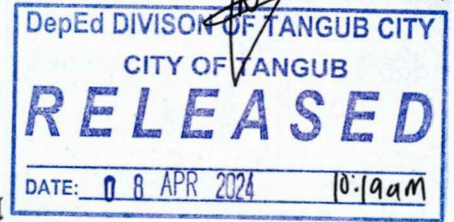




Republic of the Philippines  
**Department of Education**

Region X  
**SCHOOLS DIVISION OF TANGUB CITY**



March 26, 2024

**DIVISION MEMORANDUM**

No. 199, s. 2024

**RECONSTITUTION OF THE DIVISION BAC CANVASSERS  
 AND TECHNICAL WORKING GROUP MEMBERS**

To: Chief Education Supervisors (CID and SGOD)  
 Division Unit Heads  
 Program Holders  
 All Others Concerned  
 This Division

1. Pursuant to Republic Act No. 9184, otherwise known as the Government Procurement Reform Act, the Division and Awards Committee (BAC) Secretariat, TWG, Canvassers and Inspectorate are hereby reconstituted effective immediately.

Canvassers:

Office	Canvasser	Alternate Canvasser
CID	Jolito Vince	Cherymie Kinatac-an
SGOD	Cecille Gulbe	Rey Manlangit
OSDS	Amie Fel M. Galariana	Annie M. Peñas

**Technical Working Group for School-Based Feeding Program (SBFP)**

TWG	Alternate
Winnie Mendoza	Cecille Gulbe

2. The appointed canvassers are advised to perform the following duties and responsibilities on-top of work per office functions as BAC Canvassers:

a. Do personal canvass of goods and other services based on the Request for Quotation (RFQ) from accredited suppliers with PhilGEPS Registration or duly registered with the Bureau of Internal Revenue;



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- b. Advise the suppliers to legibly write or properly fill-out the RFQ Form or any entries therein, like TIN, VAT or Non- VAT, etc;
  - c. Explain to the supplier that the price should be inclusive of any taxes and purchase items are to be paid on a "CHARGE" basis;
  - d. Follow up Abstract of Canvass / Bid and other documents and ensure fast and timely processing of these documents;
  - e. Assign utmost priority to these assignments until procurement is completed.
3. The appointed TWG are advised to perform the following duties and responsibilities on-top of work per office functions:
- a. Review of Technical Specifications, Scope of Work, and Terms of Reference;
  - b. Review of Bidding Documents;
  - c. Shortlisting of Consultants;
  - d. Eligibility Screening;
  - e. Evaluation of Bids;
  - f. Post-Qualification; and
  - g. Resolution of Request for Reconsideration.
4. This Office directs the immediate and wide dissemination of this Memorandum.

**SHAMBAASH A. ABANTAS-USMAN, PhD, CESO VI**  
Schools Division Superintendent

SAU/msg/3-26-24



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