



Republic of the Philippines
Department of Education
REGION IV-A CALABARZON
SCHOOLS DIVISION OF BATANGAS

14 July 2025

DIVISION MEMORANDUM

No. 343, s. 2025

RECOMPOSITION THE BIDS AND AWARDS COMMITTEE (BAC)

To: Assistant Schools Division Superintendents
Chief – Curriculum Implementation Division (CID)
Chief – School Governance and Operations Division (SGOD)
Education Program Supervisors
Unit Heads
All Others Concerned

1. Section 11.2.6 of the Implementing Rules and Regulations (IRR) of Republic Act (RA) 9184 states that: Unless sooner removed for a cause, the members of the BAC shall have a fixed term of one (1) year reckoned from the date of appointment, renewable at the discretion of the HoPE. Upon expiration of the terms of the current members, they shall continue to exercise their functions until new BAC members are designated.

2. In view of the above provision, this Office hereby reconstitutes the members of the Bids and Awards Committee (BAC).

3. The following are the members of SDO Batangas BAC:

Chairperson:	Jofit P. Dayoc
Vice-chairperson:	Rhina O. Ilagan
Members:	Mario B. Maramot
	David M. Nuay
	Karen M. Salimo
	Lou C. Panaligan

4. The BAC shall have the following functions:

- 4.1 Advertise and/or post the invitation to bid/request for expressions of interest;
- 4.2 Conduct pre-procurement and pre-bid conferences;
- 4.3 Determine the eligibility of prospective bidders;
- 4.4 Receive and open bids;
- 4.5 Conduct the evaluation of bids;
- 4.6 Undertake post-qualification proceedings;
- 4.7 Resolve requests for reconsideration;
- 4.8 Recommend award of contracts to the HoPE or his duly authorized representative;
- 4.9 Recommend the imposition of sanctions in accordance with Rule XXIII;



Republic of the Philippines
Department of Education
REGION IV-A CALABARZON
SCHOOLS DIVISION OF BATANGAS

- 4.10 Recommend to the HoPE the use of Alternative Methods of Procurement as provided in Rule XVI hereof;
- 4.11 Conduct any of the Alternative Methods of Procurement;
- 4.12 Conduct periodic assessment of the procurement processes and procedures to streamline procurement activities pursuant to Section 3 (c) of this IRR; and
- 4.13 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

5. The BAC shall be responsible for ensuring that the Procuring Entity abides by the standard set forth by the Act and the IRR, and it shall prepare a Procurement Monitoring Report (PMR) in the form prescribed by the GPPB.

6. To enhance the transparency of the process, the BAC shall, during the eligibility checking, short listing, pre-bid conference, preliminary examination of bids, bid evaluation, and post-qualification, invite, in addition to the representative of the COA, at least two (2) observers to sit in its proceedings.

7. Section 14 states that: The HoPE shall create a Secretariat which will serve as the main support unit of the BAC. The following are the composition of the BAC Secretariat:

Head:	Rodrigo S. Castillo
Members:	Maria Bella B. Flores
	Cris Ryan M. Generoso
	Zhermaine D. Gonda
	Leah Dianne S. Valencia
	Necy A. Mercado


8. 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;



Republic of the Philippines
Department of Education
REGION IV-A CALABARZON
SCHOOLS DIVISION OF BATANGAS

- i. Consolidate PPMPs from various units of the Procuring entity to make them available for review as indicated in Section 7 of the IRR and prepare the APP.
9. The Division Technical Working Group (TWG) is also hereby created per category and needs of the BAC to assist in the following:
 - a. Review of the Technical specifications, Scope of Work, and Terms of Reference;
 - b. Review of Bidding Documents;
 - c. Short listing of consultants;
 - d. Eligibility Screening;
 - e. Evaluation of Bids;
 - f. Post-Qualification; and
 - g. Resolution of Request for Reconsideration
10. The following are the members of the TWG:

Head: John Albert L. Tiquis
Members: Jesriel Anne Macaraig – Supplies and Physical Plant and Equipment
James Angelo T. Año – Venue
Ivan Ralp C. Alconera – General Services
Karen E. Enriquez – Health and Nutrition, and other Medical Supplies/Equipment/Services
Ernani A. Catapat – ICT Equipment and Other Electronics
Rosalinda A. Mendoza – Learning Resources and Materials
11. This recomposition shall take effect on July 14, 2025.
12. For information and strict compliance.


MARITES A. IBANEZ, CESO V
Schools Division Superintendent

Encl.: As Stated
Reference: Republic Act (RA) 9184
To be indicated in the Perpetual Index
under the following subject:

COMMITTEES
PROCUREMENT

LDSV/Recomposition of BAC July 2025/
S2-110789/14 July 2025