



Republic of the Philippines  
Department of Education  
Region VII – Central Visayas  
**SCHOOLS DIVISION OF BOHOL**

**OFFICE MEMORANDUM**  
**OSDS/CID/SGOD-2024-05**

To : All Concerned

From : **Dr. CASIANA P. CABERTE**  
OIC, Schools Division Superintendent

Re : Composition of the Division Bids and Awards Committee (BAC) Secretariat

Date : January 30, 2024


1. In the exigency of the service, the following are designated to compose the DepED SDO Bohol Bids and Awards Committee Secretariat effective immediately.

Chairperson: - Dr. Pablito D. Villalon  
Members: - Irish Finalyn A. Ancog  
- Wee Villaver  
- Vilma Diez  
- Frances Melencion

2. Functions (RA 9184 IRR, Sec. 12):

- 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) Advertise and/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, PMOs, other units of the line agency, other government agencies, providers of goods, infrastructure projects, and consulting services, observers, and the general public.

3. Please be guided accordingly.

  
**CASIANA P. CABERTE PhD, CESO VI**  
Assistant Schools Division Superintendent  
OIC, Office of the Schools Division Superintendent