



Republic of the Philippines
Department of Education
Region VII – CENTRAL VISAYAS
SCHOOLS DIVISION OF BOHOL

MEMORANDUM

TO: All Members of the Bids and Awards Committee (BAC)
BAC Secretariat
Technical Working Group (TWG)

SUBJECT: Internal Guidelines of the BAC for its Procurement Activities

FROM: DR. BIANITO A. DAGATAN, CESO V

DATE: September 30, 2020

1. For the effective and efficient conduct of all activities relative to the procurement processes of the Bids and Awards Committee of this Division, a Workshop on the Development of BAC Internal Guidelines will be conducted on **October 1 & 2, 2020 (Thursday and Friday) at Reynas the Haven and Gardens.**

2. The participants are all members of the BAC, its Secretariat and the Technical Working Group, namely:

| Participants | Position in BAC | Participants | Position in BAC |
|-----------------------------|------------------|----------------------------|---------------------|
| 1. Marina S. Salamanca | Chairperson | 11. Pablito D. Villalon | Head, Secretariat |
| 2. Casiana P. Caberte | Vice-Chairperson | 12. Wee S. Villaver | Member - PMU |
| 3. Hermenilda B. Gracio | Member | 13. Vilma L. Diez | Member - PMU |
| 4. Atty. Vanessa H. Quijano | Member | 14. Frances A. Melencion | Member - PMU |
| 5. Vitaliano A. Luga | Member | 15. Aires Finelyn C. Ancog | Member - PMU |
| 6. Ma. Victoria M. Jaspe | Member | 16. Guy G. Aranjuez | Tech. Working Group |
| 7. Debra P. Sabuero | Member | 17. Domingo J. Lamoste Jr. | Member |
| 8. Grace P. Mendez | Alternate Member | 18. Marina H. Bernasor | Member |
| 9. Felix C. Galacio Jr. | Alternate Member | 19. Aian B. Dolauta | Member |
| 10. Dr. Ma. Aurora Lumaad | Alternate Member | 20. Firmo A. Tubac | Member |

3. Since the capability building is a live-out, small group gathering, all participants are expected to report to the venue punctually and should observe strictly health protocols. Workshop matrix is attached hereto.

4. All expenses relative to the conduct of this activity are chargeable to the Division MOOE and are subject to the usual COA accounting and auditing rules and procedures.

5. For immediate dissemination, guidance and compliance of all concerned.

AD
BIANITO A. DAGATAN, EdD., CESO V
Schools Division Superintendent



0050 Lino Chatto Drive Barangay Cogon, Tagbilaran City, Bohol
Tel Nos.: (038) 412-4938; (038) 411-2544 (038) 501-7550
Telefax: (038) 501-7550 email add: deped.bohol@deped.gov.





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**WORKSHOP ON THE DEVELOPMENT OF INTERNAL GUIDELINES FOR THE PROCUREMENT
ACTIVITIES OF THE BIDS AND AWARDS COMMITTEE (BAC)**

DepEd, Division of Bohol
October 1-2, 2020 @ REYNAS THE HAVEN AND GARDENS

| TIME | ACTIVITIES/TOPICS | FACILITATORS |
|--|---|----------------------------|
| DAY I: October 1, 2020 - Thursday | | |
| 7:30 - 9:00 | Registration | Secretariat |
| 9:00 - 9:30 | Opening Program | Secretariat |
| 9:30 - 10:00 | Mechanics of the Workshop | Dr. Marina S. Salamanca |
| 10:00 - 10:30 | Health Break | |
| 10:30 – 12:00 | 1 st Session: Overview on the Existing Rules under RA No. 9184, its IRR and Related Issuances on the Conduct of Procurement Activities | Atty. Vanessa H. Quijano |
| 12:00 -1:00 | Lunch Break | |
| 1:00 - 4:00 | 2 nd Session: Workshop Proper | Dr. Casiana P. Caberte |
| 4:00 - 5:00 | Debriefing and Evaluation of the Day's Outputs | Dr. Marina S. Salamanca |
| DAY 2: October 2, 2020 - Friday | | |
| 7:30 - 9:00 | Management of Learning | |
| 9:00 – 10:00 | 3 rd Session: Presentation of Outputs | Mrs. Ma. Victoria M. Jaspe |
| 10:00 - 10:30 | Health Break | |
| 10:30 - 12:00 | 4 th Session: Critiquing of Outputs | Mr. Guy G. Aranjuez |
| 12:00 - 1:00 | Lunch Break | |
| 1:00 – 3:00 | 5 th Session: Finalization of Outputs | Atty. Vanessa H. Quijano |
| 3:00 - 3:30 | Health Break | |
| 3:30 – 5:00 | Trail Ahead and Closure | Technical Working Group |



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