



H 10, 499

Republic of the Philippines  
Department of Education  
REGION VIII  
SCHOOLS DIVISION OF NORTHERN SAMAR

---

**Office of the Schools Division Superintendent**

**OFFICE ORDER**

No. 66 s, 2025

To : Assistant Schools Division Superintendent  
Chiefs, Functional Division  
Heads, Functional Units  
Procurement Unit  
All Other Concerned

From : **GAUDENCIO C. ALJIBE, JR, PhD, CESO V**  
Schools Division Superintendent

Subject: **COMPOSITION OF THE BIDS AND AWARDS COMMITTEE (BAC)  
FOR THIS DIVISION OFFICE**

Date : December 15, 2025

---

1. This designation is pursuant to Article V, Section 41 of Republic Act 12009 otherwise known as the *New Government Procurement Act*, and Rule V, Sections 41.1 – BAC Structure 41.1.2 BAC Composition and 42. Functions of the BAC of the Revised Internal Rules and Regulations for RA 12009, this Office hereby reconstitutes of the Division Bids and Awards Committee (BAC), as follows:

**2. Composition of the Division Bids and Awards Committee (BAC)**

In compliance with Section 41 of the above IRR, the Schools Division Superintendent as the Head of Procuring Entity (HoPE) shall create the Bids and Awards Committee (BAC) *xxx where the number and complexity of the items to be procured shall so warrant*; and in consonance with Section 42 of the same IRR, the HoPE hereby designates *xxx five (5) xxx permanent officials of unquestionable integrity*. *xxx* as follows:

**REY F. BULAWAN**  
**Atty. RISTY T. ADARAYAN**  
**SYLVIA D. VILLANUEVA**  
**NOE M. HERMOSILLA**

- Chairperson  
- Vice Chairperson  
- Members **DepEd Northern Samar**

**RELEASED**

**NELIDA M. LOBOS**  
**RODEL C. LUTAO**  
**MICHELLE D. CAGUIMBAL**

**FRANCIS RICO E. TOBES** - BAC Secretariat  
**Atty. BERNADETTE ESCARLA, CPA** - Observer  
**(COA Representative)**  
**CSO Representative** - *Per invitation*

### 3. Functions of the BAC

In compliance with provisions of the IRR, the Bids and Awards committee 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 the same IRR;
- b. Publish or post the Invitation to Bid or Request for Expressions of Interest; *through the Secretariat*.
- 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 same 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:
  - a. Review of the Technical Specifications, Scope of Work, and Terms of Reference;
  - b. Review of Bidding Documents;
  - c. Short-listing of Consultants;
  - d. Eligibility Screening;
  - e. Evaluation of Bids;
  - f. Post-Qualification; and
  - g. Resolution of Request for Reconsideration

#### 4. Functions of the BAC Secretariat.

As provided in Section 44.3 of the same IRR, 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.

#### 5. Term of Office.

Pursuant to Section 41.2.6 of the same IRR, 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.

#### 6. Honoraria.

Pursuant to Section 45 of the same IRR, the Procuring Entity may grant payment of honoraria to all members of the BAC, regardless of position, TWG,

---

and ad hoc Secretariat, **in an amount not exceeding thirty percent (30%) of their respective basic monthly salaries**, subject to availability of funds, which may be sourced from fees collected by the BAC in relation to its procurement activities.

Provided, however, that officials and employees whose organic functions are primarily related to procurement are *not entitled to honoraria*.

The Procuring Entity may also grant payment of honoraria to the BAC Secretariat and the TWG members, subject to the relevant rules of the DBM.

**7. Jury Duty.**

Pursuant to Section 67.1 of the same IRR, the procurement process, from the opening of bids up to the award of contract, shall not exceed sixty (60) calendar days. All members of the BAC, BAC Secretariat, TWG, and other relevant procurement personnel shall be on a "jury duty" type of assignment until the Notice of Award is issued by the HoPE in order to complete the entire procurement process at the earliest possible time.

**8. For guidance and compliance.**