



Republic of the Philippines
Department of Education
REGION III
BATAAN HIGH SCHOOL FOR THE ARTS

SCHOOL MEMORANDUM

No. 049, s. 2025

MAR 07 2025

**CORRIGENDUM ON THE RECONSTITUTION OF THE SDO BIDS
AND AWARDS COMMITTEE, BAC SECRETARIAT
AND TECHINCAL WORKING GROUP**

To: Chief, Functional Divisions
All Others Concerned

1. With reference to School Memorandum No. 027, s, 2025 titled "Reconstitution of the SDO Bids and Awards Committee, BAC Secretariat and Technical Working Group", this Office released the Corrigendum on the Reconstitution of the SDO Bids and Awards Committee, BAC Secretariat, and Technical Working Group (TWG) effective February 13, 2025, to wit:

BAC MEMBER	
Ronald P. Bantugan Chief Administrative Officer – Academic Division	Chairperson
Perlle Ann Torres-Samonte Supervising Administrative Officer Student Affairs Division	Regular Member
Oliver V. Arevalo Supervising Administrative Officer Administrative Division	Regular Member
Margioleh G. Alonzo Project Development Officer III Student Affairs Division	Regular Member
Ma. Erika Gene D. Dino Faculty President	Provisional Member
BAC SECRETARIAT	
Romina D. Velasco Administrative Officer V	Chairperson
Samuel A. Quiroz Supervising Education Program Specialist Academic Division	Member
Jomar Dela Cruz Administrative Officer IV	Member
Joshua M. Barrometro	Member



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(047) 244-6321 / 0918-965-5281

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bhsa@deped.gov.ph

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Administrative Assistant II Academic Division	
TECHNICAL WORKING GROUP	
Bernadette dela Cruz CAO – Finance	Chairperson
Lyda Bantugan SAO – Finance	Member
Avegail A. Vicente Administrative Officer V Supply Unit, Administrative Division	Member
Mark Jeno Gaor Accountant	Member
INSPECTORATE	
Alma R. Garcia Chief Administrative Officer – Student Affairs Division	Chairperson
Nieva Adelino Administrative Officer V Cash Unit, Administrative Division	Member
Joseph Aaron Macalinao Administrative Officer III Supply Unit, Administrative Division	Member
End-User from the Requesting Division	Member

2. Pursuant to Rule V Section II paragraph 2.6 of the RA 9184, unless sooner removed for a cause, the members of the BAC shall have a fixed term of one (1) year reckoned from the date of appointment and renewable at the discretion of the Head of the Procuring Entity (HoPE).
3. It is expected that the designation of the identified personnel shall carry with it the full discharge of their duties, responsibilities and functions as set forth in the Implementing Rules and Regulations of RA 9184, to wit:

A. Functions and Responsibilities of the BAC

- i. Advertise and/or post the invitation to bid/request for expressions of interest;
- ii. Conduct pre-procurement and pre-bid conferences;
- iii. Determine the eligibility of prospective bidders;
- iv. Receive and open bids;
- v. Conduct the evaluation of bids;



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- vi. Undertake post-qualification proceedings;
- vii. Resolve requests for reconsiderations;
- viii. Recommend award of contracts to the HoPE or his duly authorized representative;
- ix. Recommend the imposition of the sanctions in accordance with Rule XXIII;
- x. Recommend to the HoPE the use of Alternative Methods of Procurement;
- xi. Conduct any of the Alternative Methods of Procurement;
- xii. Conduct periodic assessment of the procurement processes and procedures to streamline procurement activities pursuant to Section 3 (c) of the IRR; and
- xiii. 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.

Functions and Responsibilities of the Secretariat

- i. Provide administrative support to the BAC and the TWG;
- ii. Organize and make all necessary arrangements for BAC and the TWG meetings and conferences;
- iii. Prepare minutes of the meetings and resolutions of the BAC;
- iv. Take custody of procurement documents and other records and ensure that all procurements undertaken by the Procuring Entity are properly documented;
- v. Manage the sale and distribution of Bidding documents to interested bidders;
- vi. Advertise and/or post bidding opportunities, including bidding documents, and notices of awards.
- vii. Assist in managing the procurement processes;
- viii. Monitor procurement activities and milestones for proper reporting to relevant agencies when required;
- ix. Consolidate PPMPs from various units of the Procuring Entity to make them available for review as indicated in Section 7 of the IRR and prepare the APP; and
- x. Act as the central channel of communications for the BAC with end-user and implementing units.

B. Technical Working Group (TWG)

- i. Conduct post qualification of bidders with lowest responsive calculated bid or quotation

C. Inspectorate Team

- i. Conduct inspection of all projects and/or deliveries of supplies and services.



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4. Likewise, the specific duties and responsibilities of the BAC Secretariat are as follows:

Name	Position	Specific Duties
ROMINA D. VELASCO	ADMINISTRATIVE OFFICER V	1. Provide administrative support to the BAC and the TWG
		2. Consolidate PPMPs from various units of the Procuring Entity to make them available for review as indicated in Section 7 of the IRR and prepare the APP
		3. Advertise and/or post bidding opportunities, including bidding documents, and notices of awards
		4. Prepares the Certificate of Compliance of PhilGEPS Posting Report
		5. Signs the summary of canvass/ committee of Awards/BAC Resolutions
		6. Prepares Bid Bulletin
SAMUEL A. QUIROZ	SUPERVISING EDUCATION PROGRAM SPECIALIST	1. Organize and make all necessary arrangements for BAC and the TWG meetings and conferences
		2. Prepare minutes of the meetings and resolutions of the BAC
		3. Monitor procurement activities and milestones for proper reporting to relevant agencies when required
		4. Prepares the Bidding Documents
		5. Provide administrative support to the BAC and the TWG
JOMAR DELA CRUZ	ADMINISTRATIVE OFFICER IV	1. Take custody of procurement documents and other records and ensure that all



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		procurements undertaken by the Procuring Entity are properly documented
		2. Manage the sale and distribution of Bidding documents to interested bidders
		3. Prepares the summary of Canvasses and Committee on Award
		4. Assist in managing the procurement processes
		5. Helps in Canvassing
JOSHUA M. BARROMETRO	ADMINISTRATIVE ASSISTANT II	1. Prepares the Attendance during meeting/bidding
		2. Prepares the Purchase Request
		3. Prepares Request for Quotation
		4. Calls prospective suppliers for quotation
		5. Conducts quotation/canvassing
		6. Provides support to BAC Chairperson

5. Immediate and wide dissemination of this Memorandum is earnestly desired.

MIA ARIANA P. TANCIONGCO, PhD
Director III
School Director

Encl.: None

Reference: as stated

To be indicated in the Perpetua Index under the following subjects

BID AND AWARDS

COMMITTEE

OSD01/AD02 February 13, 2025



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