



Republic of the Philippines  
**Department of Education**  
CORDILLERA ADMINISTRATIVE REGION  
SCHOOLS DIVISION OF BAGUIO CITY  
DISTRICT 6  
JOSEFA CARIÑO ELEMENTARY SCHOOL

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**NOTICE OF AWARD**

January 15, 2026

**MONALIZA T. LAGMAN**

*Morning Glory Janitorial Supplies & Services, Inc.  
126 Camp Allen, Baguio City*

Dear Ms. Lagman:

We are pleased to notify you that your price quotation and proposal for the procurement of *Janitorial Services for Josefa Cariño Elementary School for CY 2026* in the amount of PHILIPPINE PESOS *Two Hundred Forty Six Thousand Six Hundred Pesos Only (Php 246,600.00)* inclusive of appropriate taxes and fees, has been accepted.

Should you agree with the award of the contract, please acknowledge receipt and acceptance of this notice by signing at the portion provided below. Keep a copy and return the original copy to this office at the soonest.

Thank you.

Very truly yours,

  
**LIGAYA N. ANNAWI**  
Principal II

**CONFORME:**

  
Monaliza T. Lagman  
(Signature Over Printed Name)

01-15-2026  
(Date)



Address: F. Yandoc St., Baguio City

Telephone No.: (074) 442-3149

E-mail: josefacarinoelemschool@gmail.com/ 136385@deped.gov.ph

Facebook Page: DepEd Tayo Josefa Cariño ES



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 F. YANDOC ST., BAGUIO CITY



**PURCHASE ORDER**

Supplier: <b>MORNING GLORY JANITORIAL SUPPLIES &amp; SERVICES, INC.</b> Address: 126 Camp Allen, Baguio City TIN: 644-753-627-000	P.O. No.: 2026-01-002 Date: January 16, 2026 Mode of Procurement: SVP
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Gentlemen:  
 Please furnish this Office the following articles subject to the terms and conditions contained herein:

Place of Delivery: Josefa Cariño Elementary School Date of Delivery: January 19, 2026 to December 31, 2026	Delivery Term: Daily duty Payment Term: Check; After delivery
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Stock/ Property No.	Unit	Description	Quantity	Unit Cost	Amount
1	pax	Manpower/ Janitorial Services: Morning Shift  Contract Period: January 19, 2026 to December 31, 2026  Schedule of Duty: Mondays to Fridays including legal and special holidays, class and work suspensions, and weekends, as necessary  Duty Hours: 8:00 AM to 5:00 PM  Janitor/ Utility Personnel must: a. wear proper attire at all times b. coordinate with the School Administrators regarding work reports, observations, and task assignments c. perform assigned duties in addition to cleaning and maintenance, as needed d. adhere to the policies of the school  Note: Agency must submit the following: a. Proof of monthly remittances (payment to SSS, PhilHealth, and PAG-IBIG of the utility personnel) b. Certificate of No Pending Case from DOLE c. Submit a schedule of leave of employees at least 3 days prior availment to ensure staffing	1	₱246,600.00 (₱20,550.00 x 12 months)	₱246,600.00
<b>-NOTHING FOLLOWS-</b>					

**Two Hundred Forty Six Thousand Six Hundred Pesos Only** **₱246,600.00**

In case of failure to make the full delivery within the time specified above, a penalty of one-tenth (1/10) of one percent for every day of delay shall be imposed on the undelivered item/s.

Very truly yours,  
  
**LIGAYA N. ANNAWI**  
 Principal II

Conforme:   
Monaliza T. Lagman  
 Signature over Printed Name of Supplier  
01-16-2026  
 Date

Fund Cluster : <u>01</u> Funds Available : <u>246,600</u>	ORS/BURS No. : <u>02-101101-2026</u> Date of the ORS/BURS: _____ Amount : _____
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**BESSIE H. DIZON**  
 Bookkeeper 1/19/26



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**NOTICE TO PROCEED**

January 19, 2026

**MONALIZA T. LAGMAN**

Morning Glory Janitorial Supplies & Services, Inc.  
 126 Camp Allen, Baguio City

Dear Ms. Lagman:

This refers to our award of contract to your company for the procurement of *Janitorial Services for Josefa Cariño Elementary School for CY 2026* in the amount of PHILIPPINE PESOS *Two Hundred Forty Six Thousand Six Hundred Pesos Only (Php 246,600.00)* inclusive of appropriate taxes and fees.

In relation thereto, notice is hereby given to your company that the implementation of the said project shall commence immediately. You are expected to perform the terms and conditions stipulated in the attached contract/PO.

Please acknowledge receipt and acceptance of this notice by signing both copies in the space provided below. Keep one copy and return the other to this office the soonest.

Thank you.

Very truly yours,

**LIGAYA N. ANNAWI**  
 Principal II

**CONFORME:**

I acknowledge receipt of this Notice on January 19, 2026

Name of the Representative of the Bidder: Monaliza T. Lagman

Authorized Signature: Monaliza T. Lagman

(Signature over printed name)



Address: F. Yandoc St., Baguio City

Telephone No.: (074) 442-3149

E-mail: josefacarinoelemschool@gmail.com/ 136385@deped.gov.ph

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**RESOLUTION NO. 004, s. 2026**

**RECOMMENDING THE AWARD OF CONTRACT THROUGH SMALL VALUE PROCUREMENT TO MORNING GLORY JANITORIAL SUPPLIES AND SERVICES, INC.**

**WHEREAS** the Department of Education prepared the Purchase Request (PR) for the procurement of *Janitorial Services for Josefa Cariño Elementary School for CY 2026* with an Approved Budget for the Contract (ABC) of *Two Hundred Forty Six Thousand Six Hundred Pesos Only (Php 246,600.00)* (Annex A);

**WHEREAS** on *January 6, 2026*, the DepEd – Bids and Awards Committee (BAC) posted/published the Request for Quotation (RFQ) for the said procurement project. The following suppliers/contractors signified their intent to participate by submitting their respective quotations/proposals, to wit:

<b>Supplier/Distributors</b>	<b>Quotation (Php)</b>
<b>MORNING GLORY JANITORIAL SUPPLIES AND SERVICES, INC.</b>	<b>Php 246,600.00</b>
SYNCHRONIC SYSTEMS CORP.	Php 242,420.64
COLADA CLEANERS AND SUPPLIES OPC	Php 217,675.56

**WHEREAS** the Technical Working Group (TWG) and End-User conducted post qualification, evaluation and detailed examination of **MORNING GLORY JANITORIAL SUPPLIES AND SERVICES, INC.**, the *most economically advantageous responsive bidder*, based on the item description provided in the Purchase Request and post-qualification documents submitted on *January 13, 2026* at Baguio City;

**WHEREAS** upon careful examination, validation and verification of the item description submitted by **MORNING GLORY JANITORIAL SUPPLIES AND SERVICES, INC.**, the bidder has been found to be in order in all respects, complying with the item description requirements, and its price quotation of **Two Hundred Forty Six Thousand Six Hundred Pesos Only (Php 246,600.00)** determined to be the *Most Economically Advantageous Responsive Bid*;

**WHEREAS** Section 42 of the IRR 12009 mandates that the BAC shall recommend the award of the contract to the Head of the Procuring Entity or his/her duly authorized representative.

**NOW THEREFORE**, for and in consideration of the foregoing, **We**, the Members of the Bids and Awards Committee, hereby **RECOMMEND** to the School Head the **AWARD OF CONTRACT** via *Small Value Procurement* to **MORNING GLORY JANITORIAL SUPPLIES AND SERVICES, INC.** for the procurement of *Janitorial Services for Josefa Cariño Elementary School for CY 2026* in the amount of *Two Hundred Forty Six Thousand Six Hundred Pesos Only (Php 246,600.00)* inclusive of appropriate taxes and fees.





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RESOLVED, this *January 14, 2026* at *Josefa Cariño Elementary School, Baguio City.*

  
**ROSARIO R. CAWILAN**  
BAC Chairperson

  
**RHODORA B. ESTOLERO**  
BAC Vice-Chairperson

  
**MARY B. RAYOSEN**  
BAC Member

  
**MARY ANN R. BUNNOL**  
BAC Member

  
**MARISSA J. JORVINA**  
BAC Member

**APPROVED:**

  
**LIGAYA N. ANNAWI**  
Principal II  
Approved on January 14, 2026

ITEM	UNIT	QUANTITY	DESCRIPTION AND/OR SPECIFICATION	MORNING GLORY JANITORIAL SUPPLIES & SERVICES, INC.		SYNCHRONIC SYSTEMS CORP.		COLADA CLEANERS AND SUPPLIES OPC	
				Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price
1	pax	1	<p><b>Manpower/ Janitorial Services: Morning Shift</b></p> <p>Contract Period: January 19, 2026 to December 31, 2026</p> <p>Schedule of Duty: Mondays to Fridays including legal and special holidays, class and work suspensions, and weekends, as necessary</p> <p>Duty Hours: 8:00 AM to 5:00 PM</p> <p>Janitor/ Utility Personnel must:                      a. wear proper attire at all times                      b. coordinate with the School Administrators regarding work reports, observations, and task assignments                      c. perform assigned duties in addition to cleaning and maintenance, as needed                      d. adhere to the policies of the school</p> <p>Note:                      Agency must submit the following:                      a. Proof of monthly remittances (payment to SSS, PhilHealth, and PAG-IBIG of the utility personnel)                      b. Certificate of No Pending Case from DOLE                      c. Submit a schedule of leave of employees at least 3 days prior availment to ensure staffing</p>	20,550 (P20,550.00 x 12 months)	P246,600.00	20,201.72 (P20,201.72 x 12 months)	P242,420.64	18,139.63 (P18,139.63 x 12 months)	P217,675.56
			<del>~NOTHING FOLLOWS~</del>						
			<b>Total</b>		<b>P246,600.00</b>		<b>P242,420.64</b>		<b>P217,675.56</b>

We hereby certify that the bids or quotations received were opened at the date and hour indicated and the prices offered as stated above.

Canvassed by:

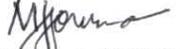
BAC MEMBERS:

  
**MARGIE B. GURON**  
 Canvasser

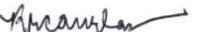
  
**RHODORA B. ESTOLERO**  
 BAC Vice Chairperson

  
**MARY B. RAYOSEN**  
 BAC Member

  
**MARY ANN R. BUNNOL**  
 BAC Member

  
**MARISSA J. JORVINA**  
 BAC Member

Award is hereby given to the bidders for items checked in red ink, prices quoted being the lowest and the most advantageous to the government.

  
**ROSARIO R. CAWILAN**  
 BAC Chairperson