DEPARTMENT OF EDUCATION
EL SALVADOR CITY- RECORDS SECTION
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Republic of the Philippines
Department of Education
REGION X – NORTHERN MINDANAO
SCHOOLS DIVISION OF EL SALVADOR CITY

26 October 2026

DIVISION MEMORANDUM
No. 355, s. 2026

RECONSTITUTION OF COMMITTEES FOR PROCUREMENT ACTIVITIES FOR CALENDAR YEAR 2026

To: Asst. Schools Division Superintendent
Chief Education Supervisors, CID and SGOD
Education Program Supervisors
All Public Elementary & Secondary Schools Heads
All Others Concerned
This Division

1. This is to inform the field that effective October 26, 2026, the composition of this Division's Committees relative to Procurement, shall be as follows:

   A. **Bids and Awards Committee (BAC)**- *enclosure A contains the duties and responsibilities of the BAC members*

Supply, Goods & Services, Feeding, Infrastructure/Repair

	Goods & Services	Infrastructure
Conniebel C. Nistal	Chair	Chair
Rolly B. Labis	Member	Vice-Chair
Ninian A. Alcasid	Vice-Chair	Member
Regular Member		
Jeffrey M. Martinez	Member	Member
Stephanie P. Saligumba	Member	Member

The following shall be the BAC provisional members of the corresponding projects:

Projects	Provisional Member/s
Sports-related goods and equipment	Analyn G. Fabria
IPED and ALS	Melanie M. Ligutom
School-Based Feeding Program food and medicines, dental tools & supplies and other health supplies	Franz Maybelle M. Gaid

Learning materials, supplementary learning resources, printing projects.	Margie R. Valmoria
LTE for TVL & SME	Roque R. Sabasaje
DRRM Supplies and Materials	Jurica Ethel L. Estrada
Trainings, Seminars, Conferences Food for Trainings, Seminar Kits, and Other Activities	Carmille V. Gahay
Service Vehicles	Remy Jane M. Markinez
Security, Janitorial and Other General Services	Remy Jane M. Markinez (Jerome L. Suguilon, in the absence of Ms. Remy Jane M. Markinez)

Note: Provisional members, including Program holders, will sit as member only during the procurement of goods and services assigned to them.

B. BAC Secretariat- to act as the main support unit of the BAC

Name	Assignment
Jovit D. Comon	Procurement Secretariat Head
Rodrigo N. Valmoria Jr.	Member, Public Bidding/Other Procurement
Apple Kieth B. Arangoso	Member, Public Bidding/Other Procurement
Therese Charmaigne Y. Estaño	Member, Communications/Activities/Other Procurements and Records

C. Technical Working Group (TWG) – to provide assistance to the BAC in terms of technical, financial, legal and other aspects of the procurement at hand.

Name
Engr. Macky D. Tudas
Sherrie R. Dungog
Kevin B. Asequia

D. Division Canvasser – to request quotations from suppliers

Name	Assignment
Gilyn D. Quimson	Procurement for the SDO

E. Inspectorate Team – to ensure that projects and/or items delivered meet the specifications.

Role	Name of Employee
Chairman	Felanie Marie A. Lim
Co-Chairman	Eleonor R. Isiderio
Regular Members	Mark Jasper O. Pagayon Gie Grace A. Cesar
Provisional Members	Representatives of the Implementing Unit/End-User who have technical skill and expertise relevant to the goods procured.

F. PO Monitoring In-charge – to serve Purchase Order (Pos) and monitor all purchase orders progress and status

Name	Assignment
Harold P. Calubag	Procurement for the SDO

G. Liaison Officers – to deliver and pick-up items of the SDO and LRMS.

Name	Assignment
Alan T. Saculingan	Procurement for the SDO
Harold P. Calubag	Assist in the pickup and delivery of goods

2. Designated employees shall be sent to attend procurement trainings or capacity development program, as prescribed by the Procurement rules and regulations. They are likewise expected to perform the prescribed duties and responsibilities, in addition to the duties and responsibilities of their current position. Further, they are expected to uphold the public trust and interest at all times.

3. All are reminded that this Office adheres to Equal Opportunity Principle (EOP). Hence, all decisions and actions shall be based solely on guidelines set forth, with no discrimination on the account of age, gender identity, sexual orientation, civil status, disability, religion, ethnicity or political affiliation.

4. This memorandum shall take effect until further revoked by this office.

5. This is for your information, guidance and compliance.

RANDOLPH B. TORTOLA
Schools Division Superintendent

To be indicated in the Perpetual Index
under the following subjects:

Reconstitution
Procurement
Committee
BAC

FUNCTIONS OF THE BIDS AND AWARDS COMMITTEE (BAC)

Reference: The 2016 Revised Implementing Rules and Regulations (IRR) of RA 9184

Section 12.1

The BAC shall have the following functions:

a. advertise and/or post the invitation to bid/request for expressions of interest;
b. conduct pre-procurement and pre-bid conferences;
c. determine the eligibility of prospective bidders;
d. receive and open bids; (e) conduct the evaluation of bids;
e. conduct the evaluation of bids;
f. undertake post-qualification proceedings;
g. resolve requests for reconsideration;
h. recommend award of contracts to the HoPE or his duly authorized representative:
i. recommend the imposition of sanctions in accordance with Rule XXIII;
j. recommend to the HoPE the use of Alternative Methods of Procurement as provided in Rule XVI hereof;
k. conduct any of the Alternative Methods of Procurement;
l. conduct periodic assessment of the procurement processes and procedures to streamline procurement activities pursuant to Section 3(c) of this IRR; and
m. perform such other related functions as may be necessary, including the creation of a Technical Working Group (TWG) from a pool of technical, financial, and/or legal experts

Section 12.2

The BAC:

a. shall be responsible for ensuring that the Procuring Entity abides by the standards set forth by the Act and this IRR, and
b. shall prepare a Procurement Monitoring Report (PMR) in the form prescribed by the GPPB. The PMR shall cover all procurement activities specified in the APP, whether ongoing and completed, from the holding of the pre-procurement conference to the issuance of notice of award and the approval of the contract, including the standard and actual time for each

major procurement activity. The PMR shall be approved and submitted by the HoPE to the GPPB in printed and electronic format within fourteen (14) calendar days after the end of each semester. The PMR shall likewise be posted in accordance with E.O. 662, s. 2007, as amended.

FUNCTIONS OF THE BIDS AND AWARDS COMMITTEE (BAC)

Reference: The 2016 Revised Implementing Rules and Regulations (IRR) of RA 9184

Section 14.1

The HoPE shall create a Secretariat which will serve as the main support unit of the BAC. An existing organic office within the Procuring Entity may also be designated to serve as Secretariat. To strengthen and promote the professionalization of the organizations' procuring unit, the HoPE may create procurement units that may serve concurrently as BAC Secretariat in accordance with the guidelines issued by DBM. The Secretariat shall have the following functions and responsibilities:

a. Provide administrative support to the BAC and the TWG;

b. Organize and make all necessary arrangements for BAC and the TWG meetings and conferences;

c. Prepare minutes of meetings and resolutions of the BAC;

d. Take custody of procurement documents and other records and ensure that all procurements undertaken by the Procuring Entity are properly documented;

e. Manage the sale and distribution of Bidding Documents to interested bidders;

f. Advertise and/or post bidding opportunities, including Bidding Documents, and notices of awards;

g. Assist in managing the procurement processes;

h. Monitor procurement activities and milestones for proper reporting to relevant agencies when required;

i. Consolidate PPMPs from various units of the Procuring Entity to make

them available for review as indicated in Section 7 of this IRR and prepare the APP; and

j. Act as the central channel of communications for the BAC with end-user or implementing units, PMOs, other units of the line agency, other government agencies, providers of goods, infrastructure projects, and consulting services, observers, and the general public.

DUTIES OF BAC TECHNICAL WORKING GROUP (TWG)

Reference: The 2016 Revised Implementing Rules and Regulations (IRR) of RA 9184

Section 12.1, Letter m:

The Technical working Group (TWG) created by the Bids and Awards Committee (BAC) from the pool of technical, financial, and/or legal experts shall assist in the following:

I. Review of the Technical Specifications, Scope of Work, and Terms of Reference.

II. Review of Bidding Documents.

III. Shortlisting of Consultants.

IV. Eligibility Screening.

V. Evaluation of Bids.

VI. Post-Qualification; and

VII. Resolution of Request for Reconsideration.