



Republic of the Philippines  
**Department of Education**  
 REGION XI  
 SCHOOLS DIVISION OF PANABO CITY

Office of the Schools Division Superintendent

**DIVISION MEMORANDUM**

No. 0002 s., 2026

January 05, 2026

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

To: **BASILIO P. MANA-AY, JR., CESO VI**  
 Assistant Schools Division Schools Division Superintendent  
**JANWARIO E. YAMOTA**  
 Chief Education Supervisor-Curriculum Implementation Division  
**AILENE B. AÑONUEVO, PhD.**  
 Chief Education Supervisor-Schools Governance Operation Division  
 All Concerned

1. Please be informed that the Bids and Awards Committee (BAC) is hereby reconstituted, as follows:

**Bids and Awards Committee:**

Chairman: JANWARIO E. YAMOTA  
 Vice Chairman: ERICK S. DALUMPINES  
 Members: ATTY. ANNALENE A. DACUMOS-VILLANUEVA  
 KEREN T. LUMA  
 JOHN B. VISILLAS  
 PETER A. MIJARES  
 ELDEN D. ORBETA

**Alternate BAC Members:**

KER DENZEL G. INFUESTO  
 REYNALDO R. DEOCAMPO  
 CEZEN M. PACULANANG

**Functions of the BAC (Sec. 42, IRR of R.A. 12009)**

- a) Recommend to the HoPE the use of any of the modes of procurement as provided in Rule IV of this IRR;
- b) Publish or post the Invitation to Bid or Request for Expressions of Interest;
- c) Conduct pre-procurement and pre-bid conferences; 84
- 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;



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- 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 on a semestral basis. The contents and coverage of this report shall be in the form prescribed by the GPPB provided in this IRR; and
- l) Perform such other related functions as may be necessary

**BAC Secretariat:**

Chairman: DEARLY MAE B. CABOTE  
Members: JUN ERNIE IGCASAMA  
LEA JANE M. ISLETA  
MOIRA YSOBELLE U. LAMPON

**Functions of the Secretariat (Sec. 44.3, IRR of R.A. 12009)**

- 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) Publish 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 PMPs 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, Project Management Offices (PMO), other units of the line agency, other government agencies, providers of Goods, Infrastructure Projects, and Consulting Services, Observers, and the general public.

**Technical Working Group on Infrastructure:**

Chairman: AVELINO D. BITANG  
Members: ANTONIO R. PASQUITO, JR.  
HERNANI A. RESUEÑO, JR.

**Functions of the Technical Working Group (Sec. 42, IRR of R.A. 12009)**

- i) Review of the Technical Specifications, Scope of Work, and Terms of

Reference;





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- ii) Review of Bidding Documents;
- iii) Short-listing of Consultants;
- iv) Eligibility Screening;
- v) Evaluation of Bids;
- vi) Post-Qualification; and
- vii) Resolution of Request for Reconsideration.

**Inspectorate Team on Infrastructure:**

Team Leader: JULIUS I. SUELTO  
Members: ERNA O. LUMANDONG  
ENGR. MARK MICHAEL J. PONTILAR

**Inspectorate Team on Goods and Services:**

Team Leader: MARISSA Y. MANGINSAY  
Regular Members: JAIME C. CARLOM  
MARLOU P. DE ASIS  
MAYA FLAMINDA G. JUANICH  
JOI OLIVER F. BAWI-IN

Provisional Members:

	Projects:	Members:
1	Learning Materials, Supplementary Learning Resources, Printing Projects and LTE for TVL and SME	DJHOANE C. AGUILAR PETER B. MIJARES, JR.
2	Food and Medicines, Dental Tools and Supplies and other Health Supplies	DR. MAE ANN LLANA MA. SUZETTE FLORES
3	Sports-Related Goods and Equipment	RONMAR V. JAYOMA
4	Training/Seminar Kits	IRYHN E. PETALCORIN KENNETH S. DELIGENCIA
5	Furniture and Related Goods	ENGR. ERIC S. VALENCIA
6	DCP Packages, IT-Related Goods and Internet Services	TYRON O. DUJALI AXL JAY Q. CAVAN
7	DRRM Supplies and Materials	ANALIZA M. MENDOZA
8	Service Vehicles	RONNEL VILLANUEVA
9	Security, Janitorial and Other General Services	RAUL E. GACUS

**Functions of the Inspectorate Team (D.O. 027, s. 2020)**

The Inspectorate Team shall be in charge of the overall conduct of pre-delivery, delivery and post-delivery inspection of DepEd procured goods. In addition to the roles and



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responsibilities provided under DO No. 5, s. 2010 and DO No. 42, s. 2018, all Inspectorate Teams shall likewise perform functions such as, but not limited to, the following:


1. Attend the Pre-Inspection Conference with the Implementing Units/End-User Units wherein specific tasks are allocated to each Inspector.
2. Attend Post-Inspection Conference wherein the findings and result of the inspection are discussed.
3. Prepare the inspection references prior to the scheduled inspection such as copies of technical specifications, inspection and test protocols sourced from the bidding documents of the project, the necessary measuring and testing instruments and the forms for recording the measurement data.
4. Familiarize themselves with the technical specifications of the goods and the inspection and test protocols before proceeding to the inspection site.
5. Check the completeness and authenticity of the documents presented by the Supplier.
6. Conduct physical inspection of the goods, and check whether the technical specifications, quantity and standards as indicated in the perfected Contract/Purchase Order are met.
7. Perform trial and operational tests on equipment, computers and other related goods. Request the Supplier to demonstrate operation of the equipment and observe its performance.
8. Check the inclusion of warranty certificate and instructional manual.
9. Sign the Inspection Portion of the Inspection and Acceptance Report if the deliveries conform to the technical requirements.
10. Prepare and submit promptly to the IUs/EUs and Contract Management Division (for CO Inspectorate Team) Pre-Delivery Inspection Report stating, among others, its assessment and findings.
11. Submit assessment reports and policy



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recommendations concerning the conduct of inspection.

12. Attend meetings, conferences and training programs as may be required by the CO or Heads of the ROs, SDOs and Schools.
2. All designated members of the different committees are hereby advised to refer to the **2016 Revised IRR of R.A. 9184, IRR of R.A. 12009 and DepEd Order No. 027, s. 2020** for their roles and functions and **shall give utmost priority to BAC assignments over all duties and responsibilities.**
3. BAC Regular Meetings shall be scheduled **every Tuesday, 1:30 p.m. at the Division Training Center.** As the need arises, for urgent concerns, BAC Special Meetings shall be scheduled right away. The minutes of the meeting shall be made available every Monday prior to the schedule of the regular meeting.
4. For your guidance and compliance.

  
**JINKY B. FIRMAN, PhD, CESO VI**  
Schools Division Superintendent

OSDS/jbf/dmbc

**RELEASED**

**JAN 08 2025**

RECORDS SECTION SDO PANABO CITY  
BY 