



Republic of the Philippines  
Department of Education  
Region XII  
**CITY SCHOOLS DIVISION OF TACURONG**  
City of Tacurong  
Telefax No. 064-200-6316



**DIVISION MEMORANDUM**  
OSDS No. 01, s. 2019

TO : Cluster Heads  
Elementary and Secondary School Heads  
Division Office Personnel  
All Concerned  
This Division

FROM : **LEONARDO M. BALALA, CESE**  
Schools Division Superintendent

SUBJECT : **RECONSTITUTION OF THE DIVISION BIDS AND AWARDS  
COMMITTEE (BAC) AND BAC SECRETARIAT**

DATE : **March 28, 2019**

1. Pursuant to the Revised Implementing Rules and Regulations (IRR) of Republic Act No. 9184, otherwise known as the Government Procurement Reform Act, particularly Rule V, Section 11.2, the Bids and Awards Committee (BAC) of this Office is hereby reconstituted and composed of the following:

**Regular Members**

- |                        |   |   |
|------------------------|---|---|
| 1. Levi B. Butihen     | - | OIC-Asst. Schools Div. Supt.<br><b>Chairperson</b>    |
| 2. Mayflor D. Romualdo | - | Chief, SGOD<br><b>Vice-Chairperson</b>                |
| 3. Zenaida B. Porras   | - | Administrative Officer V<br><b>Regular Member</b>     |
| 4. Virgie T. Metal     | - | Education Program Supervisor<br><b>Regular Member</b> |

5. Ma. Dianne Joy R. Dela Fuente- Education Program Specialist  
- **Regular Member**

**Provisional Members**

1. Alejandro S. Reginaldo - Planning Officer III
2. A representative from the end user unit who has knowledge of procurement laws and procedures. (To be identified and designated later depending on the procurement at hand.)
2. The BAC Secretariat is composed of the following:
- Head - **Janice P. Suboc**  
Education Program Specialist II
- Members - **Glenda P. Orcinado**  
Administrative Officer IV
- Junafior R. Sucaldito II**  
Education Program Specialist
- Rea May S. Laygan**  
Administrative Assistant I
- Geosalyn L. Macailing**  
Administrative Aide VI
3. It is understood that the procurement at hand prior to this reconstitution shall be completed by the previous members of the BAC and Secretariat.
4. The BAC and BAC Secretariat shall perform their functions as stated in Section 12, Rule V of the Revised Implementing Rules and Regulations (IRR) of Republic Act 9184.
5. The BAC shall also strictly observe the provisions of the said Republic Act and its IRR and the Customized Procurement Manual for the Department of Education in the procurement of goods, works and services.
6. This Memorandum shall take effect immediately and remain in force until rescinded by the undersigned or any proper authority.
7. Wide and immediate dissemination of this Memorandum is desired.