



Republic of the Philippines  
**Department of Education**  
REGION VI – WESTERN VISAYAS  
SCHOOLS DIVISION OF AKLAN

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February 22, 2021

**DIVISION MEMORANDUM**

No. 38, s. 2021

**UPDATED COMPOSITION OF THE BIDS AND AWARDS COMMITTEE (BAC),  
TECHNICAL WORKING GROUP (TWG), BAC SECRETARIAT AND SUPPORT STAFF**

To: **Chief Education Supervisors  
Education Program Supervisors  
Public Schools District Supervisors  
Senior/ Education Program Supervisors  
Head of Public Elementary/Integrated/Secondary Schools  
All Others Concerned**

1. This is to announce the updated composition of the Bids and Awards Committee (BAC) of this office, its Technical Working Group (TWG), Secretariat and Support Staff.
2. Section 11 of the Implementing Rules and Regulations (IRR) of Republic Act No. 9184, as amended, also known as the Government Procurement Reform Act, states the following:

**The BAC and its Composition**

**11.1. BAC Structure**

**11.1.1.** Each Procuring Entity shall establish in its head office a single BAC to undertake the functions specified in Section 12 of this IRR in order to facilitate professionalization and harmonization of procedures and standards. In line with the standardization of procurement procedures and the thrust towards strengthening the procurement function to increase operational efficiency and effectiveness, Heads of Procuring Entities shall aim to consolidate or unify all procurement activities of the organization, whether locally-funded or foreign assisted, and whether pertaining to Goods, Infrastructure Projects or Consulting Services.

**11.2. BAC Composition**

**11.2.1.** The Head of the Procuring Entity (HoPE) shall designate at least five (5) but not more than seven (7) members to the BAC of unquestionable integrity and procurement proficiency.

**11.2.2.** The BAC for National Government Agencies (NGAs), departments, bureaus, offices, or instrumentalities of the Government of the Philippines (GoP), including the judicial and legislative branches,





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constitutional commissions, SUCs, GOCCs, and GFIs shall be composed of the following:

**Regular Members:**

- a) Chairperson, who is at least a third (3rd) ranking permanent official of the Procuring Entity;
- b) An officer, who is at least a fifth (5th) ranking permanent official, or if not available, an officer of the next lower rank with knowledge, experience and/or expertise in procurement who, to the extent possible, represents the legal or administrative area of the Procuring Entity: Provided, That in the case of bureaus, regional offices and sub-regional/district offices, BAC members shall be at least a third (3rd) ranking permanent personnel or if not available, an officer of the next lower rank;
- c) c) An officer, who is at least a fifth (5th) ranking permanent official, or if not available, an officer of the next lower rank with knowledge, experience and/or expertise in procurement who, to the extent possible, represents the finance area of the Procuring Entity: Provided, That in the case of bureaus, regional offices and sub-regional/district offices, BAC members shall be at least a third (3rd) ranking permanent personnel or if not available, an officer of the next lower rank;

The Chairperson and the Vice-Chairperson shall also be designated by the HoPE. Moreover, the Vice-Chairperson shall be a regular member of the BAC. For purposes of this IRR, the term "permanent" shall refer to a *plantilla* position within the Procuring Entity concerned.

- 3. In consonance with the provisions of Section 11 of the 2016 Implementing Rules and Regulations of Republic Act 9184, as amended, the updated composition of the Bids and Awards Committee of this office are as follows:

<b>Position</b>	<b>Bids and Awards Committee Composition</b>
BAC Chairperson	Samuel J. Malayo Officer- In- Charge, Office of the Assistant Schools Division Superintendent
BAC Vice-Chairperson	Patrocenia Y. Mamburam Administrative Officer V
BAC Member	Ma. Corazon R. Pandaligan Education Program Supervisor I





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BAC Member	Maria Charo I. Carillo Administrative Officer IV
BAC Member	June R. Patricio Senior Education Program Specialist
BAC Member-Alternate	Dr. Kyzil D. Lipar Education Program Supervisor I

4. Consequently, the composition of the Technical Working Group (TWG), BAC Secretariat and its support staff as governed by Section 12 and Section 14 of the same Republic Act, provides the following:

**Section 12. Functions of the BAC**

**12.1.** The BAC shall have the following functions: XXX m) perform such other related functions as may be necessary, including the creation of a Technical Working Group (TWG) from a pool of technical, financial, and/or legal experts XXX.

**Section 14. BAC Secretariat / Procurement Unit**

**14.1.** The HoPE shall create a Secretariat which will serve as the main support unit of the BAC. An existing organic office within the Procuring Entity may also be designated to serve as Secretariat. To strengthen and promote the professionalization of the organizations' procuring unit, the HoPE may create procurement units that may serve concurrently as BAC Secretariat in accordance with the guidelines issued by DBM.

**14.2.** In case of an existing ad hoc Secretariat, the HoPE shall assign full-time support staff to their BAC Secretariat.

5. In accordance with the provisions of Section 12 and 14 of the 2016 IRR of R.A. 9184, as amended, the composition of the TWG, BAC Secretariat, and its support staff are as follows:

Position	Bids and Awards Committee- Technical Working Group (TWG), Secretariat and its Support Staff
Head, TWG	Mr. Michael T. Rapiz Chief Education Supervisor
Member, TWG	Engr. Meljan I. Torres Engineer III





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Member, TWG	Engr. John Harold C. Gregorio DepED Project Engineer II
Member, TWG	Engr. Christine Joy M. Oquendo DepED Project Engineer I
Member, TWG	Engr. Azer A. Muleta DepED Project Engineer II
Member, TWG	Engr. Marcelo S. Ostan Master Teacher I
Member, TWG	Mildred B. Zante Administrative Officer IV
Head BAC Secretariat	Dr. Edselyn T. Biray Education Program Supervisor I
BAC Secretariat	Atty. Ma. Jade B. Villanueva Attorney III
Member, BAC Secretariat	Christie C. Advincula Administrative Assistant III
Member, BAC Secretariat	Jerald B. Dela Cruz Administrative Assistant III
Support Staff	Rommel B. Zante Administrative Aide VI
Support Staff	Lance Jester R. Dantes Administrative Aide VI
Support Staff	Richard D. Relativo Job Order
Support Staff	Jessa S. Reposar Job Order

6. Immediate and wide dissemination of this memorandum is desired.

  
**MIGUEL MAC/D. APOSIN EdD, CESO V**  
Schools Division Superintendent

Enclosure: None

Reference: IRR of R.A. No. 9184, as amended.

/pym