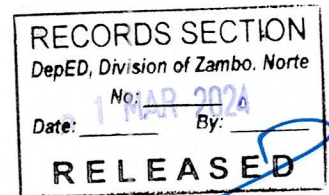




Republic of the Philippines
Department of Education
REGION IX

SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE



February 29, 2024

Division Memorandum
No. **142**, s. 2024

RECONSTITUTION OF THE BIDS AND AWARDS COMMITTEE

To: **All Concerned**
This Division

1. In lieu of personnel reassignments, the Bids and Awards Committee of this Division is hereby reconstituted to serve effective upon approval of this memorandum, to wit:

i. Regular Members

INFRASTRUCTURE		GOODS AND SERVICES	
Chairperson:	RAYMOND M. SALVADOR, CESO VI	ZHYRINE P. MAYORMITA	
Vice Chairperson:	HELEN E. TANGON	Vice Chairperson:	WILSON H. INDING
Members:	MICKREL N. DULLER ERVIE A. ACAYLAR NILDA Y. GALAURA	Members:	GIPAREL B. ELUMBA CHERYL V. OCUPPE GRACE T. DELA CRUZ

ii. Alternate Vice Chairperson: **JOY E. LETRAN-SINGSON, EMD**
(For INFRASTRUCTURE and GOODS & SERVICES)

iii. Provisional Members

	GOODS (CSE & NON CSE)	GEN. SUPPORT SERVICES	INFRASTRUCTURE
Expert/Proponent	EDWIN O. CURAM/ JULIUS O. BELAGANTOL	ROBERT I. POCULAN III	DAVE A. PATIGAYON
End-User Representative	Requesting Personnel	Requesting Personnel	JED A. NIEVES

iv. Technical Working Group
Head for Infrastructure: **ERVIE A. ACAYLAR**
Head for Goods and Services: **ARCELITA B. ZAMORAS**
Member (for Financial): **ANA MAY GONZALES**
Member: **Requesting Party/Program Proponent**

FUNCTIONS OF THE BAC:

1. Advertise and/or post the invitation to bid/request for expression of interest;
2. Conduct Pre-Procurement and Pre-Bid Conferences;
3. Determine the eligibility of prospective bidders;



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Email: zn.division@deped.gov.ph

Website: www.depedzn.net

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4. Receive and open bids;
5. Conduct the evaluation of bids;
6. Undertake post-qualification proceedings;
7. Resolve request for reconsideration;
8. Recommend award of contract to the HOPE or his duly authorized representative;
9. Recommend imposition of sanctions in accordance with Rule XXII;
10. Recommend to the HOPE the use of Alternative Method of Procurement as provided in Rule XIV;
11. Conduct any of the Alternative Methods of Procurement;
12. Conduct periodic assessment of the procurement processes and procedures to streamline procurement activities pursuant to Section 30 of the IRR; and
13. Perform such other related functions as may be necessary, including the creation of a Technical Working Group (TWG) from the pool of technical, financial, and/or legal experts of the Division.

v. BAC Head of the Secretariat: **CHRISTINE JOYCE S. PACO**
NORIZA JEAN L. DAGA

BAC SECRETARIAT FUNCTIONS:

1. Act as central channel of communication for the BAC with end-user or implementing units, PMOs, other units of the line agency, other government agencies, provider of goods, infrastructure projects, and consulting services, observers and the general public;
2. Provide administrative support to the BAC and the TWG;
3. Organize and make all necessary arrangement for BAC and the TWG meetings and conferences;
4. Take custody of procurement documents and other records and ensure that all procurements undertaken by the PE are properly documented;
5. Assist the BAC during the Pre-Procurement conferences, pre-bid conferences, bid opening and evaluation;
6. Facilitate the signing of contracts/PO for competitive bidding;
7. Assist the managing of the procurement processes;
8. Monitor procurement activities and milestones for proper reporting to relevant agencies when required;
9. Consolidate PPMPs from various units of the PE to make them available for review as indicated in Section 7 of the IRR, and prepare the APP;
10. Perform such other related functions.

vi. Support Staff

NAME	SPECIFIC TASKS
CHRISTINE JOYCE S. PACO	<ul style="list-style-type: none">• Prepares Invitation to Bid and Philippine Bidding Documents• Drafts reply to motions and other correspondence from prospective bidders



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NORIZA JEAN L. DAGA	<ul style="list-style-type: none">• Can act in the same capacity as the BAC Secretariat Head• Prepare minutes of meeting conferences, attendance sheets & letters• Draft resolutions for the employment of alternative modes of procurement, and MRs and AOMs, if any• Draft proposals and Memo for the conduct of procurement conferences• Oversee notices and compliance of reportorial requirements from oversight agencies including DepEd CO• Help prepare and update APPs, including its supplemental;• Prepare abstract, RTA, PO for alternative modes of procurement;• Prepare and manage the sale and distribution of bidding documents to interested bidders;• Prepare abstracts, Evaluation Report, notices, awards, resolutions/ transmittals, for competitive bidding;• Systematize and update supplier's/ contractor's profile of technical and eligibility documents;• Develop electronic systems/ network to improve generation of reports/ documents;• Perform such other functions as may be assigned by the BAC or Head of Secretariat.
MARY GRACE B. PAJAREN	<ul style="list-style-type: none">• Lead in the advertising and/or posting of bidding opportunities, bid bulletins, PBDs, notices, resolutions, NOA, NTP, minutes in the PhilGEPS, website of the PE and, in proper cases, in the conspicuous places within the PE premises;• Assist in the submission of PMR, APCPI, APP, and related documents to oversight agencies.• Prepare and update the procurement monitoring report (PMR), consolidated PMR, and Agency Procurement Compliance Performance Indicator (APCPI);• Accept PRs from End-Users and assign PR numbers for the same;• Prepare Requests for Quotation (RFQ), Abstract, and Purchase Orders;• Perform such other functions as may be assigned by the BAC or Head of Secretariat.



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GEKABEL M. VELARDE JUNRIE MARK V. VILLARIN	<ul style="list-style-type: none"> • Prepare attendance sheets • Prepare and disseminate Notices of Meeting • Prepare bidding venue • Collect post-qualification report and other documents from TWG • Furnish copy of documents to Accounting Office/Supply Office for additional attachment for payment
ELMER O. BARTE	<ul style="list-style-type: none"> • Help check the completeness of billing and competitive bidding documents and do the routing of these documents; • Perform such other functions as may be assigned by the BAC or Head of Secretariat.
ROGELIO B. CABIARA	<ul style="list-style-type: none"> • In charge of delivering and ensuring receipt of documents and other correspondence from BAC to suppliers/contractors, observers and other relevant agencies/individuals; • Perform such other functions as may be assigned by the BAC or Head of Secretariat.

vii. Inspectorate

GOODS (CSE & NON CSE)	GEN. SUPPORT SERVICES	INFRASTRUCTURE
ARNEL C. MASION	ANITA B. SUBEBE	LEONIDO A. PAMPILO JR.
ARTURO G. LAMDAG	SHELAMAE DAYAPDAPAN	ATTY. REY P. JANOLINO JR.

viii. Canvassers

OSDS & CID	SGOD & CID
JUNRIE MARK V. VILLARIN	GEKABEL M. VELARDE

2. Unless sooner removed for a cause, the members of the Bids and Awards Committee shall have a fixed term of one (1) year from the date of appointment, renewable at the discretion of the Head of the Procuring Entity upon the expiration of the term. They shall perform their *jury duty* functions, to mean that the procurement duty should be given priority on top of other office duties to ensure efficient and un-interrupted procurement activities within the schools division;

3. For information and compliance.

ROY C. TUBALLA EMD, JD, CESO V
Schools Division Superintendent 

BAC /CJSP/Division Memorandum/0002/February 29, 2024



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