



Republic of the Philippines
Department of Education
REGION II – CAGAYAN VALLEY
SCHOOLS DIVISION OF NUEVA VIZCAYA

October 25, 2022

DIVISION MEMORANDUM
No. 427, s. 2022

RECONSTITUTED PROCUREMENT BODY OF SDO NUEVA VIZCAYA

TO: **Assistant Schools Division Superintendent
Chief Education Supervisors (SGOD, CID)
Education Program Supervisors
Unit/Section Heads
All others concerned**

1. Pursuant to Rule V, Section 11.2 of the 2016 Revised Implementing Rules and Regulations (IRR) of RA 9184 (Government Procurement Reform Act), the following are hereby designated to compose the reconstituted procurement body of SDO Nueva Vizcaya

A. Bids and Awards Committee

Designation	Name	Position
Chairman	Mary Julie A. Trus, PhD, CESE	Assistant Schools Division Superintendent
Vice-Chairman	Maricel S. Franco, PhD, CESE	Chief, CID
Members	Atty. Julius Caesar G. Domingo	Legal Officer III
	Marites E. Vidad	Administrative Officer V
	Melany M. Asuncion, PhD.	EPS - SGOD
Alternate Members	Dindo John H. Moreno, PhD	EPS - LR
	Nimfa Norie A. Aquino, PhD	EPS – Mathematics

- Bids and Awards Committee (BAC) Functions
- Advertise and or post the invitation to bid/request for expression of interest;
- Conduct Pre-procurement and Pre-bid conference;
- Determine the eligibility of prospective bidders;
- Receive and open bids;
- Conduct the evaluation of bids;
- Undertake post qualification proceedings;
- Resolve request for reconsideration;
- Recommend award of contract to the HOPE of his duly authorized representative;



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- Recommend the imposition of sanctions in accordance with Rule XXII;
- Recommend to the HOPE the use of Alternative Method of Procurement as provided in the rule XIV;
- Conduct any of the Alternative Methods of Procurement;
- Conduct periodic assessment of the procurement processes and procedures to streamline procurement activities pursuant to section 30 of this IRR; and
- Reform 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 of the Division.

B. Secretariat

Designation	Name	Position
Chairman	Maria Licel T. Balico	EPS II -SMAN
Members	Princess C. Aquitania	HRMO
	Jayson C. Balut	ADAS II
	Romeo Emmanuel C. Yarcia	Planning Officer II
	Arwin J. Sondag	ADAS III
	John Peter A. Hermoso	Admin. Aide I
	Julius C. Callangan	EPS II- SMME

BAC Secretariat Functions:

- Provide administrative support to the BAC and the TWG
- Accountable to the BAC and HOPE
- Keep WFP and PPMP of the BAC
- Organize and make all necessary arrangement for BAC and the TWG meeting and conferences.
- Take custody of procurement and other records and ensure that all procurements undertaken by the Procuring Entity and properly documented.
- Assist the BAC during the Pre-Procurement conferences, pre-bid conferences, bid opening and evaluation.
- Facilitate the signing of contracts/PO for competitive bidding.
- UPDATE THE bac Corner
- Assist in the managing of the procurement processes.
- Monitor procurement activities and milestones for proper reporting to relevant to agencies when required
- Consolidate PPMPs for various units of the Procuring Entity to make them available for review as indicated in section 7 of this II and prepare the APP, and
- Act as the central channel of communication for the BAC with end-user or implementing units, PMOs, other units of the line agency, other government agencies, provided of goods, infrastructure projects, and consulting services, observers and the general public.

The BAC Secretariat Functions: **(Abstract, Resolution, Minutes of the Meeting)**

- Prepare minutes of meetings, conferences and attendance sheets;



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- Systematize and update suppliers' technical eligibility documents and furnish the BAC Canvassers, etc. with list;
- Prepare abstracts, RTA for Alternative Mode and other Resolutions; and
- Prepare Abstracts, RTA, NOA, PO/Contracts, NTP for competitive bidding.

The BAC Secretariat Functions: **(RFQs/PhilGEPS)**

- Systematize the preparation and documentation of RFQs and have them signed by the BAC.
- Advertise and/or post bidding opportunities, including Bidding Documents, and notices of awards.
- Prepare and manage the sale and distribution of Public Bidding Documents to interested.
- Post on PhilGEPS notices and awards in leading newspaper the ITB when necessary.
- Prepare notices of Meetings.
- Systematize and monitor canvassing activities.

The BAC Secretariat Functions: **(Documents Keeper/Organizer for Submission to COA)**

- Systematize and keep sets of competitive bidding files for submission to COA, Supply Office, and BFD. A copy stays with the BAC Secretariat.
- Assist the in-charge of RFQ and the in-charge of abstracts and Resolutions for BAC and HOPE signing. The BAC Secretariat Functions: (PR Coding and Procurement)
- Systematize purchase request and countercheck PPMP code against the APP.
- Process BAC and BAC secretariat procurement and acquisition of supplies for theBAC.
- Handle physical arrangement of BAC conference.

C. Technical Working Group

Designation	Name	Position
Chairman	Orlando D. Vicente, PhD.	EPS - TLE
Members	Engr. Caroline Q. Lagula	EFU
	Jeassel J. Alayu	Budget Officer
	Emerson B. Balut, CPA	Division Accountant III
	Ritzelle Marie C. Nicolas	AO II

Technical Working Group duties and functions:

- Review of the Technical Specification, Scope of Work, and Terms of reference;
- Review of bidding Documents
- Shortlisting of Consultant
- Eligibility Screening
- Evaluation of Bids
- Post-Qualification; and
- Resolution of Request for Reconsideration.



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D. Inspectorate Team

Designation	Name	Position
<i>Regular</i>		
Chairman	Roger S. Sebastian, PhD.	EPS - Filipino
Members	Van A. Garingan	ADAS III
	Francis C. Linda	ADAS III
<i>Provisional</i>		
Medicines	Rydiant Blessing L. Manuel, MD.	Medical Officer III
	Julius Michael Panganiban	Nurse II
Catering/Health Supplies	Rudy S. Agustin	Nurse II
	Epifania P. Tumaliuan, DD.	Dentist II
SBFP	Marilou C. Roderos	Nurse II
	Hazel Arreo	Nurse II
IT/ICT Supplies	Pink Euria L. Montano	ITO III
	Howard Francois Doles	Administrative Aide IV
Infrastructure	Orlando D. Vicente, PhD,	EPS-TLE
	Benefrida T. Andres	Engineering Assistant
Learning Resources	Herminigildo U. Gandeza	PDO II
	Chester L. Cortez	Librarian II

Inspectorate Team duties and functions:

- Conducts pre-delivery inspection prior to delivery to determine compliance with the technical specification;
- Inspects the delivered goods in accordance with the perfected Purchase Order/Contracts;
- Signs the Inspection and Acceptance Report (IAR) forms and recommends payment/ non-payment of the Supplier/ Contractor;
- Conducts Post Delivery Inspection prior to the issuance of Certificate of Final Acceptance; and
- Monitors the rectification of defective deliveries

E. Canvassers

Jeremy T. Fronza	Administrative Aide VI
Darell John L. De Guzman	Admin. Assistant II
Allan T. Amalingan	Administrative Aide I
Noriel G. Ugaya	ADAS II

Canvasser Duties and Functions

- Serve canvass/request for quotations to bona fide suppliers for goods and services to be procured by the office;
- Retrieve canvass/request for quotations on time.
- Verify that suppliers are compliant with eligibility documents, permits, and licenses.

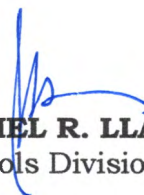


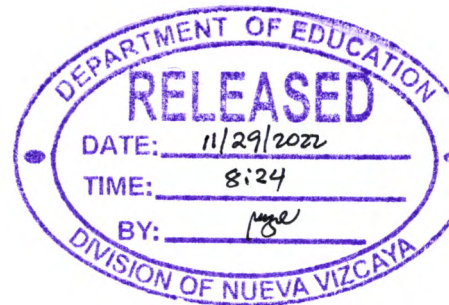
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- Perform other duties under the Bids and Awards Committee as may be required.

2. The designated members of the BAC, BAC Secretariat, TWG, Canvassers and Inspectorate Team shall perform the functions stated in Section 12 of the 2016 Revised IRR of RA 9184 and must give utmost priority to the assignments on procurement (Jury Duty) over all other duties and responsibilities until the requirements for the procurement are completed.

3. The designation takes effect immediately.


RACHEL R. LLANA PhD, CESO V
 Schools Division Superintendent



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