



Republic of the Philippines  
**Department of Education**  
REGION III  
**BATAAN HIGH SCHOOL FOR THE ARTS**

**SCHOOL MEMORANDUM**

No. 030, s. 2025

FEB 14 2025

**CORRIGENDUM ON THE RECONSTITUTION OF THE SCHOOL BIDS  
AND AWARDS COMMITTEE, BAC SECRETARIAT  
AND TECHNICAL WORKING GROUP**

To: Chief, Functional Divisions  
All Others Concerned

1. With reference to School Memorandum No. 027, s, 2025 titled "Reconstitution of the School Bids and Awards Committee, BAC Secretariat and Technical Working Group", this Office released the Corrigendum on the Reconstitution of the School Bids and Awards Committee, BAC Secretariat, and Technical Working Group (TWG) effective February 13, 2025, to wit:

<b>BAC MEMBER</b>	
<b>Ronald P. Bantugan</b> Chief Administrative Officer – Academic Division	Chairperson
<b>Perlie Ann Torres-Samonte</b> Supervising Administrative Officer Student Affairs Division	Regular Member
<b>Oliver V. Arevalo</b> Supervising Administrative Officer Administrative Division	Regular Member
<b>Margioleh G. Alonzo</b> Project Development Officer III Student Affairs Division	Regular Member
<b>Ma. Erika Gene D. Dino</b> Faculty President	Provisional Member
<b>BAC SECRETARIAT</b>	
<b>Romina D. Velasco</b> Administrative Officer V	Chairperson
<b>Samuel A. Quiroz</b> Supervising Education Program Specialist Academic Division	Member
<b>Jomar Dela Cruz</b> Administrative Officer IV	Member
<b>Joshua M. Barrometro</b>	Member



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Administrative Assistant II Academic Division	
<b>TECHNICAL WORKING GROUP</b>	
<b>Bernadette dela Cruz</b> CAO – Finance	Chairperson
<b>Lyda Bantugan</b> SAO – Finance	Member
<b>Avegail A. Vicente</b> Administrative Officer V Supply Unit, Administrative Division	Member
<b>Mark Jen0 Gaor</b> Accountant	Member
<b>INSPECTORATE</b>	
<b>Alma R. Garcia</b> Chief Administrative Officer – Student Affairs Division	Chairperson
<b>Nieva Adelino</b> Administrative Officer V Cash Unit, Administrative Division	Member
<b>Joseph Aaron Macalinao</b> Administrative Officer III Supply Unit, Administrative Division	Member
<b>End-User from the Requesting Division</b>	Member

2. Pursuant to Rule V Section II paragraph 2.6 of the RA 9184, 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 and renewable at the discretion of the Head of the Procuring Entity (HoPE).
3. It is expected that the designation of the identified personnel shall carry with it the full discharge of their duties, responsibilities and functions as set forth in the Implementing Rules and Regulations of RA 9184, to wit:

**A. Functions and Responsibilities of the BAC**

- i. Advertise and/or post the invitation to bid/request for expressions of interest;
- ii. Conduct pre-procurement and pre-bid conferences;
- iii. Determine the eligibility of prospective bidders;
- iv. Receive and open bids;
- v. Conduct the evaluation of bids;



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- vi. Undertake post-qualification proceedings;
- vii. Resolve requests for reconsiderations;
- viii. Recommend award of contracts to the HoPE or his duly authorized representative;
- ix. Recommend the imposition of the sanctions in accordance with Rule XXIII;
- x. Recommend to the HoPE the use of Alternative Methods of Procurement;
- xi. Conduct any of the Alternative Methods of Procurement;
- xii. Conduct periodic assessment of the procurement processes and procedures to streamline procurement activities pursuant to Section 3 (c) of the IRR; and
- xiii. 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.

**Functions and Responsibilities of the Secretariat**

- i. Provide administrative support to the BAC and the TWG;
- ii. Organize and make all necessary arrangements for BAC and the TWG meetings and conferences;
- iii. Prepare minutes of the meetings and resolutions of the BAC;
- iv. Take custody of procurement documents and other records and ensure that all procurements undertaken by the Procuring Entity are properly documented;
- v. Manage the sale and distribution of Bidding documents to interested bidders;
- vi. Advertise and/or post bidding opportunities, including bidding documents, and notices of awards.
- vii. Assist in managing the procurement processes;
- viii. Monitor procurement activities and milestones for proper reporting to relevant agencies when required;
- ix. 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; and
- x. Act as the central channel of communications for the BAC with end-user and implementing units.

**B. Technical Working Group (TWG)**

- i. Conduct post qualification of bidders with lowest responsive calculated bid or quotation

**C. Inspectorate Team**

- i. Conduct inspection of all projects and/or deliveries of supplies and services.



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4. Likewise, the specific duties and responsibilities of the BAC Secretariat are as follows:

Name	Position	Specific Duties
ROMINA D. VELASCO	ADMINISTRATIVE OFFICER V	<ol style="list-style-type: none"> <li>1. Provide administrative support to the BAC and the TWG</li> <li>2. 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</li> <li>3. Advertise and/or post bidding opportunities, including bidding documents, and notices of awards</li> <li>4. Prepares the Certificate of Compliance of PhilGEPS Posting Report</li> <li>5. Signs the summary of canvass/ committee of Awards/BAC Resolutions</li> <li>6. Prepares Bid Bulletin</li> </ol>
SAMUEL A. QUIROZ	SUPERVISING EDUCATION PROGRAM SPECIALIST	<ol style="list-style-type: none"> <li>1. Organize and make all necessary arrangements for BAC and the TWG meetings and conferences</li> <li>2. Prepare minutes of the meetings and resolutions of the BAC</li> <li>3. Monitor procurement activities and milestones for proper reporting to relevant agencies when required</li> <li>4. Prepares the Bidding Documents</li> <li>5. Provide administrative support to the BAC and the TWG</li> </ol>
JOMAR DELA CRUZ	ADMINISTRATIVE OFFICER IV	<ol style="list-style-type: none"> <li>1. Take custody of procurement documents and other records and ensure that all</li> </ol>



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		procurements undertaken by the Procuring Entity are properly documented
		2. Manage the sale and distribution of Bidding documents to interested bidders
		3. Prepares the summary of Canvasses and Committee on Award
		4. Assist in managing the procurement processes
		5. Helps in Canvassing
JOSHUA M. BARROMETRO	ADMINISTRATIVE ASSISTANT II	1. Prepares the Attendance during meeting/bidding
		2. Prepares the Purchase Request
		3. Prepares Request for Quotation
		4. Calls prospective suppliers for quotation
		5. Conducts quotation/canvassing
		6. Provides support to BAC Chairperson

5. Immediate and wide dissemination of this Memorandum is earnestly desired.

**MIA ARIANA P. TANCIONGCO, PhD**  
 Director III  
 School Director

Encl.: None  
 Reference: as stated  
 To be indicated in the Perpetua Index under the following subjects

BID AND AWARDS                      COMMITTEE

OSD01/AD02 February 13, 2025



*"Bayan ng Bayani, Bayani ng Sining"*

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