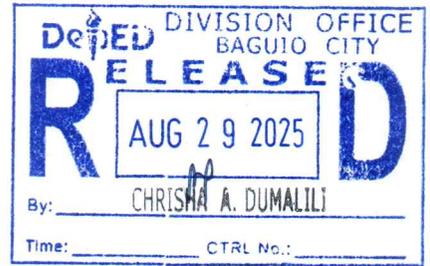




Republic of the Philippines
Department of Education
 CORDILLERA ADMINISTRATIVE REGION
SCHOOLS DIVISION OF BAGUIO CITY



August 28, 2025

DIVISION MEMORANDUM
 No. **523-2025**

REORGANIZATION OF THE BIDS AND AWARDS COMMITTEE (BAC)

To: Assistant Schools Division Superintendent
 Chief Education Supervisors
 Education Program Supervisors
 Section/Unit Heads
 Public Schools District Supervisors
 Public School Heads
 All Others Concerned

1. To address necessary changes in the composition of the Bids and Awards Committee and ensure the continuous and efficient functioning of the procurement process, in accordance with Republic Act No. 12009, the following personnel are hereby constituted as the Division Bids and Awards Committee (BAC), effective August 28, 2025:

DESIGNATION	NAME
Chairperson	Carmel F. Meris Assistant Schools Division Superintendent
Vice-chairperson	Nieves D. Ebanio Administrative Officer V (Admin)
Members	Belen R. Tomin Administrative Officer V (Finance) Harris G. Dizon Information Technology Officer I Vima G. Cadungog Administrative Officer IV

2. The committee is expected to discharge the functions set forth in the IRR of RA 12009, Article V, Section 42.

3. Moreover, the Technical Working Group, Inspectorate Team and the Canvassers are hereby reconstituted and composed of the following members, including members of the BAC Secretariat:

TWG	Inspectorate Team	Canvassers	BAC Secretariat
a. Lilibeth G. Degsi b. Marilyn S. Api-it c. Mary Jane N. Malihod d. Gerald S. Menzi e. Arlene O. Awing	a. Lily Mabalot b. Vincent Luis c. Arlani Buccat d. Loida Durante e. End User	a. Phoebe Navarete b. Rheinick Caparas c. Amil Flamiano d. Alexander Tumapang e. Mary Ann Kidwas f. Judy Paran g. End User	BAC Secretariat Head: Annette L. Doyaoen BAC Secretariat Members: a. Rowena S. Agang-ang b. Pear Joan N. Quero c. Raymark P. Valentino d. Joanne A. Binguit

4. Section 42 of the IRR of RA 12009 presents the following functions of the BAC:

- a) Recommend to the HoPE the use of any of the modes of procurement as provided in this Rule;
- b) Publish or post the Invitation to Bid or Request for Expressions of Interest;
- c) Conduct pre-procurement and pre-bid conferences;



Republic of the Philippines
Department of Education
CORDILLERA ADMINISTRATIVE REGION
SCHOOLS DIVISION OF BAGUIO CITY

- d) Determine the eligibility of prospective bidders;
- e) Receive and open bids;
- f) Conduct the evaluation of bids;
- g) Undertake post-qualification proceedings;
- h) Resolve requests for reconsideration;
- i) Recommend award of contracts to the HoPE or the duly authorized representative. Provided, That in the event the HoPE shall disapprove such recommendation, such disapproval shall be based only on valid, reasonable, and justifiable grounds to be expressed in writing, copy furnished the BAC;
- j) Recommend the imposition of sanctions in accordance with Rule XXI of this IRR;
- k) Prepare a procurement monitoring report that shall be approved and submitted by the HoPE to the GPPB on a semestral basis. The contents and coverage of this report shall be in the form prescribed by the GPPB provided in this IRR; and
- l) Perform such other related functions as may be necessary, including the creation of a TWG, as affirmed by the HoPE in an appropriate order, from a pool of technical, financial, and/or legal experts to assist in the following procurement processes, such as but not limited to:
 - i) Review of the Technical Specifications, Scope of Work, and Terms of Reference;
 - ii) Review of Bidding Documents;
 - iii) Short-listing of Consultants;
 - iv) Eligibility Screening;
 - v) Evaluation of Bids;
 - vi) Post-Qualification; and
 - vii) Resolution of Request for Reconsideration.

5. Immediate dissemination of this memorandum is desired.

SORAYA T. FACULO PhD, CESO VI
Schools Division Superintendent

OASDS/CFM/nde