



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

MEMORANDUM

March 19, 2026

TO: Deputy Directors
Chief, Functional Divisions
All Others Concerned

FROM: **MIA ARIANA P. TANCIONGCO, PhD**
Director III / School Director

SUBJECT: **RECONSTITUTION OF THE SCHOOL BIDS AND AWARDS COMMITTEE (BAC), BAC SECRETARIAT, TECHNICAL WORKING GROUP & INSPECTORATE TEAM**

DATE: March 19, 2026

1. Pursuant to Rule V of the Republic Act No. 12009, otherwise known as the Government Procurement Reform Act and its Implementing Rules and Regulations (IRR), this Office hereby reconstitutes the School Bids and Awards Committee (BAC), BAC Secretariat, Technical Working Group (TWG) and Inspectorate Team, effective **March 19, 2026**, to wit:

Name	Designation
BAC MEMBERS	
ATTY. BRYAN M. SANTOS, PhD, CESE Director II (Deputy Director)	Chairperson
MARLON I. CARDINOZA Director II (Deputy Director)	Vice Chairperson
ALVIN P. HULIPAS, EdD Chief Administrative Officer	Member
ALMA R. GARCIA Chief Administrative Officer	Member
RONALD P. BANTUGAN, EdD Chief Education Program Specialist	Member
OLIVER V. AREVALO Supervising Administrative Officer	Member
MARGIOLEH G. ALONZO Project Development Officer III	Member

BAC SECRETARIAT	
PERLIE ANN T. SAMONTE Supervising Administrative Officer	Chairperson
SAMUEL A. QUIROZ, EdD Supervising Education Program Specialist	Member



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JOMAR D. DELA CRUZ Administrative Officer IV	Member
HAROUN SETH M. KAWIT Planning Officer II	Member
JENEVEI J. ACAR Project Development Officer II	Member
MARILOU F. BENLIRO Administrative Officer II	Member
JERELINE M. OLIVERA Dorm Manager II	Member
JOSHUA M. BARROMETRO Administrative Assistant II	Member

TECHNICAL WORKING GROUP

BERNADETTE M. DELA CRUZ, DPA Chief Administrative Officer	Chairperson
LYDA V. BANTUGAN Supervising Administrative Officer	Co-Chairperson
AVEGAIL A. VICENTE Administrative Officer V	Goods and Services
RENNOR C. CLAVEL Information Systems Analyst II	IT related
FRANCE JOY V. BONAGUA Dentist I	Health and Nutrition
MA. GLENDA F. DELA FUENTE Education Program Specialist II	Arts related

INSPECTORATE TEAM

MELBOURNE L. SALONGA Information Technology Officer I	Chairperson/IT related
HANNAH GRACE I. PEDROCILLO Planning Officer I	Goods and Services
CHRISTIAN A. RODRIGUEZ Administrative Officer I	Goods and Services
TIMI T. LABANDILO Nurse I	Health and Nutrition
LOUISA DAWN A. DE GUZMAN Nutritionist-Dietitian I	Health and Nutrition
ROSIE L. BASILIO Senior Education Program Specialist	Arts related

2. 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 12009, to wit:



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A. The duties and functions of the **BAC** are as follows:

- Recommend to the HoPE the use of any of the modes of procurement as provided in Rule IV of this IRR
- Publish or post the Invitation to Bid or Request for Expressions of Interest
- Conduct pre-procurement and pre-bid conferences
- Determine the eligibility of prospective bidders
- Receive and open bids
- Conduct the evaluation of bids
- Undertake post-qualification proceedings
- Resolve requests for reconsideration
- Recommend the award of contracts to the HoPE or duly authorized representative
- Recommend the imposition of sanctions pursuant to Rule XXI of the IRR

B. The duties and functions of the **BAC Secretariat** are as follows:

- Provide administrative and technical support to the BAC and TWG
- Organize and document BAC and TWG meetings
- Prepare minutes, resolutions, and procurement records
- Maintain custody of procurement documents
- Manage the sale and distribution of bidding documents
- Publish or post procurement opportunities, and Notices of Award
- Monitor procurement timelines and milestones
- Consolidate PPMPs and prepare the APP
- Serve as the official communication channel of the BAC
- Conduct market research and price canvassing
- Gather quotations from qualified suppliers
- Validate supplier eligibility and quotations
- Prepare canvass documents and RFQs
- Review and compare quotations
- Submit canvass results to the BAC
- Ensure compliance with RA 12009 and DepEd procurement policies
- Maintain transparency and complete records

C. The duties and functions of the **Technical Working Group (TWG)** are as follows:

- Review technical specifications, scope of work, and term of reference
- Review bidding documents
- Serve as shortlist consultants
- Conduct eligibility screening
- Evaluate bids
- Conduct post-qualification
- Resolve requests for reconsideration



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D. The duties and functions of the **Inspectorate Team** are as follows:

- Conduct pre-delivery inspections
 - Inspect delivered goods in accordance with contracts
 - Sign the Inspection and Acceptance Report (IAR)
 - Conduct post-delivery inspection
 - Monitor the correction of defective deliveries
3. Pursuant to Rule V Section 41 paragraph 2.6 of RA 12009, BAC Members shall serve a fixed term of one (1) year from the date of designation, renewable at the discretion of the HoPE, subject to limitations under RA 12009 and its IRR.
4. All concerned are hereby directed to strictly comply with this Memorandum.

Encl.: None

Reference: RA 12009 and its IRR

To be indicated in the Perpetual Index under the following subjects

BIDS AND AWARDS

RECONSTITUTION

OSD01/OSD04/March 19, 2026