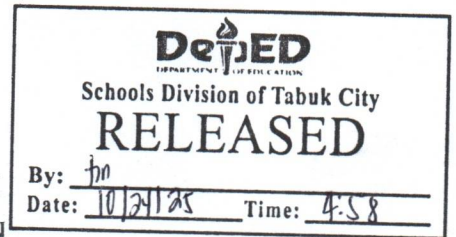




Republic of the Philippines
Department of Education
CORDILLERA ADMINISTRATIVE REGION
SCHOOLS DIVISION OFFICE OF TABUK CITY
Tabuk City, Kalinga



October 24, 2025

Division MEMORANDUM
No. 491, s. 2025

**RECONSTITUTION OF THE MEMBERS OF THE BIDS AND AWARDS
COMMITTEE (BAC) AND TECHNICAL WORKING GROUP
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 and Section 41 of the Implementing Rules and Regulations of Republic Act 12009 or the New Government Procurement Act provide that a single Bid and Awards Committee (BAC) shall be established in each procuring entity. Section 42 of the same Republic Act reiterates the functions of the BAC as follows:

- a. Recommend to the HoPE the use of any of the modes of procurement as provided in Rule IV of the IRR of RA 12009;
- b. Publish or post the Invitation to Bid or Request for Expression of Interest;
- c. Conduct pre-procurement and pre-bid conferences;
- 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 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,



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financial, and/or legal experts to assist in the following procurement processes, such as but not limited to:

1. Review of the technical Specifications, Scope of Work, and Terms of Reference;
2. Review of Bidding Documents;
3. Short-listing of Consultants;
4. Eligibility Screening; Evaluation of Bids;
5. Post Qualification; and
6. Resolution of Request for Reconsideration

2. Relevant to the aforementioned policies, the Schools Division of Tabuk City hereby reconstitutes the members of the Bids and Awards Committee and the Technical Working Group for Infra and Civil Works.

- 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
Asst. Schools Division Superintendent

Vice-chairperson: Emmanuel C. Ubuan
Education Program Supervisor

Members: Federico C. Flores
Education Program Supervisor
Ferdinand A. Malagyab
Public Schools District Supervisor
Nicasio C. Sumarita
Education Program Supervisor
Cresencia M. Na-oy
Education Program Supervisor
Gemmeline C. Bumanglag
Public Schools District Supervisor

- 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

Members: Mark Angelo L. Sarne
Administrative Aide VI
Daisy N. Bucao
Project Development Officer I
Karen V. Mendoza
Administrative Officer II

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



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Team Leader: Efren Y. Danag
Planning Officer III

Members: Charity B. Binoloc
Administrative Assistant III

Administrative Aide VI of the Supply Office
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
4. Training/Seminar Kits	Harriet C. Buslig Education Program Specialist II Vincent B. Martinez Education Program Specialist II
5. Furniture and Related Goods	Engr. Paul N. Palliso Engineer III Sixto Lang-ay Accountant III
6. DCP Packages, IT-related Goods and Internet Services	Allan S. Dumalsim Information Technology Officer II Kenneth A. Atiwag Senior Education Program Specialist
7. DRRM Supplies and Materials	Menchie P. Gamongan Project Development Officer II Dr. Rodolfo D. Niones Jr. Medical Officer
8. Service Vehicles	Alkane D. Manaol Admin Aide IV Roland E. Mendoza Security Guard I
9. Security, Janitorial and Other General Services	Dorothy S. Asingal Administrative Officer V Ruben Baliao Admin Aide IV



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- d. Technical Working Group (TWG).** Assist the BAC in the preparation of the bidding documents, ensuring that the same properly reflects the requirements of the DepEd Schools Division of Tabuk City and that these conform to the standards set forth by RA 9184.

1. Infra and/or Civil Works

Lead: Engr. Paul Palliso
Engineer III

Members: Deewaii B. Bagayao
Senior Education Program Specialist
Kenneth A. Atiwag
Senior Education Program Specialist

2. Goods

Lead: Allan S. Dumalsim
Information Technology Officer I

Members: Dr. Rodolfo D. Niones Jr.
Medical Officer III
Mark Angelo L. Sarne
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

3. For information, guidance, and compliance.

BENEDICTA B. GAMATERO PhD, CESO V
Schools Division Superintendent



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