electrification, Repair/Rehabilitation, DepEd Furniture and Fixture
Dr. Arnel L. Poja	Public Schools District Supervisor	
Mr. Noel E. Reyes	Information and Technology Officer II	Computerization, and IT - Related Goods and Services, Equipment
Dr. Winnie F. Tugade	Education Program Supervisor	Procurement/Reproduction of Learning Resources and Materials/Venues for Trainings
Mr. Rodel U. Antonio	Administrative Officer IV	Supplies and Materials Venues for Trainings
Dr. Edwin Pineda	Education Program Specialist - II, SMME	Training / Seminar Kits DRRM Supplies and Materials
End-Users		Training / Seminar Kits

Technical Working Group Members shall come from a pool of technical, financial, and/or legal experts to assist in the following:

- i. Review of the Technical Specifications, Scope of Work, and Terms of Reference;
- ii. Review of Bidding Documents;
- iii. Shortlisting of Consultants;
- iv. Eligibility Screening;
- v. Evaluation of Bids;
- vi. Post-Qualification; and
- vii. Resolution of Request for Reconsideration

5. Until a complete staff is appointed in the Procurement Unit, under the Office of the Schools Division Superintendent, the Secretariat shall remain and serve as the main support unit of the BAC.

Secretariat		
Name	Official Designation	BAC Position
Dr. Myron Willie III B. Roque	Education Program Supervisor	Lead Secretariat / Scribe 1
Shayene B. Aurigue	Administrative Aide VI	Scribe 2
Normalyn M. Florin	Administrative Aide IV	PhilGEPS Posting Officer

The Secretariat shall have the following functions and responsibilities:

- a) Provide administrative support to BAC and the TWG;
- b) Organize and make all necessary arrangements for BAC and the TWG meetings and conferences;
- c) Prepare minutes of meetings and resolutions of the BAC;
- d) Take custody of procurement documents and other records and ensure that all procurements undertaken by the Procuring Entity are properly documented;
- e) Manage the sale and distribution of Bidding Documents to interested bidders;
- f) Advertise and/or post bidding opportunities, including Bidding Documents, and notices of awards;
- g) Assist in managing the procurement processes;
- h) Monitor procurement activities and milestones for proper reporting to relevant agencies when required;
- i) 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
- j) Act as the central channel of communications for the BAC with end-user or implementing units, PMOs, other units of the line agency, other government agencies, providers of goods, infrastructure projects, and consulting services, observers, and the public.

6. The Inspectorate Team shall be as follows:

Inspectorate Team		
Name	Official Designation	Inspectorate Position
Dr. Sofia SD. Quilbio	Public Schools District Supervisor	Lead Inspectorate
Mr. Maximo S. Fernandez	Administrative Officer IV	Inspectorate for Supplies & Materials
Engr. Ruel C. Dogma	Senior Education Program Specialist - Planning & Research	Inspectorate for Computerization, and IT - Related Goods and Services
Jennifer E. Dadula	Nurse II	Inspectorate for Medical and Dental Supplies
Representative of the Unit/Section who has technical skill and expertise to the goods procured		

7. This Memorandum shall serve as **Designation Orders** for the abovementioned officials and personnel while performing their official duties and functions.



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**Moreover, BAC members, TWG, and Secretariat must give utmost priority to their BAC tasks over all other work until a procurement is complete, treating it like a full-time "jury duty" to ensure speed and focus on the bidding process.**

8. Immediate dissemination of and strict compliance with this memorandum is earnestly desired.

**NOEL D. BAGANO**  
Schools Division Superintendent

Encl.: As stated  
References: As stated  
To be indicated in the Perpetual Index  
under the following subjects:

**COMMITTEE                      OFFICIALS                      PROCUREMENT**

ASDS/DM - RECONSTITUTION OF THE BIDS AND AWARDS COMMITTEE OF SDO -VALENZUELA CITY PURSUANT TO REPUBLIC ACT 12009  
\_\_\_\_\_/January 09, 2025



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