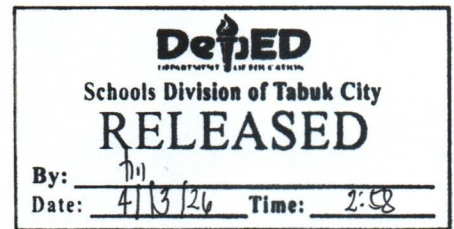




Republic of the Philippines
Department of Education
Cordillera Administrative Region
Schools Division of Tabuk City



Office of the Schools Division Superintendent

April 8, 2026

DIVISION MEMORANDUM
No. 154 S. 2026

**RECONSTITUTION OF THE MEMBERS OF THE BIDS AND AWARDS COMMITTEE
(BAC) AND TECHNICAL WORKING GROUP (TWG) OF THE DEPED SCHOOLS
DIVISION OF TABUK CITY**

TO : Assistant Schools Division Superintendent
Chief Education Supervisors
Education Program Supervisors
Public Schools District Supervisors
Heads of Units and Sections
All others concerned

1. Pursuant to Section 41 of the Implementing Rules and Regulations of Republic Act 12009 or the New Government Procurement Act provide that a single Bids 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 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, 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;





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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: Ginadine D. Balagso
Asst. School Division Superintendent

Vice-Chairperson: Emmanuel C. Ubuan
Education Program Supervisor

Members: Federico C. Flores
Education Program Supervisor

Ferdinand A. Malagyab
Education Program Supervisor

Nicasio C. Sumarita
Education Program Supervisor

Cresencia M. Na-oy
Education Program Supervisor

Atty. Sandy Basungit
Attorney III

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

Lead Secretariat: Daisy N. Bucao
Project Development Officer II

Members: Karen V. Mendoza
Administrative Officer II





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Ruchelle T. Quimao
Administrative Aide VI

- 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

Members: Charity B. Binoloc
Administrative Assistant III

Carmina D. Alay
Administrative Aide VI

Program Holder

Provisional Members:

Learning Materials Supplementary Learning Resources, Printing Projects and LTE for TVL & SME	Helen B. Orap Josefina B. Balisong
Food & Medicines, Dental Tools and Supplies and other Health Supplies	Jeth Renz L. Oggang Shirley C. Sarmiento
Sports-related Goods & Equipment	Dewaii B. Bagayao Allan R. Galanza
Training/Seminar Kits	Hariet C. Buslig Vincent B. Martinez
Furniture and Related Goods	Engr. Paul N. Palliso Sixto Lang-ay
DCP Packages, IT-related Goods and Internet Services	Allan S. Dumalsim Kenneth A. Atiwag
DRRM Supplies	Menchie P. Gamongan Dr. Rodolfo D. Niones Jr.
Service Vehicles	Alkane D. Manaol Roland E. Mendoza
Security, Janitorial and Other General Services	Dorothy S. Asingal Ruben Baliao



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

Email: tabuk.city@deped.gov.ph

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



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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. Dumalsin
Information Technology Officer I

Members: Lovelyn L. Mukay
Administrative Officer IV

Welda Liezl P. Buslig
Administrative Officer V

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.


CHRISTOPHER C. BENIGNO PhD, EdD, CESO VI
Assistant Schools Division Superintendent
OIC-Schools Division Superintendent



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