



Republic of the Philippines  
**Department of Education**  
 REGION XI  
**SCHOOLS DIVISION OF DAVAO DE ORO**



Office of the Schools Division  
 Superintendent

January 15, 2024

DIVISION MEMORANDUM

No. **020**, s. 2024

**RECONSTITUTION IN THE COMPOSITION OF THE DIVISION BIDS AND AWARDS COMMITTEE (BAC), TECHNICAL WORKING GROUP (TWG), BAC SECRETARIAT, CANVASSERS, AND INSPECTORATE TEAM**

To: All Concerned SDO Personnel  
 This Office

In compliance with the provision of the Implementing Rules and Regulations of the RA 9184, otherwise known as the Government Procurement Act, you are hereby advised as your designation as regular BAC members, and secretariat, technical working group, canvassers and inspectorate team effectively immediately.

Hereunder is the composition of the functional procurement components, to wit:

<b>BIDS AND AWARDS COMMITTEE</b>	
Chairman:	Emma A. Camporedondo, CESO VI
Vice Chairman:	Arlyn B. Lim, PhD
Members:	Renato N. Pacpakin, EdD Grace D. Pontillas, EdD Noemi P. Canales
<b>TECHNICAL WORKING GROUP</b>	
Chairman:	Engr. Norberto S. Manlangit, MPA
Members:	Engr. Marie Cris P. Dalumpines Mary Ann M. Pacatang, RN Cherry Ann E. Eling
<b>SECRETARIAT</b>	
Chairman:	Andy P. Cabodoc, EdD
Members:	Jomar M. Domopoy Teodoro O. Sapio Jr. Felene Therese R. Barroga
<b>CANVASSERS</b>	
	Mario E. Alquiza
	Renante M. Homigop
	Junard A. Alidro
	Jodel P. Abenoja



Address: Capitol Complex, Brgy. Cabidianan, Nabunturan, Davao de Oro  
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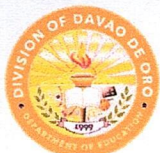


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**INSPECTORATE TEAM**

<b>PROJECTS</b>	<b>Implementing Units (IUs) / End-user Unit (EU) in the SDO</b>	<b>INSPECTORATE</b>
Learning Materials, Supplementary Learning Resources, Printing Projects and Learning Tools and Equipment (TLE) for TVL and SME	CID – LRMD Section	Team Leader : Leah L. Baruiz Regular Members : Supply Section : Jennifer Baluiz Accounting Section : Glenn Vacalares
Foods and Medicines, Dental Tools and Supplies and Other Health Supplies	SDO – School Health	Team Leader : Rosalie G. Maghinay, RN Regular Members : Supply Section : Kate Dianne Feji Accounting Section : Glenn Vacalares
Sports – Related Goods and Equipment	SGOD	Team Leader : Nisan Lejan M. Cal Regular Members : Supply Section : Kate Dianne Feji Accounting Section : Glenn Vacalares
Training / Seminar Kits / Office Supplies	CID	Team Leader : Luz E. Comonal Regular Members : Supply Section : Grecilyn Urbano Accounting Section : Jose Potestas
Infrastructure, Furniture and Related Goods	SDOD – Education Facilities Section	Team Leader : Engr. Norberto N. Manlangit, MPA Regular Members : SGOD : Wilfredo Takasan, EdD Supply Section : Jennifer Baluiz Accounting Section : Jose Potestas
DCP Packages, IT Related Goods and Internet Services	ICT Unit	Team Leader : Cherry Ann E. Eling Regular Members : Supply Section : Grecilyn Urbano Accounting Section : Jose Potestas
DRRM Supplies and Materials	SGOD Social Mobilization and Networking	Team Leader : Rosalie G. Maghinay, RN Regular Members : Supply Section : Kate Dianne Feji Accounting Section : Ramonito Reyes
Service Vehicle	Administrative Section – Property and Supply	Team Leader : Joseph Corpuz Regular Members : Supply Section : Jennifer Baluiz Accounting Section : Ramonito Reyes
Security, Janitorial and Other General Services	Administrative Section – General Services	Team Leader : Engr. Norberto N. Manlangit, MPA Regular Members : Supply Section : Grecilyn Urbano



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Accounting Section : Ramonito Reyes

Unless removed for a cause, you shall serve the BAC for a term of one (1) year reckoned from JAN 17 2024. Compliant to the existing guidelines, you shall be on a "jury duty" type of assignment, which means giving utmost priority to the BAC activities over the duties and responsibilities until the requirements for the assignments at hand shall have been completed, and/or until the Notice of Award is issued by the Head of the Procuring Entity (HOPE) in order to complete the entire procurement process at the earliest possible time.

For the members of the inspectorate team, you are directed to perform the following:

1. Evaluate pertinent specifications and other technical requirements of materials procured and delivered;
2. Ensure documentary requirements (supporting papers) are submitted;
3. Check warranty period, if any;
4. Assess compliance of the prescribed number of days delivered;
5. Examine consistency of Procurement with Annual Procurement Plan (APP);
6. See to it that procurement procedures are religiously observed, and recommend to the Head of Procuring Entity any irregularities being observed after the conduct of inspection.

All previous issuances inconsistent with this order are hereby rescinded.

  
**CRISTY C. EPE, CESO V**  
Schools Division Superintendent 

Encl.: As stated  
References: RA 9184, IRR  
FN: 2024Files.CID-MEMO-numberedmemo. SDS ASDS.DM

Cc: Assistant Schools Division Superintendent  
Chiefs/heads of Division/ Sections  
All concerned employees  
Commission on Audit  
File



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