

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 TECHINCAL WORKING GROUP

To: Chief, Functional Divisions

All Others Concerned

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:

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

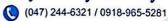


















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Administrative Assistant II Academic Division	
	ORKING GROUP
Bernadette dela Cruz CAO – Finance	Chairperson
Lyda Bantugan SAO – Finance	Member
Avegail A. Vicente Administrative Officer V Supply Unit, Administrative Division	Member
Mark Jeno Gaor Accountant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

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

















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- Undertake post-qualification proceedings; vi.
- Resolve requests for reconsiderations; vii.
- Recommend award of contracts to the HoPE or his duly authorized viii. representative;
- Recommend the imposition of the sanctions in accordance with Rule ix. XXIII;
- Recommend to the HoPE the use of Alternative Methods of x. Procurement:
- Conduct any of the Alternative Methods of Procurement; xi.
- Conduct periodic assessment of the procurement processes and xii. procedures to streamline procurement activities pursuant to Section 3 (c) of the IRR; and
- Perform such other related functions as may be necessary, including xiii. the creation of a Technical Working Group (TWG) from a pool of technical, financial, and/or legal experts.

Functions and Responsibilities of the Secretariat

- Provide administrative support to the BAC and the TWG;
- Organize and make all necessary arrangements for BAC and the TWG ii. meetings and conferences;
- Prepare minutes of the meetings and resolutions of the BAC; iii.
- Take custody of procurement documents and other records and ensure iv. that all procurements undertaken by the Procuring Entity are properly documented;
- Manage the sale and distribution of Bidding documents to interested v. bidders:
- Advertise and/or post bidding opportunities, including bidding vi. documents, and notices of awards.
- Assist in managing the procurement processes; vii.
- Monitor procurement activities and milestones for proper reporting to viii. relevant agencies when required;
- Consolidate PPMPs from various units of the Procuring Entity to make ix. them available for review as indicated in Section 7 of the IRR and prepare the APP; and
- Act as the central channel of communications for the BAC with endx. user and implementing units.

B. Technical Working Group (TWG)

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

C. Inspectorate Team

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

















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

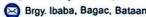
Name	Position	-	Specific Duties
ROMINA D. ADMINISTRATIVE OFFICER V		Provide administrative support to the BAC and the TWG	
		2.	Consolidate PPMPs from various units of the Procuring Entity to make them available for review as indicated in Section 7 of the IRR and prepare the APP
			Advertise and/or post bidding opportunities, including bidding documents, and notices of awards
			Prepares the Certificate of Compliance of PhilGEPS Posting Report
		5.	Signs the summary of canvass/ committee of Awards/BAC Resolutions
		6.	Prepares Bid Bulletin
SAMUEL A. QUIROZ SUPERVISING EDUCATION PROGE SPECIALIST	EDUCATION PROGRAM	1.	Organize and make all necessary arrangements for BAC and the TWG meetings and conferences
		2.	Prepare minutes of the meetings and resolutions of the BAC
		3.	Monitor procurement activities and milestones for proper reporting to relevant agencies when required
	7.11	4.	Prepares the Bidding Documents
		5.	Provide administrative support to the BAC and the TWG
JOMAR DELA CRUZ	ADMINISTRATIVE OFFICER IV	1.	Take custody of procurement documents and other records and ensure that all





















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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
		Helps in Canvassing
JOSHUA M. BARROMETRO ASSISTANT II		Prepares the Attendance during meeting/bidding
		2. Prepares the Purchase Request
	3. Prepares Request for Quotation	
	Calls prospective suppliers for quotation	
	5. Conducts quotation/canvassing	
	6. Provides support to BAC Chairperson	

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

> TANCIONGCO, PhD MIA ARIAN 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









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