



DEPARTMENT OF EDUCATION  
Region X- Northern Mindanao  
DIVISION OF MALAYBALAY CITY



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DIVISION MEMORANDUM  
NO. 333, s. 2014

DepEd-MALAYBALAY CITY DIVISION

045  
RELEASED

Date: 11/2/14 Time: 8:33AM

TO: Ralph T. Quirog, Education Program Supervisor  
Jutchel L. Nayra, Administrative Officer V  
Analy L. Ocier, Education Program Supervisor  
Ma. Concepcion S. Reyes, Education Program Supervisor  
Jasmin J. Adriatico, Education Program Supervisor  
Rosie A. Salupado, Division Guidance Coordinator  
Florabelle R. Porrás, Records Officer Designate  
Luis S. Alajar Jr., Education Program Supervisor  
Lou-Ann J. Cultura, Education Program Supervisor  
Engr. Leslie T. Fontanilla, Project Engineer  
Ana Belen S. Muring, Education Program Supervisor  
Paul John P. Arias, Planning Officer II  
Sibyl L. Maputi, Administrative Officer III  
Josie D. Zamora, EPS Designate in English  
Noel L. Tan Nery, PSDS of West District  
This Division

FROM:   
EDILBERTO L. OPLENARIA  
OIC-Schools Division Superintendent

RE: COMPOSITION OF DIVISION BIDS AND AWARDS COMMITTEE (BAC) AND  
SUPPORT STAFF

DATE: September 3, 2014

1. In the exigency of service, the composition of the Bids and Awards Committee is extended for another year as follows:

Chairman: Ralph T. Quirog, Education Program Supervisor  
Vice Chairman: Jutchel L. Nayra, Administrative Officer V  
Members: Analy L. Ocier, Education Program Supervisor  
Ma. Concepcion S. Reyes, Education Program Supervisor  
Jasmin Adriatico, Education Program Supervisor  
Rosie A. Salupado, Division Guidance Coordinator  
Florabelle R. Porrás, Records Officer Designate

Secretariat:

Chairman: Sibyl L. Maputi, Administrative Officer III  
Members: Ana Belen S. Muring, Education Program Supervisor  
Paul John P. Arias, Planning Officer II

Technical Working Group for Goods:

Chairman: Luis S. Alajar Jr., Education Program Supervisor  
Member: Lou-Ann J. Cultura, Education Program Supervisor

Technical Working Group for Infrastructure:

Chairman: Luis S. Alajar Jr., Education Program Supervisor  
Member: Engr. Leslie T. Fontanilla, Project Engineer

Inspectorate Team:

Chairman: Josie D. Zamora, EPS Designate in English  
Member: Noel L. Tan Nery, PSDS of West District

2. Pursuant to Sec. 12.1, Rule V of the Revised IRR of RA 9184 or the Government Procurement Reform Act, the BAC shall have the following functions:
  - a. Advertise and/or post the Invitation to Bid/Request for Expressions of Interest;
  - b. Conduct pre-procurement and pre-bid conferences;
  - c. Determine the eligibility of prospective bidders;
  - d. Receive bids;
  - e. Conduct the evaluation of bids;
  - f. Undertake post-qualification proceedings;
  - g. Resolve motions for reconsideration;
  - h. Recommend award of contracts to the Head of the Procuring Entity or his duly authorized representative;
  - i. Recommend the imposition of sanctions in accordance with Rule XXIII;
  - j. Recommend to the HOPE the use of Alternative Methods of Procurement as provided for in Rule XVI;
  - k. Perform such other related functions as may be necessary including the creating of Technical Working Group (TWG) from a pool of technical, financial, and/or legal experts to assist in the procurement process, particularly eligibility screening, evaluation of bids and post-qualification.
  
3. Pursuant to Sec. 14.1, Rule V of the Revised IRR of RA 9184, the BAC Secretariat shall have the following functions:
  - a. Provide administrative support to the BAC;
  - b. Organize and make all necessary arrangements for BAC meetings and conferences;
  - c. Prepare minutes of meetings and resolutions of the BAC;
  - d. Take custody of procurement documents and other records;
  - e. Manage the sale and distribution of bidding documents to interested bidders;
  - f. Advertise and/or post bidding opportunities, including Bidding Documents and Notice 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 PPMPs from various units of the procuring entity to make them available for review as indicated in Sec. 7, RA 9184, and;
  - j. Act as the central channel of communications for the BAC with end users, PMOs, other units of the line agency, other government agencies, providers of goods, infrastructure projects, and consulting services, observers and the general public.
  
4. Pursuant to Sec. 15 of RA 9184, the Bids and Awards Committee, its Secretariat and Technical Working Group, is authorized to claim honoraria subject the provisions of DBM BC No. 2004-5A and DBM BC No. 2007-3 and the usual accounting and auditing rules and regulations.
  
5. This Memorandum supersedes all previous issuances relative to the composition of the BAC and shall be enforceable effective to date unless otherwise revoked.
  
6. For information, guidance and compliance.