



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

15 September 2025

DIVISION MEMORANDUM

No. 530, s. 2025

**RECOMPOSITION THE BIDS AND AWARDS COMMITTEE (BAC)
SECRETARIAT**

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. Pursuant to Division Memorandum No. 343, s. 2025 dated July 14, 2025, this Office reconstitutes the Bids and Awards (BAC) Secretariat.

2. Section 14 of the Implementing Rules and Regulations (IRR) of Republic Act (RA) 9184 stated 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: Anabel E. Magalona
Members: Rodrigo S. Castillo
Maria Bella B. Flores
Cris Ryan M. Generoso
Zhermaine D. Gonda
Leah Dianne S. Valencia
Necy A. Mercado

3. The Secretariat shall have the following functions and responsibilities:
- Provide administrative support to the BAC and the TWG;
 - Organize and make all necessary arrangements for BAC and the TWG meetings and conferences;
 - Prepare minutes of meetings and resolutions of the BAC;
 - Take custody of procurement documents and other records and ensure that all procurements undertaken by the Procuring Entity are properly documented;
 - Manage the sale and distribution of Bidding Documents to interested bidders;
 - Advertise and/or post bidding opportunities, including Bidding Documents, and notices of awards;
 - Assist in managing the procurement processes;
 - Monitor procurement activities and milestones for proper reporting to relevant agencies when required;



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- 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.
4. This recomposition shall take effect on September 15, 2025.
5. 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 Sec September 2025/
S2-111998/15 September 2025