

## Department of Education

REGION III

#### BATAAN HIGH SCHOOL FOR THE ARTS

#### SCHOOL MEMORANDUM

No. <u>049</u>, s. 2025

MAR 0 7 2025

#### CORRIGENDUM ON THE RECONSTITUTION OF THE SDO 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 SDO Bids and Awards Committee, BAC Secretariat and Technical Working Group", this Office released the Corrigendum on the Reconstitution of the SDO Bids and Awards Committee, BAC Secretariat, and Technical Working Group (TWG) effective February 13, 2025, to wit:

PAG 16	TI/DDD			
BAC MEMBER				
Ronald P. Bantugan	Chairperson			
Chief Administrative Officer –				
Academic Division				
Perlie Ann Torres-Samonte	Regular Member			
Supervising Administrative				
Officer Student Affairs Division				
Oliver V. Arevalo	Regular Member			
Supervising Administrative				
Officer				
Administrative Division				
Margioleh G. Alonzo	Regular Member			
Project Development Officer III	4			
Student Affairs Division				
Ma. Erika Gene D. Dino	Provisional Member			
Faculty President				
BAC SECRETARIAT				
Romina D. Velasco	Chairperson			
Administrative Officer V				
Samuel A. Quiroz	Member			
Supervising Education Program				
Specialist				
Academic Division	High princes Special			
Jomar Dela Cruz	Member			
Administrative Officer IV				
Joshua M. Barrometro	Member			





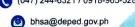


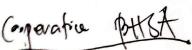
"Bayan ng Bayani, Bayani ng Sining"





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Administrative Assistant II	The second secon			
Academic Division	ORWING CROUP			
TECHNICAL WORKING GROUP				
Bernadette dela Cruz	Chairperson			
CAO – Finance				
Lyda Bantugan	Member			
SAO – Finance				
Avegail A. Vicente	Member			
Administrative Officer V				
Supply Unit, Administrative	Arry, grant or provide the second			
Division				
Mark Jeno Gaor	Member			
Accountant				
INSPECTORATE				
Alma R. Garcia	Chairperson			
Chief Administrative Officer -				
Student Affairs Division				
Nieva Adelino	Member			
Administrative Officer V				
Cash Unit, Administrative				
Division				
Joseph Aaron Macalinao	Member			
Administrative Officer III	1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1			
Supply Unit, Administrative	g gymnigh teau i adlahun i kinin			
Division				
End-User from the Requesting	Member			
Division				

- 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 interest:
- Conduct pre-procurement and pre-bid conferences; ii.
- Determine the eligibility of prospective bidders; iii.
- Receive and open bids; iv.
- 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;
- 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.
- xii. Conduct periodic assessment of the procurement processes and 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;
- 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;
- 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 v. bidders;
- Advertise and/or post bidding opportunities, including bidding vi. 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
- Act as the central channel of communications for the BAC with end-X. 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





















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

Name	Position		Specific Duties
ROMINA D. VELASCO	ADMINISTRATIVE OFFICER V	1.	Provide administrative support to the BAC and the
		2.	TWG 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
		4.	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 PROGRAM SPECIALIST	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
		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
		Assist in managing the procurement processes
		<ol><li>Helps in Canvassing</li></ol>
JOSHUA M. BARROMETRO	ADMINISTRATIVE ASSISTANT II	Prepares the Attendance during meeting/bidding
BARROMETRO	Abbierini 2	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

Immediate and wide dissemination of this Memorandy earnestly desired.

MIA ARIAN

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









