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Republic of the Philippines
Department of Education
REGION I
SCHOOLS DIVISION OF VIGAN CITY

Office of the Schools Division Superintendent

DIVISION MEMORANDUM

No. 169, s. 2025

**COMPOSITION OF THE SDO-VIGAN CITY BIDS AND AWARDS COMMITTEE (BAC),
INSPECTORATE TEAM AND PROCUREMENT MONITORING TEAM (PMT)**

To: Chief Education Supervisors (CID & SOOD)
Section Heads (SDO)
Public School Heads
Others Concerned

1. Pursuant to **The Implementing Rules and Regulations of the R.A 12009**, otherwise known as **The New Government Procurement Act**, the following personnel shall compose the BAC of SDO-Vigan City:

Chairperson: Dr. Annie D. Pagdilao, CESO VI-ASDS
Vice Chairperson: Rodrigo Q. Reyes Jr.
Members: Elsie C. Amorin
Susiemar M. Rapisura
Grace Castañeda
Edgar L. Pescador
Rommel R. Rabo

2. The BAC shall have the following functions and responsibilities:

- 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.



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3. Through the recommendation of the members of the Bids and Awards Committee (BAC), the following personnel shall compose the BAC Secretariat;

Head of BAC Secretariat:	Marie Christine L. Natividad
BAC Secretarial Members:	Reymalin T. Llanes
	Nicole E. Arce
	Denmark B. Tabuso
	Jess Messiah A. Navarro
	Dennis L. Suero
	Allan Q. Barrientos
	Laurie Angela M. Agati

The Secretariat shall have the following functions and responsibilities:

- Provide administrative support to the BAC and the TWG;
- Organize and make all necessary arrangements for BAC and the TWG meetings and conferences;
- Prepare minutes of meetings and resolutions of the BAC;
- Take custody of procurement documents and other records and ensure that all procurements undertaken by the Procuring Entity are properly documented;
- Manage the sale and distribution of Bidding Documents to interested bidders;
- Publish or post bidding opportunities, including Bidding Documents, and Notices of Awards;
- Assist in managing the procurement processes;
- Monitor procurement activities and milestones for proper reporting to relevant agencies when required;
- Consolidate PMPs 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
- Act as the central channel of communications for the BAC with EndUser 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.

4. The following personnel shall compose the BAC-TWG of SDO Vigan:

- Christopher Michael T. Gasmen
- Mary Joy P. Suero
- Eric L. Tapat
- Mark Allen C. Sinogo
- Atty. Kim R. Tagorda
- Cherry Joy D. Garma

The BAC TWG shall have the following functions and responsibilities:

- Review of the Technical Specifications, Scope of Work, and Terms of Reference;
- Review of Bidding Documents;
- Short-listing of Consultants;
- Eligibility Screening;
- Evaluation of Bids;
- Post-Qualification; and
- Resolution of Request for Reconsideration.



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5. Program implementers shall be responsible for the preparation of all documents for the procurement activity, including but not limited to technical specifications, scope of work, or terms of reference. Moreover, they shall conduct an **honest market survey prior to implementation**.

6. In compliance with the Commission on Audit (COA) rules and regulations regarding inspection of deliveries particularly the **Government Accounting Manual (GAM) for National Government Agencies Volume I, Chapter 8, Section 15** - Procedures in the Receipt, Inspection, Acceptance and Recording of Deliveries of Inventory Items, DepEd Order No. 5, s. 2010 or the "**Guidelines on Inspection of DepEd Deliveries**", and DepEd Order No. 27, s. 2020, "**Guidelines on the Reconstitution of Inspectorate Team in DepEd CO, RO, SDO and Schools**", this SDO establishes the Reconstituted Composition of the SDO-Vigan City Inspectorate Team as follows:

Team Leader: Mary Joy P. Suero
 Regular Members: Ademar P. Paeta
 Ferdinand F. Flores

Provisional Members: Representative of the Implementing Unit (IU)/End User Unit (EU) who have technical skills and experience relevant to the goods procured, as follows:

PROJECTS	IUs/EUs in the SDO (2 Reps)
Learning Materials, Supplementary Learning Resources, Printing Projects, and LTE and TVL and SME	Nelson A. Robiñol Allan Q. Barrientos
Food and Medicines, Dental Tools and Supplies and Other Health Supplies	Arlyn D. Batulan Mac Lubert R. Rapacon
Sports-related Goods and Equipment	Sherwin D. Fabre Aphrodite Hope Martinez
Training/ Seminar Kits	Felipa T. Regaspi Solito S. Cortel
Furniture and Related Goods	Susiemar M. Rapisura Division Engineer
DCP Packages, IT Related Goods and Internet Services	Eric L. Tapat Lloyd P. Ancheta
DRRM Supplies and Materials	Aphrodite Hope Martinez Princess G. Torricer
Vehicles	Nestor R. Pascua Jonas A. Cu
Security, Janitorial and Other General Services	Dennis L. Suero Jonas A. Cu



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7. In compliance with the **Republic Act No. 11032** re: "**An Act Promoting Ease of Doing Business and Efficient Delivery of Government Services, Amending for The Purpose Republic Act No. 9485**, otherwise known as the **Anti-Red Tape Act of 2007**, **And for Other Purposes and Republic Act 9184**, or the **Government Procurement Act**, this Office establishes the composition of the SDO Vigan City Procurement Monitoring Team as follows:

Over-All: Annie D. Pagdilao, CESO VI

Team Leader: Atty. Kim R. Tagorda

Regular Member: Grace D. Formoso
Rommel R. Rabo
Aurelyn F. Fieldad
Mark Allen Sinogo

8. The SDO Vigan City Procurement Monitoring Team shall have the following functions and responsibilities:

- a) Keeps track of all orders placed with suppliers or service providers, including the expected delivery dates.
- b) Monthly monitor the timely delivery of supplies, materials, equipment or services.
- c) Maintains regular communication with suppliers to ensure they are aware of delivery deadlines to avoid penalties.
- d) Provides regular reports on the status of deliveries to management and end-users.
- e) Develops/crafts forms needed in the establishment of monitoring system.

9. The Procurement Monitoring Team shall be directly supervised by the office of the Assistant Schools Division Superintendent.

10. The duration of office of all personnel in this issuance shall be commence on February 24, 2025 and shall lapse on February 24, 2026 or until earlier revoked.

11. All other memoranda contrary to this memorandum are hereby rescinded.



VILMA D. EDA, CESO V
Schools Division Superintendent



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