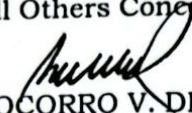


Republic of the Philippines  
**Department of Education**  
REGION V  
SCHOOLS DIVISION OFFICE OF CATANDUANES

DIVISION MEMORANDUM  
No. 102, 2024

TO : Assistant Schools Division Superintendent  
Chief Education Supervisors, CID and SGOD  
Education Program Supervisors  
Section Heads  
All Others Concerned

FROM:   
SOCORRO V. DELA ROSA  
Schools Division Superintendent

SUBJECT: **RECONSTITUTION OF THE DIVISION BIDS AND AWARDS  
COMMITTEE (BAC), BAC SECRETARIAT AND INSPECTORATE  
TEAM**

DATE: February 26, 2024

1. In consonance with the provision of **Republic Act 9184** otherwise known as "**The Government Procurement Reform Act**", the following members of the **Bids and Awards Committee for CY 2024** for the procurement of Infrastructure Projects, Goods and Services are hereby designated to compose the BAC to handle the procurement and other related duties and functions appertaining thereto, namely:

**REGULAR MEMBERS:**

<b>Chairman</b>	-	<b>CECILE C. FERRO, CESO V</b> Asst. Schools Division Superintendent
<b>Vice- Chairman</b>	-	<b>Atty. NORLITO JR. P. AGUNDAY</b> Attorney III
<b>Members</b>	-	<b>NIÑO GERALD C. CENETA</b> Education Program Supervisor <b>EVA S. TOLENTINO</b> Administrative Officer V (Admin.) <b>LIZA R. BERNARDO</b> Administrative Officer IV (Cashier)

**Provisional Member- end-user/program owner**



San Roque, Virao, Catanduanes  
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**BAC SECRETARIAT**

- Head** - **JEZRAHEL T. OMADTO**  
Education Program Supervisor
- Member** - **JOGENE ALLILY C. SAN JUAN**  
Project Development Officer II
- JENNIFER B. METICA**  
Information Technology Officer I

**CANVASSERS**

- OSDS** - **CRISTY DE LEON**  
**RODERICK GEROMO**  
Program Owner
- CID** - **MA. RITA SR. TABLATE**  
**LORENA D. CHAVEZ**  
Program Owner
- SGOD-** **REY C. BONAYON**  
**ACHILLES V. ALBERTO I**  
Program Owner

**INSPECTORATE TEAM**

**INFRASTRUCTURE**

- Team Leader** - **MARY JEAN S. ROMERO**  
Chief- OSDS
- Members** - **RODGER A. MATIENZO**  
Engineer III
- ANGELO JAMES O. AGUINALDO**  
Accountant III
- CRISTINA T. BARRAMEDA**  
Admin. Officer IV (Supply)

**GOODS**

- Team Leader** - **GINA B. PANTINO**  
Education Program Supervisor
- Members** **ANGELO JAMES O. AGUINALDO**  
Accountant III
- CRISTINA T. BARRAMEDA**  
Admin. Officer IV (Supply)

**PROJECTS**

- Learning Materials, Supplementary  
Learning Resources, Printing Projects  
and LTE for TVL and SME - **PEACHE ROSHELE CHAVEZ**  
Librarian II



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Food and Medicines, Dental Tools And Supplies and Other Health Supplies	-	<b>KRISTINE G. SANTELICES</b> Medical Officer III
Sports-Related Goods and Equipment-		<b>FIDEL VEGIM</b> Principal II
Training/Seminar Kits	-	<b>MA. GINA TEMPLONUEVO</b> Education Program Supervisor
Furniture and Related Goods	-	<b>ACHILLES V. ALBERTO I</b> Educ. Program Specialist II
DCP Packages, IT-Related Goods and Internet Services	-	<b>JENNIFER B. METICA</b> IT Officer I
DRRM Supplies and Materials	-	<b>MARIA AUDREA L. VIVO</b> Project Dev't Officer II
Service Vehicles	-	<b>RODERICK S. GEROMO</b> Admin. Aide IV
Security, Janitorial and Other General Services	-	<b>GERRY BONAVENTE</b> Admin. Aide I

**FUNCTIONS OF THE BIDS AND AWARDS COMMITTEE (BAC)**

The members of the Bids and Awards Committee shall have the following Functions:

Advertise and/or post the invitation to bid, conduct pre-procurement and pre-bid conferences, determine the eligibility of prospective bidders, receive bids, conduct the evaluation of bids, undertake post-qualification proceedings, recommends awards of contract to the Head of the procuring Entity of his duly authorized representative: Provided, That in the event the Head of the Procuring 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; recommend the imposition of sanctions, including the creation of a Technical Working Group from a pool of technical, financial and/or legal experts to assist in the procurement process.

In proper cases, the BAC shall also recommend to the Head of the Procuring Entity the use of Alternative Methods of procurement as provided for the Article XVI hereof.



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The BAC shall be responsible for ensuring that the Procuring Entity abides by the standards set forth by RA 9184 and its IRR, and it shall prepare a procurement monitoring report that shall be approved and submitted by the Head of Procuring Entity to the GPPB on a semestral basis.

**FUNCTIONS OF THE INSPECTORATE TEAM**

The Division Inspectorate Team (DTI) shall be responsible for the inspection of goods and services delivered and infrastructure projects implemented by the Division Office. As provided in Deped Order No. 27, s.2020, the General Functions of the Inspectorate Team are as follows:

- a. Conducts pre-delivery inspection prior to delivery to determine compliance with the technical specification.
- b. Inspects the delivered goods in accordance with the perfected purchase order/contracts.
- c. Signs the Inspection and Acceptance Report (IAR) form and recommends payment/non-payment of the supplier/contractor.
- d. Conducts post-delivery inspection prior to the issuance of Certificate of Final Acceptance.
- e. Monitors the rectification of defective deliveries.

They are to act on all matters appertaining to the said designation in accordance to the provisions of Republic Act 9184 to start on **March 1, 2024**.

Compliance and dissemination of this Memorandum is directed.

Cc.

BAC & BAC Secretariat Member  
The Resident Auditor



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