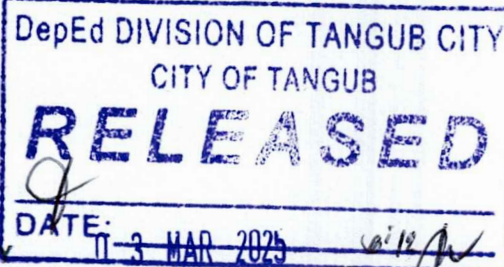




Republic of the Philippines  
Department of Education  
Region X  
SCHOOLS DIVISION OF TANGUB CITY



March 3, 2025

**DIVISION MEMORANDUM**

No. 71, s. 2025

**REITERATION OF DUTIES AND RESPONSIBILITIES OF BIDS AND AWARDS COMMITTEE IN ACCORDANCE WITH RA 12009 OTHERWISE KNOWN AS THE "NEW GOVERNMENT PROCUREMENT ACT"**

To: Assistant Schools Division Superintendent  
CID and SGOD Chiefs  
Concerned Personnel  
This Division

1. Pursuant to Republic Act (RA) No. 12009, otherwise known as the "New Government Procurement Act," and its Implementing Rules and Regulations (IRR), this Division issues the following guidelines on the roles and functions of the Bids and Awards Committee (BAC), BAC Secretariat, and BAC Technical Working Group (TWG).

Name	Position	Duties and Responsibilities
Erlinda G. Dael	BAC Chairman	a) Recommend to the HoPE the use of any of the procurement methods provided under RA 12009;
Lorna C. Peñonal	BAC Co-Chair	b) Publish or post the Invitation to Bid or Request for Expressions of Interest;
Delma R. Denapo	BAC Members	c) Conduct pre-procurement and pre-bid conferences;
Roger F. Duhaylungsod		d) Determine the eligibility of prospective bidders;
Romel E. Huertas	Alternate BAC Members	e) Receive and open bids;
Ronie E. Senarillos		f) Conduct the evaluation of bids;
Wilfredo B. Cañete		g) Undertake post-qualification proceedings;
Shieldon F. Honculada		h) Resolve requests for reconsideration;
Eleanor A. Belingan		i) Recommend award of contracts to the HoPE or the duly authorized representative, with justification for any disapproval;
Redeemer D. Denapo		j) Recommend the imposition of sanctions in accordance with RA 12009;
Carelyn L. Villegas		
German C. Suminguait Jr.		
Reneboy G. Roxas		



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		<p>k) Prepare a procurement monitoring report to be submitted to the HoPE and relevant oversight agencies on a semestral basis;</p> <p>l) Perform other procurement-related functions as may be assigned, including the formation of a Technical Working Group (TWG) for technical, financial, and legal expertise in procurement processes.</p>
<p>Gina L. Mandawe</p> <p>Happy S. Lui Binapie M. Tapao Eldon H. Ocampos</p>	<p>BAC Secretariat Chairman</p> <p>BAC Secretariat Members</p>	<p>a) Provide administrative support to the BAC and the TWG;</p> <p>b) Organize and manage BAC and TWG meetings;</p> <p>c) Prepare minutes of meetings and BAC resolutions;</p> <p>d) Take custody of procurement documents and ensure proper documentation of procurement activities;</p> <p>e) Manage the sale and distribution of bidding documents;</p> <p>f) Publish and post bidding opportunities, including notices of award;</p> <p>g) Assist in managing procurement processes;</p> <p>h) Monitor procurement milestones and report progress to relevant agencies;</p> <p>i) Consolidate and review PMPs from various units for inclusion in the Annual Procurement Plan (APP);</p> <p>j) Serve as the communication channel between the BAC, end-users, project management offices, suppliers, consultants, and the general public.</p>
<p>Wilson M. Ozaraga Mohamad T. Batingolo Annalou B. Flores Winnie T. Mendoza</p>	<p>BAC Technical Working Group (TWG)</p>	<p>a) Review of Technical Specifications, Scope of Work, and Terms of Reference</p> <p>b) Review of Bidding Documents</p>

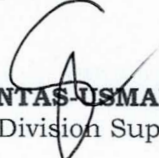




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Jomah Lee U. Jakosalem Alden M. Antonio		c) Short-listing of Consultants d) Eligibility Screening e) Evaluation of Bids f) Post-Qualification g) Resolution of Requests for Reconsideration
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2. All concerned personnel are directed to adhere to these roles and responsibilities to ensure efficiency, transparency, and compliance in the procurement processes of this Division.
3. For immediate implementation and strict compliance.

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

Encl: As stated  
Reference: IRR of RA 12009  
To be indicated in the Perpetual Index  
under the following subjects:

**REITERATION OF DUTIES AND RESPONSIBILITIES OF BIDS AND AWARDS COMMITTEE IN ACCORDANCE WITH RA 12009**

SAU/WMO- **Reiteration of Duties and Responsibilities of Bids and Awards Committee in Accordance with Ra 12009**

March 3, 2025



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