



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

June 27, 2025

**DIVISION MEMORANDUM**

No. **301** s. 2025

**INTERFACE OF BIDS AND AWARDS COMMITTEE (BAC) WITH FOCAL PERSONS**

To: **Chief Education Supervisors  
Education Program Supervisors  
Senior/Education Program Specialists  
All Others Concerned**

1. Please be informed that the Interface of the Bids and Awards Committee (BAC) with Focal Persons will be held on July 4, 2025, from 8:00 AM to 5:00 PM at the Conference Room, Division Office, Numancia, Aklan.
2. The following enclosures are attached for your reference:
  - a. Enclosure No. 1 – List of Participants
  - b. Enclosure No. 2 – Activity Matrix
  - c. Enclosure No. 3 – Committees
3. In case the designated participant be unable to attend, a duly authorized representative is required to attend on their behalf.
4. Expenses incurred in relation to this activity shall be charged against MOOE/local funds, subject to existing government accounting and auditing rules and regulations.
5. Immediate dissemination of and compliance with this Memorandum are desired.

FOR THE SCHOOLS DIVISION SUPERINTENDENT:

**RAMON D. PARAS JR., EdD**

OIC, Office of the Assistance Schools Division Superintendent  
In-charge of the Division

Enclosure: As stated

Reference: None

To be indicated in the Perpetual Index  
under the following subjects:

**PROCUREMENT**

**MEETING**

RDP/jrp



Poblacion, Numancia, Aklan

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Enclosure No. 1 of Division Memorandum No. 301, s. 2025

**LIST OF PARTICIPANTS**

| Participants                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | Number of Participants |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------|
| <p>A. BAC</p> <p><b>HoPE-1</b><br/>Feliciano C. Buenafe Jr. CESO VI (SDS)</p> <p><b>Bids and Awards Committee-5</b><br/>Ramon D. Paras Jr. EdD (OIC-ASDS)<br/>Edselyn T. Biray, PhD (EPS I)<br/>Michael T. Rapiz (CES-SGOD)<br/>Dr. Kyzil D. Lipar, PhD (EPS I)<br/>Roland F. Democrito (AO V)</p> <p><b>Technical Working Group-3</b><br/>Atty. Lance Jester R. Dantes (OIC-Legal)<br/>Engr. Meljan I. Torres (ENGR. III)<br/>Mildred B. Zante (AO IV)</p> <p><b>Secretariat-7</b><br/>June R. Patricio (SEPS)<br/>Richard D. Relativo (AO II)<br/>Jerald dela Cruz (AO II)<br/>Ma. Teresa I. Gallardo (ADAS III)<br/>Rommel B. Zante (ADA VI)<br/>Nora S. Reyes (JO)</p> | 15                     |
| <p>B. OSDS</p> <p>Floradel P. Jamero (ITO-I)</p> <p><b>Administrative Services</b><br/>Marlyn T. Berreber (AO IV)<br/>Feby D. Moleta (AO IV)<br/>Jay Maquirang (Driver)<br/>Leonil Francisco (Driver)<br/>Jan Rey Igoy (Driver)</p> <p><b>Finance Services</b><br/>Ann Rayshelle L. Nadua (Budget Officer III)<br/>Marissa A. Jizmundo (Accountant III)</p>                                                                                                                                                                                                                                                                                                                | 8                      |
| <p>C. CID</p> <p>Dobie P. Parohinog, PhD (CES-CID)<br/>Mary Cherry Lyn M. Tabernella (EPS)<br/>Rebecca R. Ibarreta (EPS)<br/>Marth S. Tropa (EPS)<br/>Johann C. Cawaling (EPS)<br/>Darren N. Naelgas, PhD (EPS)<br/>Mahnnie Q. Tolentino (EPS)<br/>Divina I. Barrera (EPS)<br/>Hajji S. Tropa (SEPS)<br/>Maria Theresa L. Lao (SEPS)</p>                                                                                                                                                                                                                                                                                                                                   | 10                     |



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|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |           |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|
| <b>D. SGOD</b><br>Charlie I. Ureta (EPS)<br>Leila L. Pamati-an (SEPS)<br>Mikko Jan D. Lopez, EdD (SEPS)<br>Mar Bien Gregory G. Parel, UAP (SEPS)<br>Dr. Rhoby M. Fernandez (MD III)<br>Leocio T. Regalado (RN III)<br>Jeselee M. Marzoña (RN III)<br>Raymond Solis (RN II)<br>Prorielie M. Constantino (RN II)<br>Jesmar Bonifacio (RN II)<br>Sarah Khadija Pioquinto (RN II)<br>Michael Angelo T. Garcia (PDO II)<br>Allan Carlo Soriano (PDO II)<br>Niño Sean Axl T. Morales (YFO) | 14        |
| E. Staff                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | 3         |
| <b>TOTAL</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | <b>50</b> |



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Enclosure No. 2 of Division Memorandum No. **301**, s. 2025

**ACTIVITY MATRIX**

8:30 – 9:00 AM

**Registration**

Secretariat

9:00 – 9:30 AM

**Opening Program**

Prayer  
Philippine National Anthem  
Aklan Hymn  
Quality Policy Statement  
Welcome Remarks  
Attendance Check  
Message

SH June R. Patricio  
TM Mildred B. Zante  
  
SM June R. Patricio  
BC Ramon D. Paras, Jr.  
SM Ma. Teresa I. Gallardo  
HoPE Feliciano C. Buenafe Jr., CESO VI

9:30 – 10:30 AM

**Status of Budget Utilization**

AO V Ann Rashelle L. Nadua

10:30 – 11:30 AM

**Project Procurement Management Plan**

TM Mildred B. Zante/  
AO II Amy M. Toriano

11:30 AM – 12:00 NN

**PPMP Workshop**

12:00 NN – 1:00 PM

**Lunch**

1:00 – 2:00 PM

**Continuing of PPMP Workshop**

2:00 – 3:00 PM

**Presentation of PPMP Output**

3:00 – 5:00 PM

**Strengthening the Procurement Process**

BC Ramon D. Paras, Jr

**Closing Remarks**

BV Edselyn T. Biray

BM Kyzil D. Lipar  
*Emcee*





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Enclosure No. 3 of Division Memorandum No. **301**, s. 2025

**COMMITTEES**

**Steering Committee**

**HoPE Feliciano C. Buenafe Jr.**  
Chairperson

**BC Ramon D. Paras Jr.**  
Co-Chair

**TH Atty. Lance Jester R. Dantes    BM Michael T. Rapiz**  
Members

**Program**

BM Kyzil D. Lipar  
SM Ma. Teresa I. Gallardo

**Venue and Sound**

TM Mildred B. Zante  
SM Rommel B. Zante

**Certificates and Attendance**

BM June R. Patricio  
CoS Nora S. Reyes

**ICT Equipment**

SM Rommel B. Zante  
SM Richard D. Relativo

**Ways and Means**

BV Edselyn T. Biray  
TM Meljan I. Torres

**Documentation**

SM Jerald Dela Cruz  
SM Ma. Teresa I. Gallardo