



Republic of the Philippines
Department of Education
Cordillera Administrative Region
Schools Division of Baguio City
DOÑA AURORA NATIONAL HIGH SCHOOL
Upper Malvar St., Aurora Hill Proper, Baguio City

NOTICE TO PROCEED

January 23, 2026

CASALDO LYNDON BACMOR SECURITY AGENCY

301 Lyman Ogilby Centrum Baguio City

Sir /Ma'am:

This refers to our award of contract to your price quotation and for procurement of SECURITY SERVICES FOR CY2026 OF DOÑA AURORA NATIONAL HIGH SCHOOL

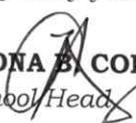
In the amount of Two Hundred Twenty Thousand Pesos **P220,000.00** only inclusive of appropriate taxes and fees, has been accepted.

In relation thereto, notice is hereby given to your company that the implementation of the said project shall commence on February 1, 2026. You are expected to perform the terms and conditions stipulated in the attached contract.

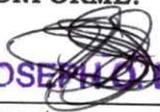
Please acknowledge receipt and acceptance of this notice by signing all copies in the space provided below. Keep one copy and return the others to to this office at the soonest.

Thank you.

Very truly yours,


RIONA B. COPILING
School Head

CONFORME:


JOSEPH O. BACDUYAN

Signature over Printed Name

Date: 01/23/2026



Department of Education
Cordillera Administrative Region
SCHOOLS DIVISION OF BAGUIO CITY
DOÑA AURORA NATIONAL HIGH SCHOOL
Upper Malvar St., Aurora Hill Proper, Baguio City

PURCHASE ORDER

MOCS-183

Supplier: CASALDO LYNDON BACMOR SECURITY AGENCY	P.O. No.: 2026-01-001
Address: 301 Lyman Ogilby Centrum Baguio City	Date: January 22, 2026
TIN: 283-752-739-00006 VAT	Mode of Procurement: Small Value Procurement

Gentlemen:

Please furnish this Office the following articles subject to the terms and conditions contained herein:

Place of Delivery/Service: Doña Aurora National High School	Delivery Term: _____
Date of Delivery/Service: Starts on Feb. 1, 2026	Payment Term: Check

Stock/ Property No.	Unit	Description	Quantity	Unit Cost	Amount
1	LOT	SECURITY GUARD (1) -Contract Period: February 1 to December 31, 2026; -Day Shift: 7:00AM to 5:00PM from Monday to Saturday -Security guard must 1. be duly licensed 2. be in complete uniform while on duty; 3. be in complete defense tools 4. Adhere to the policies of the School	1	P220,000.00	P220,000.00

TOTAL

P220,000.00

[Total Amount in Words]

Two Hundred Twenty Thousand Pesos

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.

Conforme:

JOSEPH O. BACDUYAN

Signature over Printed Name of Supplier

Date

Very truly yours,

RIONA M. COPILING

Signature over Printed Name of Authorized Official
School Principal I
Designation

Fund Cluster: **01**

Funds Available: **210,000.00**

SHERWIN P. BOTIGAN
School Bookkeeper

ORS/BURS No.: _____

Date of the ORS/BURS: _____

Amount: _____



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Department of Education
Cordillera Administrative Region
Schools Division of Baguio City
DOÑA AURORA NATIONAL HIGH SCHOOL
Upper Malvar St., Aurora Hill Proper, Baguio City

NOTICE TO AWARD

January 21, 2026

CASALDO LYNDON BACMOR SECURITY AGENCY

301 Lyman Ogilby Centrum Baguio City

Sir /Ma'am:

This refers to our award of contract to your price quotation and for the procurement of Security Services for CY 2026 of Doña Aurora National High School, in the amount of **Two Hundred Twenty Thousand Pesos** ₱220,000.00 only, 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,


RIONA B. COPILING
School Head

Conforme:


JOSEPH O. BACDUYAN
Signature over Printed Name
CASALDO LYNDON BACMOR SECURITY AGENCY

Date: January 21, 2026



Address: Upper Malvar Street, Aurora Hill, Baguio City
Telephone No.: (074) 422-3729
E-mail Address: 305270@deped.gov.ph



BIDS AND AWARDS COMMITTEE

RESOLUTION NO. 2026-01-001

RECOMMENDING THE AWARD OF CONTRACT THROUGH SMALL VALUE PROCUREMENT TO CASALDO LYNDON BACMOR SECURITY AGENCY, FOR THE PROCUREMENT OF SECURITY SERVICES FOR CY2026 OF DOÑA AURORA NATIONAL HIGH SCHOOL

WHEREAS, the Department of Education prepared the Purchase Request (PR) for the procurement of SECURITY SERVICES FOR CY2026 OF DOÑA AURORA NATIONAL HIGH SCHOOL.

WHEREAS, January 7, 2026, the DANHS – Bids and Awards Committee (BAC) posted/published the Request for Quotation (RFQ) for the said procurement project. The following suppliers/distributors signified their intent to participate by submitting their respective quotations/proposals, to wit:

Supplier/ Distributors	Amount of Quotation
CASALDO LYNDON BACMOR SECURITY AGENCY	₱220,000.00
NORTHERN LUZON SECURITY AGENCY	₱240,000.00
SANU-AN INV & SEC'TY FORCE AGENCY	₱242,000.00

WHEREAS, per evaluation, below are non-compliant with the specifications set forth in the TOR:

Supplier/ Distributors	Non-Compliance
NORTHERN LUZON SECURITY AGENCY	Above ABC, no philgeps submitted
SANU-AN INV & SEC'TY FORCE AGENCY	Above ABC, no philgeps submitted

WHEREAS, the Technical Working Group(TWG) and End-user conducted post qualification, evaluation and detailed examination of the item description provided in the Purchase Request, the proposal of WinningBid, has found to be in order in all respect complying as to the item description and is found to be the Lowest Calculated and Responsive Bidder;

WHEREAS, upon careful examination, validation and verification, the proposal of CASALDO LYNDON BACMOR SECURITY AGENCY, has found to be in order in all respect complying as to the item description and is found to be the lowest calculated and responsive bidder;

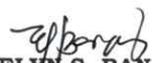
WHEREAS, Section 66 of the RA 12009 mandates that the BAC shall recommend the award of the contract to the Head of the Procuring Entity or his/her duly authorized representative.

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 CASALDO LYNDON BACMOR SECURITY AGENCY, for the procurement of SECURITY SERVICES FOR CY2026 OF DOÑA AURORA NATIONAL HIGH SCHOOL, in the amount of Two Hundred Twenty Thousand Pesos (₱220,000.00) inclusive of appropriate taxes and fees.

RESOLVED, this January 21, 2026 at Doña Aurora National High School, Aurora Hill, Baguio C


MILAGROS C. KILLIP
BAC Vice Chairperson

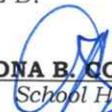

EMILIA B. PIWIT
BAC Member


EMELYN S. BANDONG
BAC Member


EDGAR P. SORIANO
BAC Member


NELLY B. BALANDI
BAC Chairperson

APPROVED:


RIONA B. COPILING
School Head

Approved on: January 21, 2026

Abstract of Bids or Quotations under CIRCULAR PROPOSAL NO. opened on
at DOÑA AURORA NATIONAL HIGH SCHOOL.

01/20/2026

ITEM NO.	QTY.	UNIT	ARTICLES AND DESCRIPTION	CASALDO LYNDON BACMOR SECURITY AGENCY	NORTHERN LUZON SECURITY AGENCY	SANU-AN INV & SEC'TY FORCE AGENCY
				Total Cost	Total Cost	Total Cost
1	1	LOT	SECURITY GUARD (1) -Contract Period: February 1 to December 31, 2026; -Day Shift: 7:00AM to 5:00PM from Monday to Saturday -Security guard must: 1. be duly licensed 2. be in complete uniform while on duty; 3. be in complete defense tools 4. Adhere to the policies of the School	P220,000.00	P240,000.00	P242,000.00
			TOTAL	P220,000.00	P240,000.00	P242,000.00

We hereby certify that the bids of quotation received were open at the date and hour indicated and the prices offered are stated above.

M. Killip
MILAGROS C. KILLIP
BAC VICE CHAIRPERSON

eh
EMILIA B. PIWIT
BAC MEMBER

ep. and
EMELYN S. BANDONG
BAC MEMBER

Sanchez
LORENA A. SANCHEZ
NAME OF CANVASSER

edg
EDGAR P. SORIANO
BAC Member

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

Balandi
NELLY B. BALANDI
BAC CHAIRPERSON



Republic of the Philippines
Department of Education
 CORDILLERA ADMINISTRATIVE REGION
 SCHOOLS DIVISION OF BAGUIO CITY
 DOÑA AURORA NATIONAL HIGH SCHOOL

CONTRACT OF SECURITY SERVICES

KNOW ALL MEN BY THESE PRESENTS:

This Contract of Service, is made and entered into by and between:

DOÑA AURORA NATIONAL HIGH SCHOOL, a school establishment duly organized and existing under the laws of the Republic of the Philippines, with business address at Upper Malvar St, Aurora Hill, Baguio City, duly represented herein by its School Head, RIONA B. COPILING, hereinafter referred to as the **FIRST PARTY**;

- and -

CASALDO LYNDON BACMOR SECURITY AGENCY, a duly licensed and registered security agency under the laws of the Republic of the Philippines, with its main office located at 4th Floor Room 405-A Lyman Ogilby Centrum, Magsaysay Avenue, Baguio City, represented herein by its Security Executive Director/Owner, JOSEPH O. BACDUYAN, hereinafter referred to as the **SECOND PARTY**.

WITNESSETH:

WHEREAS, the **FIRST PARTY** requires the services of a duly registered and government-recognized security agency to maintain peace and order and to protect school property from theft, robbery, arson, destruction or damage, as well as enforcing and implementing rules, policies and regulations relative to the maintenance of security and safety threat;

WHEREAS, the **SECOND PARTY** is a security agency duly licensed under Republic Act No. 5487, as amended by Presidential Decrees No. 11 and 100, otherwise known as the Private Security Agency Law;

WHEREAS, the **SECOND PARTY** is duly registered with the Department of Labor and Employment (DOLE), Bureau of Internal Revenue (BIR), and Securities and Exchange Commission (SEC);

WHEREAS, the **SECOND PARTY** is an active employer duly registered with the Social Security System (SSS), Home Development Mutual Fund (Pag-IBIG Fund), and the Philippine Health Insurance Corporation (PhilHealth);

NOW, THEREFORE, for and in consideration of the foregoing premises, both parties hereby agree as follows:



Address: Upper Malvar Street, Aurora Hill, Baguio City
Telephone No.: (074) 422-3729
E-mail Address: 305270@deped.gov.ph
Facebook Page: DepEd Tayo Doña Aurora NHS-Baguio City



Republic of the Philippines
Department of Education
 CORDILLERA ADMINISTRATIVE REGION
 SCHOOLS DIVISION OF BAGUIO CITY
 DOÑA AURORA NATIONAL HIGH SCHOOL

I. GENERAL PROVISIONS

This Contract embodies all covenants and agreements between the parties. No amendment or modification shall be valid unless made in writing and duly signed by both parties.

1. Employer–Employee Relationship

It is understood that no employer–employee relationship exists between the **FIRST PARTY** and the security guard provided by the **SECOND PARTY**. The guard shall remain the sole employee of the **SECOND PARTY**.

2. Number of Manpower

The **SECOND PARTY** shall assign one (1) security guard to the **FIRST PARTY**.

In case of absence, whether with notice or due to unforeseen circumstances, the **SECOND PARTY** shall provide a reliever.

If no reliever is provided, the corresponding deduction shall apply based on validated DTR records. This also applies to tardiness or undertime.

The **SECOND PARTY** shall follow written instructions issued by the **FIRST PARTY**'s designated officers, which may be amended at the discretion of the **FIRST PARTY**.

3. The **SECOND PARTY** shall assign a qualified, uniformed, and properly armed security guard in accordance with R.A. 5487, as amended.

4. The **SECOND PARTY** warrants that the assigned guard possesses adequate educational background and experience suitable for the duties required.

5. The **SECOND PARTY** shall ensure that the discipline and administration of each guard comply with its own policies and with applicable laws and regulations.

6. The **SECOND PARTY** warrants that each guard assigned is:

- Of good moral character, courteous, alert, and without criminal or police records;
- Physically and mentally fit; at least 22 years old but not more than 65; and at least 5'3" in height;
- Properly uniformed and equipped with defense tools, whistle, flashlight, and first aid kit;

[Handwritten signatures and initials on the right margin]



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[Large handwritten signature]



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DOÑA AURORA NATIONAL HIGH SCHOOL

- d. Fully compliant with all qualifications required by R.A. 5487, as amended.
7. The **SECOND PARTY** is solely responsible for complying with all labor and employment laws. The **FIRST PARTY** shall not be liable for claims of injury, wages, benefits, damages, or death involving the **SECOND PARTY**'s employees or third parties.

II. WARRANTIES AND LIMITATIONS

The **SECOND PARTY** assumes full responsibility and liability for any loss or damage to the **FIRST PARTY**'s property caused by the negligence or fault of its assigned guard. Such incidents must be reported within forty-eight (48) hours from discovery.

Upon investigation and determination of liability, the **SECOND PARTY** shall indemnify the **FIRST PARTY**. The **FIRST PARTY** shall not arbitrarily withhold payments or deduct costs without due process.

III. HOLD HARMLESS CLAUSE

The guards and employees of the **SECOND PARTY** are not employees of the **FIRST PARTY**. The **FIRST PARTY** shall be held free and harmless from any claims arising from personal injury, property damage, or death involving the **SECOND PARTY**'s personnel or any third party, regardless of the circumstances or location of the incident.

IV. CONFIDENTIALITY

All information obtained by the **SECOND PARTY** or its personnel regarding the **FIRST PARTY**, its operations, partners, or stakeholders shall be kept strictly confidential.

V. NON-ASSIGNMENT

The **SECOND PARTY** shall not assign any of its rights or obligations under this Contract without the written consent of the **FIRST PARTY**.

VI. ARBITRATION

Any dispute arising from this Contract shall be settled by an Arbitration Committee, composed of:

- One (1) representative from the local police; and
- One (1) representative designated by each party.



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DOÑA AURORA NATIONAL HIGH SCHOOL

The Committee's decision shall be final and binding.

VII. GOVERNING LAW AND VENUE

This Contract shall be governed by the laws of the Republic of the Philippines. Any legal action shall be filed exclusively in the proper courts of Baguio City.

VIII. HOURS OF WORK

The assigned security guard shall render ten (10) hours of duty daily, from 7:00 A.M. to 5:00 P.M., Mondays to Saturdays.

IX. PERIOD OF AGREEMENT

This Contract shall take effect on February 1, 2026, and shall remain in effect until December 31, 2026. It shall automatically expire unless renewed in writing by both parties.

X. MODE OF PAYMENT

1. Contract Cost

The **FIRST PARTY** shall pay the **SECOND PARTY** Twenty Thousand Pesos (₱20,000.00) per month, chargeable to the School MOOE CY 2026. Payment shall be made every first week of the succeeding month.

2. Documentary Requirements

Payment shall be made upon submission of the following:

- Statement of Account/billing
- Daily Time Records (DTRs)
- Accomplishment Report of Security Guard

XI. TERMINATION

This Contract may be terminated earlier if:

1. The **FIRST PARTY** no longer requires the services;
2. Funds become unavailable;
3. The **SECOND PARTY**'s performance is unsatisfactory;
4. Unforeseen events prevent either party from fulfilling obligations; or
5. Either party provides a 30-day written notice.

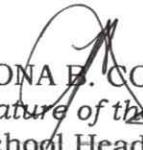


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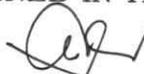
Republic of the Philippines
Department of Education
CORDILLERA ADMINISTRATIVE REGION
SCHOOLS DIVISION OF BAGUIO CITY
DOÑA AURORA NATIONAL HIGH SCHOOL

IN WITNESS WHEREOF, the parties hereto have hereunto set their hands and executed this Agreement in accordance with law, on the day and year first above written.


RIONA E. COPILING
Signature of the First Party:
School Head


JOSEPH S. BACDUYAN
Signature of the Second Party:
Executive Director/Owner

SIGNED IN THE PRESENCE OF:


EDGAR P. SORIANO
Head Teacher, PSB member


NELLY B. BALANDI
BAC Chair, PSB member


LORENA A. SANCHEZ
Administrative Officer II

Funds Available:


SHERWIN BOTIGAN
School Bookkeeper

Approved:

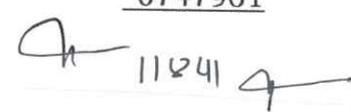

RIONA E. COPILING
School Head



Republic of the Philippines
Department of Education
CORDILLERA ADMINISTRATIVE REGION
SCHOOLS DIVISION OF BAGUIO CITY
DOÑA AURORA NATIONAL HIGH SCHOOL

ACKNOWLEDGEMENT

Republic of the Philippines
BAGUIO CITY) SS
 BEFORE ME, personally appeared:

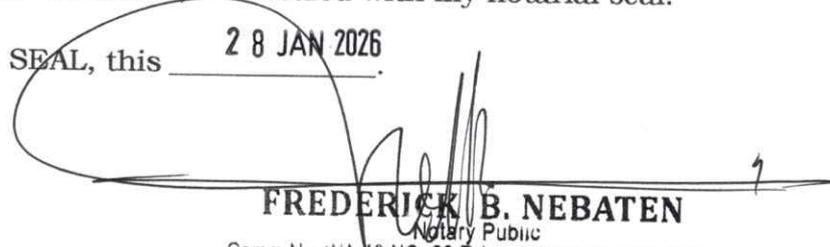
Name	Identification Card	No.
RIONA B. COPIPING	PRC	<u>0747961</u>
JOSEPH O. BACDUYAN	<u>OSCA 10711</u> 	<u>11241</u> 

Known to me to be the same person who executed the foregoing instrument and acknowledged to me that the same is free and voluntary act and deed.

This instrument consisting of 6 pages including the page on which this acknowledgement is written, has been signed on each of every page thereof by the concerned parties and their witnesses, and sealed with my notarial seal.

WITNESS MY HAND AND SEAL, this 28 JAN 2026
 Notary Public

Doc No. 104 ;
 Page No. 22 ;
 Book No. 18 ;
 Series of 2026.



FREDERICK B. NEBATEN
 Notary Public
 Comm No.: NA-18-NC-26-R / until December 31, 2027
 PTR No. BGTCF 9524484 / 12-23-2025 (CY2026)
 IBP OR No. INV 564268 / 12-09-2025 (CY2026)
 Roll No. 84139 / 06-17-22 / Manila
 TIN No. 727-033-324
 MCLE Comp. No. VIII-0001280 / Valid until: April 14, 2028
ANDONG and NEBATEN LAW OFFICE
 No. 19, 2nd Floor Old Market Building,
 Upper Magsaysay Avenue, Baguio City, 2600



Address: Upper Malvar Street, Aurora Hill, Baguio City
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