



Republic of the Philippines  
**Department of Education**  
REGION III  
**SCHOOLS DIVISION OF BULACAN**

Division Memorandum  
No. 12, S. 2026

To: ALL CONCERNED

From: **CECILIA E. VALDERAMA, PhD., CESO VI ✓**  
OIC- Assistant Schools Division Superintendent  
Office of the Schools Division Superintendent

Subject: Reconstitution of the Division Bids and Awards Committee for Goods and Services and for Infrastructure Projects

Date: January 05, 2026

1. This memorandum updates the composition of the Division Bids and Awards Committee for Goods and Services, and for Infrastructure Projects. The designation hereunder is in pursuance to the provisions of Article V, Section 41 of Republic Act 12009, otherwise known as the "New Government Procurement Act" and Rule V, Section 41.2 of its Implementing Rules and Regulations which prescribes the necessary laws, rules and regulations for the standardization of procurement activities of the government. This shall stand valid until appropriately revoked or rescinded with subsequent memorandum.
2. For the information and guidance, this designation bears the authority to assume the powers, and duties and responsibilities attached to it:

DESIGNATION	GOODS AND SERVICES	INFRASTRUCTURE
CHAIRPERSON	<b>Maria Celina L. Vega, CESO VI</b> Assistant Schools Division Superintendent	<b>Jaime T. Tugade, PhD, CESE, RGC</b> OIC - Assistant Schools Division Superintendent
VICE CHAIRPERSON	<b>Jaime T. Tugade, PhD, CESE, RGC</b> OIC - Assistant Schools Division Superintendent	<b>Maria Celina L. Vega, CESO VI</b> Assistant Schools Division Superintendent
MEMBERS	<b>Rainelda M. Blanco, PhD</b> Chief – SGOD	<b>Cecilia S. Custodio, EdD</b> Chief – CID
	<b>Virgilio L. Laggi, PhD</b> Education Program Supervisor	<b>Agnes R. Bernardo, EdD.</b> Education Program Supervisor
	<b>Alvin B. Suriben</b> Budget Officer	<b>Joel Vasallo, PhD</b> Education Program Supervisor



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PROVISIONAL MEMBERS	<i>Proponents and End Users of the projects to be bid under Goods and Services and the PESPA &amp; PASSPA President for infrastructure projects.</i>	
TECHNICAL WORKING GROUP	Atty. Elmer D. Lopez Attorney III (Legal Officer)	Engr. Carl Paulo A. Fernando Division Engineer
	Raquel I. Climaco Administrative Officer IV (Supply)	
	Paulo Eduardo C. Cruz, Jr. Planning Officer II	
	Jonnalyn D. Gonzales Accountant III	
	Lorena P. Bodoso Administrative Officer IV	
SECRETARIAT		
HEAD	Dan Harvey Castro Administrative Officer IV	
MEMBERS	Federico Sanvictores, Jr Administrative Officer II	Ronald G. Salvador Administrative Assistant III
	Shairo R. Centeno Administrative Assistant III	Kimran C. De Jesus Administrative Aide VI

### 3. DUTIES AND FUNCTIONS

#### I. DUTIES AND FUNCTIONS OF THE BAC (Section 42)

The BAC shall have the following functions: (Section 42.1)

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



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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.

## **II. DUTIES AND FUNCTIONS OF THE SECRETARIAT (Section 44)**

The Secretariat shall have the following functions and responsibilities: (Section 44.3)

- a) Provide administrative support to the BAC and the TWG;
- b) Organize and make all necessary arrangements for BAC and the TWG meetings and conferences;
- c) Prepare minutes of meetings and resolutions of the BAC;
- d) Take custody of procurement documents and other records and ensure that all procurements undertaken by the Procuring Entity are properly documented;
- e) Manage the sale and distribution of Bidding Documents to interested bidders;
- f) Publish or post bidding opportunities, including Bidding Documents, and Notices of Awards;
- g) Assist in managing the procurement processes;



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- h) Monitor procurement activities and milestones for proper reporting to relevant agencies when required;
- i) Consolidate PPMs from various units of the Procuring Entity to make them available for review as indicated in Section 7 of this IRR and prepare the APP; and
- j) Act as the central channel of communications for the BAC with End-User or Implementing Units, Project Management Offices (PMO), other units of the line agency, other government agencies, providers of Goods, Infrastructure Projects, and Consulting Services, Observers, and the general public.

**4. For guidance and information.**