



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

30 Sep 2026

DIVISION MEMORANDUM

No. 471, s. 2026

RECOMPOSITION OF 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. Rule V, Section 41.2.6 of the Implementing Rules and Regulations (IRR) of Republic Act (RA) 12009 otherwise known as the New Government Procurement Act 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 designation renewable at the discretion of the HoPE; Provided, That no member of the BAC shall serve for more than three (3) consecutive terms, except when allowed by the HoPE. Upon expiration of the terms of the current members, they shall continue to exercise their functions until new BAC members are designated. In case of resignation, retirement, separation, transfer, re-assignment, removal, or death, the replacement shall serve only for the unexpired term; Provided, however, That in case of leave or suspension, the replacement shall serve only for the duration of the leave or suspension; Provided, further, That a member shall only be suspended or removed for justifiable reasons to be expressed in writing by the HoPE. For transfer of knowledge and experience, membership in the BAC shall allow for staggered designations.*

2. In view of the foregoing provision, and pursuant to the authority of the Head of the Procuring Entity (HoPE) to delegate authority in accordance with applicable procurement rules, multiple Bids and Awards Committees (BACs) may be constituted, as may be necessary, to promote efficiency and ensure the timely and effective conduct of procurement activities. Accordingly, this Office hereby reconstitutes the Bids and Awards Committee (BAC) of the Schools Division Office of Batangas by procurement category, namely Infrastructure and Goods/Services.

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

INFRASTRUCTURE	GOODS/SERVICES
Chairperson: Rhina O. Ilagan	Chairperson: Ronaldo V. Ramilo
Vice-chairperson: Mario B. Maramot	Vice-chairperson: David M. Nuay
Members: Karen M. Salimo Lou C. Panaligan Ernani A. Catapat	Members: Karen M. Salimo Lou C. Panaligan Marian L. Arias



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4. The BAC shall have the following functions:

- 4.1 Recommend to the HoPE the use of any of the modes of procurement as provided in Rule IV of the IRR;
- 4.2 Publish or post the Invitation to Bid or Request for Expressions of Interest;
- 4.3 Conduct pre-procurement and pre-bid conferences;
- 4.4 Determine the eligibility of prospective bidders;
- 4.5 Receive and open bids;
- 4.6 Conduct the evaluation of bids;
- 4.7 Undertake post-qualification proceedings;
- 4.8 Resolve requests for reconsideration;
- 4.9 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;
- 4.10 Recommend the imposition of sanctions in accordance with Rule XXI of the IRR;
- 4.11 Prepare a procurement monitoring report that shall be approved and submitted by the HoPE to the GPPB on a semestral basis; and
- 4.12 Perform such other related functions as may be necessary, including the creation of a TWG, as affirmed by the HoPE in an appropriate order, from a pool of technical, financial, and/or legal experts to assist in the procurement processes.

5. To enhance the transparency of the process, the BAC shall, in all stages of the procurement process invite, in addition to the representative of the COA, at least two (2) observers to sit in its proceedings: one (1) from a duly recognized private group in a sector or discipline relevant to the procurement at hand, and the other from a civil society organization (CSO) or people's organization (PO), as the case may be: *Provided*, That they do not have any direct or indirect interest in the contract to be bid out.

6. Section 44 states that: There shall be a procurement unit, division, or office in each Procuring Entity which shall serve as Secretariat to the BAC and perform other functions related to procurement as may be delegated by the HoPE. The creation of the procurement unit, division, or office shall be subject to the standards and guidelines prescribed by the DBM. Pending the creation or in the absence of a procurement unit, an ad hoc BAC Secretariat may be designated by the HoPE. The following are the composition of the BAC Secretariat:



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Head: Anabel E. Magalona
Members: Maria Bella B. Flores
Cris Ryan M. Generoso
Zhermaine D. Gonda
Leah Dianne S. Valencia
Necy A. Mercado
Arturo D. Mercado Jr.

7. The Secretariat shall have the following functions and responsibilities:
- 7.1 Provide administrative support to the BAC and the TWG;
 - 7.2 Organize and make all necessary arrangements for BAC and the TWG meetings and conferences;
 - 7.3 Prepare minutes of meetings and resolutions of the BAC;
 - 7.4 Take custody of procurement documents and other records and ensure that all procurements undertaken by the Procuring Entity are properly documented;
 - 7.5 Manage the sale and distribution of Bidding Documents to interested bidders;
 - 7.6 Publish or post bidding opportunities, including Bidding Documents, and Notices of Awards;
 - 7.7 Assist in managing the procurement processes;
 - 7.8 Monitor procurement activities and milestones for proper reporting to relevant agencies when required;
 - 7.9 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
 - 7.10 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.
8. The Division Technical Working Group (TWG) is also hereby created per category and shall assist the BAC in the following:
- 8.1 Review of the Technical Specifications, Scope of Work, and Terms of Reference;
 - 8.2 Review of Bidding Documents;
 - 8.3 Short listing of Consultants;
 - 8.4 Eligibility Screening;
 - 8.5 Evaluation of Bids;
 - 8.6 Post-Qualification; and
 - 8.7 Resolution of Request for Reconsideration



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9. The following are the members of the TWG:

INFRASTRUCTURE	GOODS/SERVICES
Head: John Albert L. Tiquis	Head: Mercy R. Villanueva
Members: Jesriel Anne Macaraig-Abutan Henrich F. Gabi Jonas M. Masangcay	Members: Karen E. Enriquez Ivan Ralp C. Alconera John Lhester L. Gabo Elizalde L. Piol Cheryl M. Baril

10. This recomposition shall take effect on September 30, 2026.

11. 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/Division Memo_Recomposition of BAC Sep 2026/
S2-115406/30 Sep 2026