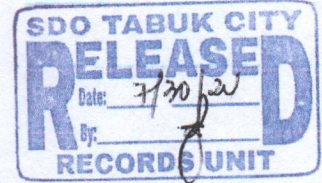




Republic of the Philippines
Department of Education
CORDILLERA ADMINISTRATIVE REGION
SCHOOLS DIVISION OFFICE OF TABUK CITY
Tabuk City, Kalinga



July 29, 2024

Division MEMORANDUM

No. 279, s. 2024

**RECONSTITUTION OF THE MEMBERS OF THE BIDS AND AWARDS COMMITTEE (BAC),
BAC SECRETARIAT, INSPECTORATE TEAM, AND TECHNICAL WORKING
GROUP (TWG) OF THE DepEd SCHOOLS DIVISION OF TABUK CITY**

To: Asst. Schools Division Superintendent
Chief Education Supervisors
Education Program Supervisors
Public Schools District Supervisors
Head of Units and Sections
Elementary and Secondary School Heads
Administrative Officers and Administrative Assistants
All other concerned

1. Sections 11 Article 5 of Republic Act 9184, otherwise known as the Government Procurement Reform Act provides that a single Bid and Awards Committee (BAC) shall be established in each procuring entity. Section 12 of the same Republic Act reiterates the functions of the BAC as follows:

- a. advertise and/or post the invitation to bid, conduct pre-procurement and pre-bid conferences, and determine the eligibility of prospective bidders,
- b. receive bids and conduct the evaluation of bids, and undertake post-qualification proceedings,
- c. recommend award of contracts to the Head of the procuring Entity and the imposition of sanctions in accordance with article 23 of RA 9184,
- d. create a Technical Working Group from a pool of technical, financial and/or legal experts to assist in the procurement process, and
- e. recommend to the Procuring Entity the use of Alternative Methods of Procurement as provided for in Article 26 of RA 9184.

2. Furthermore, DepEd Order 27, s. 2020 which outlines the Guidelines on the Reconstitution of Inspectorate Team in the Department of Education required the creation of Inspectorate Team in the Schools Division Offices with the following general functions:

- a. attend the pre-inspection conference with the implementing units/end-user units wherein specific tasks are allocated to each inspector,
- b. attend post-inspection conference wherein the findings and result of the inspection are discussed,
- c. prepare the inspection references prior to the scheduled inspection such as copies of technical specifications, inspection and test protocols sourced from the bidding



Address: Bulanao Central School Cmpd., Purok 2, Bulanao Norte, Tabuk City, Kalinga

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Website: <https://www.depedtabukcity.com>



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- documents of the project, the necessary measuring and testing instruments and the forms for recording the measurement data,
- d. familiarize themselves with the technical specifications of the goods and the inspection and test protocols before proceeding to the inspection site,
 - e. check the completeness and authenticity of the documents presented by the supplier,
 - f. conduct physical inspection of the goods, and check whether the technical specifications, quantity and standards as indicated in the perfected contract/purchase order are met,
 - g. perform trial and operational test on equipment, computers and other related goods. Requests the supplier to demonstrate operation of the equipment and observe its performance,
 - h. check the inclusion of warranty certificate and instructional manual,
 - i. sign the inspection portion of the inspection and acceptance report if the deliveries conform to the technical requirements,
 - j. prepare and submit promptly to the IUs/EUs pre-delivery inspection report stating among others, its assessment and findings,
 - k. submit assessment reports and policy recommendations concerning the conduct of inspection, and
 - l. attend meetings, conferences and training programs as may be required by the School Division Office.
3. Relevant to the aforementioned policies, the Schools Division of Tabuk City hereby reconstitutes the members of the Bids and Awards Committee.
- a. Bids and Awards Committee (BAC).** Responsible in ensuring that the Procuring Entity abides by the standards set forth by Republic Act 9184 or the Government Procurement Reform Act.


Chairperson: Jan Nowel E. Peña
OIC Asst. Schools Division Superintendent

Vice-chairperson: Emmanuel C. Ubulan
Education Program Supervisor

Members: Atty. Ringgo G. Sumedca
Legal Officer III
Ferdinand A. Malagyab
Public Schools District Supervisor
Nicasio C. Sumarita
Education Program Supervisor
Doddie Marie L. Duclan
Education Program Supervisor



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- b. BAC Secretariat.** Assist the BAC in the conduct of its functions and serve as the main support unit of the BAC.

Lead Secretariat: Lovelyn L. Mukay
Administrative Officer II

Assistant Lead: Timothy V. Gallamaso
Administrative Asst. I

Members: (CID) Loriet L. Iyadan
Project Development Officer II

(SGOD) Daisy N. Bucao
Project Development Officer I

(OSDS) Karen Velasco
Administrative Assistant III

- c. Inspectorate Team.** In-charge of the overall conduct of pre-delivery, delivery and post-delivery inspection of DepEd SDO Tabuk City procured goods.

Team Leader: Efren Y. Danag
Planning Officer III

Members: Gilbert E. De La Cruz
Administrative Assistant III

Michael Miller C. Picat
Administrative Aide VI

Program Holder

Provisional Members

1. Learning Materials Supplementary Learning Resources, Printing Projects and LTE for TVL & SME	Helen B. Orap Education Program Supervisor Josefina B. Balisong Education Program Supervisor
2. Food & Medicines, Dental Tools and Supplies and other Health Supplies	Jeth Renz L. Oggang Dentist II Shirley C. Sarmiento Nurse II
3. Sports-related Goods & Equipment	Dewaii B. Bagayao Senior Education Program Specialist Allan R. Galanza Project Development Officer I



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2. Goods

Lead: Allan S. Dumalsim
Information Technology Officer I

Members: Dr. Rodolfo D. Niones Jr.
Medical Officer III
Mark Christian D. Buduan
Administrative Aide VI

3. Consulting Services


Lead: Catherine M. Badong
Administrative Officer IV

Members: Ma. Medea C. Vallejo
Public Schools District Supervisor
Dorothy S. Asingal
Administrative Officer V

4. Provisional Members

Jocelyn L. Lomeng
Nurse II
Helen B. Orap
Education Program Supervisor

4. For information, guidance, and compliance.


BENEDICTA B. GAMATERO PhD, CESO V
Schools Division Superintendent 