



Republic of the Philippines
Department of Education

Caraga Region
SCHOOLS DIVISION OF SURIGAO DEL SUR

DEPED-DIVISION OF SURIGAO DEL SUR			
RELEASED			
DATE:	2-16-2024		
TIME:	8:30 am		
SIGNATURE:			

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**

To: Assistant Schools Division Superintendent
Chiefs of Functional Divisions
Unit/Section Heads
All Others Concerned
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



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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



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

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:

- i. 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;
- iv. Conduct post-delivery inspection prior to the issuance of Certificate of Final Acceptance; and
- v. 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.



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- 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:

- i. 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. Advise the suppliers to fill up the RFQ properly and any entries therein to be legibly written; and
 - iii. 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 Perpetual Index
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

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