Republic of the Philippines
Department of Education
REGION VI – WESTERN VISAYAS
SCHOOLS DIVISION OF AKLAN

August 17, 2026

**DIVISION MEMORANDUM**
No. 490, s. 2026

**RECOMPOSITION OF THE BIDS AND AWARDS COMMITTEE (BAC), TECHNICAL WORKING GROUP (TWG), AND BAC SECRETARIAT**

1. This is to announce the re-composition of the Bids and Awards Committee (BAC), Technical Working Group (TWG), and BAC Secretariat of this Division Office effective immediately.

2. The Implementing Rules and Regulations of Republic Act No. 12009, otherwise known as the *New Government Procurement Act (NGPA)*, provides:

> Section 41.2 BAC Composition
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> 41.2.1 The HoPE shall designate five (5) or seven (7) permanent officials of unquestionable integrity and procurement proficiency as members of the BAC. The term "permanent" does not refer to whether the person holding the Plantilla position is contractual, regular, or temporary; rather, this refers to whether the position exists within the organizational structure of the procuring entity or not.
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> 41.2.2 The BAC for NGAs, departments, bureaus, offices, or instrumentalities of the GoP, including the judicial and legislative branches, constitutional commissions, SUCs, GOCCs, and GFIs shall be composed of the following:
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> Regular Members
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> a) Chairperson, who is at least a third (3rd) ranking permanent official of the Procuring Entity;
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> b) An officer, who is at least a fifth (5th) ranking permanent official, or if not available, an officer of the next lower rank with knowledge, experience and/or expertise in procurement who, to the extent possible, represents the legal or administrative area of the Procuring Entity; Provided, That in the case of bureaus, regional offices and sub-regional/district offices, BAC members shall be at least a third (3rd) ranking permanent personnel or if not available, an officer of the next lower rank;
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> c) An officer, who is at least a fifth (5th) ranking permanent official, or if not available, an officer of the next lower rank with knowledge, experience and/or expertise in procurement who, to the extent possible, represents the finance area of the Procuring Entity; Provided, That in the case of bureaus, regional offices and sub-

regional/district offices, BAC members shall be at least a third (3rd) ranking permanent personnel or if not available, an officer of the next lower rank;

Provisional Members

a) An officer who has technical expertise relevant to the procurement at hand, and, to the extent possible, has knowledge, experience and/or expertise in procurement; and

b) A representative from the end-user or implementing unit who has knowledge of procurement laws and procedures.

The Chairperson and the Vice-Chairperson shall also be designated by the HoPE. Moreover, the Vice-Chairperson shall be a regular member of the BAC. For purposes of this IRR, the term "permanent" shall refer to a plantilla position within the Procuring Entity concerned.

41.2.4 The HoPE may designate alternate BAC members who shall have the same qualifications as those of the members originally designated under this IRR. The alternate members shall attend meetings of the BAC and receive the proportionate honoraria, whenever the original members are absent. The alternate members shall have the same term as the original members.

41.2.5 In no case shall the HoPE or the approving authority be a member of the BAC.

41.2.6 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 designation renewable at the discretion of the HoPE; Provided, that no member of the BAC shall serve for more than three (3) consecutive terms, except when allowed by the HoPE. Upon expiration of the terms of the current members, they shall continue to exercise their functions until new BAC members are designated. In case of resignation, retirement, separation, transfer, re-assignment, removal, or death, the replacement shall serve only for the unexpired term; Provided, however, that in case of leave or suspension, the replacement shall serve only for the duration of the leave or suspension; Provided, further, that a member shall only be suspended or removed for justifiable reasons to be expressed in writing by the HoPE.

For transfer of knowledge and experience, membership in the BAC shall allow for staggered designations.

Section 42. Functions of the BAC

42.1 The BAC shall have the following functions:

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, 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 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.

Section 44. Procurement Unit

44.1 There shall be a procurement unit, division, or office in each Procuring Entity which shall serve as Secretariat to the BAC and perform other functions related to procurement as may be delegated by the HoPE. The creation of the procurement unit, division, or office shall be subject to the standards and guidelines prescribed by the DBM.

44.3 The Secretariat shall have the following functions and responsibilities:

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;
h) Monitor procurement activities and milestones for proper reporting to relevant agencies when required;
i) Consolidate PPMPs 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.

44.4 The head of the Secretariat in central offices shall be at least a fifth (5th) ranking permanent employee or, if not available, a permanent employee of lower rank; or shall be at least a third (3rd) ranking permanent employee in bureaus, regional offices and sub-regional, or district offices, or if not available, a permanent employee of lower rank. In addition to integrity, HoPEs shall consider procurement proficiency as a factor in designating the head of the Secretariat and Procurement Unit.

Section 5 (s). Jury Duty refers to a responsibility in which the BAC, Technical Working Group (TWG), and Secretariat members, including the End-User or Implementing Unit, give utmost priority to procurement assignments over all other duties and responsibilities until the requirements for the procurement at hand are completed.

3. Pursuant to the above provisions, the composition of the BAC, TWG, and BAC-Secretariat of this Division Office effective this date shall be as follows:

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| BAC Chairperson | **Dr. Luz U. Banson**<br>*Assistant Schools Division Superintendent* |
| BAC Vice-Chairperson | **Dr. Mary Cherry Lynn M. Tabernilla**<br>*Education Program Supervisor* |
| BAC Members | **Dr. Edselyn T. Biray**<br>*Education Program Supervisor* |
| | **Dr. Darren N. Naelgas**<br>*Education Program Supervisor* |
| | **Dr. Divina I. Barrera**<br>*Education Program Supervisor* |
| Provisional BAC Members | **Provisional Member**<br>(Technical Expert on the Procurement Project) |
| | **Provisional Member**<br>(Focal Person for the Procurement Project) |
| Technical Working Group (TWG), Head | **Atty. Lance Jester R. Dantes**<br>*Attorney III* |

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| TWG Member for Goods and Services | **Keneth G. Iglesias**<br>*Administrative Officer IV* |
| TWG Member for Infrastructure Projects | **Engr. Meljan I. Torres**<br>*Engineer III*<br><br>**Engr. John Harold C. Gregorio**<br>*Technical Assistant III*<br><br>**Engr. Christine Joy M. Oquendo**<br>*Technical Assistant III* |
| BAC Secretariat Head | **Richard D. Relativo**<br>*Administrative Officer IV* |
| BAC Secretariat Members | **Ma. Teresa I. Gallardo**<br>*Administrative Assistant III* |
| | **Rommel B. Zante**<br>*Administrative Aide VI* |
| | **Nora S. Reyes**<br>*Administrative Aide I* |

4. Immediate and widest dissemination of this Memorandum is desired.

**Dr. FELICIANO C. BUENAFE, JR., CESO V**
Schools Division Superintendent