

Department of Education

Caraga Region SCHOOLS DIVISION OF SURIGAO DEL SUR

DEPED-DIVISION OF SURIGAO DEL SUR RELEASED		
DATE:	2-16-2024	
TIME:		
SIGNAT	URE:	

Office of the Schools Division Superintendent

February 14, 2024

DIVISION MEMORANDUM No. 071 , s. 2024

RECONSTITUTION OF THE DIVISION BIDS AND AWARDS COMMITTEE (BAC), BAC SECRETARIAT, TECHNICAL WORKING GROUP (TWG), INSPECTORATE TEAM, AND CANVASSERS FOR CY 2024

Assistant Schools Division Superintendent To: Chiefs of Functional Divisions Unit/Section Heads All Others Concerned 19-10 This Office

- 1. Pursuant to the provisions of Republic Act 9184 or the Government Procurement Reform Act and its Revised Implementing Rules and Regulations and in accordance with DepEd Order No. 27, s. 2020 entitled Guidelines on the Reconstitution of Inspectorate Team in the Department of Education Central Office, Regional and Schools Division Offices and Schools, this office hereby reconstitutes the Division Bids and Awards Committee (BAC), Technical Working Group (TWG), BAC Secretariate and Inspectorate Team for CY 2022.
- 2. The following personnel are hereby designated as:

BIDS AND AWARDS COMMITTEE (BAC)

a. REGULAR MEMBERS

Chairperson

CARLOS TIAN CHOW C. CORREOS - Chief Education Supervisor, SGOD

Vice-Chairperson

FLUELLEN L. COS - Chief Education Supervisor, CID

Members

SHIRLENE E. CRABAJALES - Administrative Officer V IRENE A. GRUMEZ - Education Program Supervisor ENCARNACION M. PADUA- Education Program Supervisor

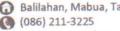
b. PROVISIONAL MEMBERS

MEGENILA C. GUILLEN - Education Program Supervisor End-User Concerned of the Procurement Activity











Department of Education

Caraga Region SCHOOLS DIVISION OF SURIGAO DEL SUR

BAC TECHNICAL WORKING GROUP (TWG)

1. Infra/Civil Works: RICKY A. MAGNAYE - Engineer III

2. Goods and Office

Supplies : **DANTE A. GRUMO** – Administrative Officer IV

3. Services : ANALIZA G. DOLORICON – Education Program Supvr.

4.TVL Tools/ Equipment/ School Furniture

: RUFINO T. REYES - Education Program Supvr.

5.IT : MARVIN G. MINGUILLAN - Information Tech. Officer

6.Legal : ATTY. CALVIN KLEIN E. LIANZA – Legal Officer III

BAC SECRETARIAT

Chairperson : DANTE A. GRUMO - Administrative Officer IV

Members

1. Goods, Office Supplies and Reproduction of Bidding

Documents

HELEN E. ARIENZA- Administrative Aide III

2. Infra/ Civil Works, Services

And IT

JAZEL L. BALDOMERO- Administrative Assistant III

3.TVL Tools/ Equipment/ School

Furniture CHERRY ROSE R. BALUCANAG- Admin. Assistant III

INSPECTORATE TEAM

Team Leader : JOIELYN D. PASCO - Administrative Officer IV

Regular Members : ROGER SHANDEL C. CLAR - Admin. Aide I

: LEONARD F. DELIGENCIA-Admin. Assistant III

: End-user of the Procurement

Provisional Members:

PROJECTS	PROVISIONAL MEMBERS
Learning Materials, Supplementary Learning Resources, Printing Projects and LTE for TVL and SME	MEGENILA C. GUILLEN Education Program Supervisor











Devartment of Education

Caraga Region SCHOOLS DIVISION OF SURIGAO DEL SUR

Food and Medicines, Dental	HYPZIBAH L. ANDOY
Tools and Supplies and Other	Nurse II
Health Supplies	
Sports-Related Goods and	ANTONIO V. SALAZAR
Equipment	TVL Coordinator, CID
Food (Training/ Seminar Kits	ERLYN G. MANGADLAO
	Education Program Specialist II
Furniture and Related Goods	
DCP Packages, IT-Related Goods	ALEX S. MISTULA
and Internet Services	SEPS, SGOD - Soc Mob
DRRM Supplies and Materials	
Service Vehicles	RONALD D. ALDONZA
Security, Janitorial and Other	Administrative Aide IV
General Services	

CANVASSERS

- 1. SATURNINO S. LUNA Admin. Asst. III
- 2. RONNIE A. DIAZ Admin. Aide VI / Driver
- 3. EDWIN BERRY- Admin. Aide I
- 4. End-user of the Acitivity
- 3. The members of the Bids and Awards Committee, Technical Working Group and the Secretariat are hereby directed to perform the duties and responsibilities as mandated by RA 9184. Provisional members may only attend BAC activities in the absence of any regular member to constitute quorum.
- 4. The following roles and responsibilities for the inspectorate team and the Canvassers are hereby reiterated:

Inspectorate Team:

- Conduct pre-delivery inspection prior to delivery to determine the compliance with the technical specifications;
- ii. Inspect delivery goods in accordance with the perfected Purchase Order / Contract:
- iii. Sign the Inspection and Acceptance Report (IAR) form and recommend payment/non-payment of the Supplier/Contractor;
- Conduct post-delivery inspection prior to the issuance of iv. Certificate of Final Acceptance; and
- Monitor the rectification of defective deliveries.
 - a. All inspectors shall hold their positions for a period of two fiscal years. Thereafter, a reconstitution shall be made anew.
 - b. Any member of the Inspectorate Team may be removed and replaced without any justifiable reason after having been designated as Member of an Inspectorate Team through Office Memorandum.













Department of Education

Caraga Region SCHOOLS DIVISION OF SURIGAO DEL SUR

- c. In case of removal, retirement or leave of absence of a Member during his/her term, he/she shall be replaced immediately through an Office Memorandum.
- d. No inspection shall proceed without the presence of the Team Leader, Regular Members and Provisional Member. All documents required in the inspection procedure shall be personally signed by them.

Canvassers:

- Do personal/online canvass of goods and other services based on the Request for Quotation (RFQ) from accredited suppliers with PhilGEPS Registration or duly registered with the Bureau of Internal Revenue;
- ii. Advice the suppliers to fill up the RFQ properly and any entries therein to be legibly written; and
- Hand in completely filled up RFQ to the Bids and Awards Committee Chairperson or in his absence, to the Vice Chairperson.
- 5. Under this Memorandum, the Canvassers may reimburse actual transportation expenses during the process, indicating therein the RFQ being canvassed, or may use any available office service vehicle for the purpose. They shall obtain signature from Suppliers as evidence of their appearance at the establishment through the Pass Slip.
- 6. Widest dissemination and compliance of this memorandum is highly desired.

LORENZO O. MACASOCOL, CESO V Schools Division Superintendent

Encl.: As stated Reference:

To be indicated in the <u>Perpetual Index</u> under the following subjects:

DIVISION BIDS AND AWARD COMMITTEE
SECRETARIAT TECHNICAL WORKING GROUP
INSPECTORATE TEAM CANVASSERS

GLG/DM- Reconstitution of The Division Bids And Awards Committee (Bac), Bac Secretariat, Technical Working Group (Twg), Inspectorate Team, And Canvassers For CY 2024

071 / February 14, 2024







