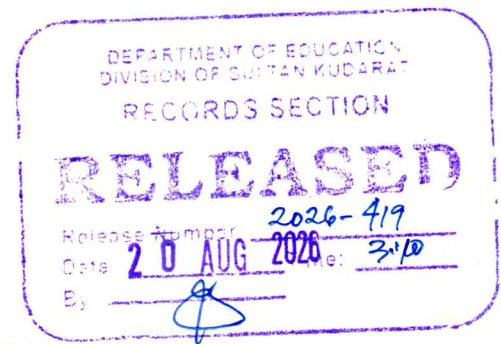




Republic of the Philippines
Department of Education
REGION XII
DIVISION OF SULTAN KUDARAT



August 19, 2026

DIVISION MEMORANDUM
OSDS No. **164** s. 2026

No. .

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

To: Assistant Schools Division Superintendent
Chiefs of the Functional Division
Other Concerned Personnel
This Division

1. Pursuant to the provisions of Republic Act No. 12009, otherwise known as the New Government Procurement Act (NGPA), and its Implementing Rules and Regulations (IRR) approved through GPPB Resolution No. 02-2025, this Office hereby announces the Reconstitution of the Bids and Awards Committee (BAC) and the BAC Secretariat effective **August 19, 2026**.

2. It aims to strengthen the implementation of procurement reforms and ensure compliance with the updated government procurement policies.

3. The reconstituted members of the BAC and BAC Secretariat shall be composed of the following officials and employees:

BIDS AND AWARDS COMMITTEE (BAC)		
Mohalidin M. Suaeb	OICASDS	Chairperson
Ismael M. Ambalgan	Chief- CID	Vice Chairperson
Sadat T. Sinolinding	OIC Chief- SGOD	Member
Atty. Sheena B. Bawe	Attorney III	Member
Melvin P. Fortuna	Administrative Officer V	Member
BIDS AND AWARDS COMMITTEE (BAC) Secretariat		
Arnulfo D. Dinero	EPS	Chairperson
Mary Grace B. Leysa	EPS	Member
Maria Gina Imelda B. Andang	SEPS-SMNS	Member
Jerry Bong T. Moradas	AO II	Member

4. The BAC shall have the following functions and responsibilities:
- Recommend to the Head of the Procuring Entity (HOPE) the use of any modes of procurement.
 - Publish or post the invitation to bid or request for expressions of interest.
 - Conduct pre-procurement and pre-bid conferences;
 - Determine the eligibility of prospective bidders;
 - Receive and open bids;

MPF/OSDS/DM-Reconstitution of the Bids and Awards Committee (BAC), and Secretariat)/August 19, 2026



Address: Kenram, Isulan, Sultan Kudarat
Telephone No.: (064) 471 1007
Website: <https://divisionsk.org>
Email: depedsk.r12@deped.gov.ph



Republic of the Philippines
Department of Education
REGION XII
DIVISION OF SULTAN KUDARAT

- f. Conduct evaluation of bids;
 - g. Undertake post-qualification proceedings;
 - h. Resolve requests for reconsideration;
 - i. Recommend award of contracts to the HOPE or his duly authorized representative;
 - j. Recommend the imposition of sanctions in accordance with Rule XXII of the IRR of the RA 12009;
 - k. Prepare a procurement monitoring report that shall be approved and submitted by the HoPE to the GPPB on a semestral basis
 - l. Recommend to the HOPE the use of Alternative Methods of Procurement;
 - m. 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.
5. The BAC Secretariat have the following functions and responsibilities:
 - a. Provide administrative support to the BAC and the TWG;
 - b. Organize and make 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 sections/units to make them available for review;
 - j. Prepare Annual Procurement Plan (APP); and
 - k. Act as the central channel of communications for the BAC with end-user.
6. All ongoing procurement activities initiated under the previous BAC shall continue without unnecessary interruption, subject to the transition procedures and applicable provisions of the New Government Procurement Act, its IRR, and subsequent GPPB issuances. The outgoing BAC and BAC Secretariat shall ensure the proper turnover of procurement records, documents, and pending activities to the reconstituted committee.

MPF/OSDS/DM-Reconstitution of the Bids and Awards Committee (BAC), and Secretariat)/August 19, 2026



Address: Kenram, Isulan, Sultan Kudarat
Telephone No.: (064) 471 1007
Website: <https://divisionsk.org>
Email: depedsk.r12@deped.gov.ph



Republic of the Philippines
Department of Education
REGION XII
DIVISION OF SULTAN KUDARAT

7. To ensure effective implementation of Republic Act No. 12009, all members of the reconstituted BAC, BAC Secretariat, Technical Working Group (TWG), and other procurement personnel are encouraged to participate in GPPB-recognized procurement training, certification, and capacity-building programs, consistent with the professionalization initiatives under the New Government Procurement Act.
8. Immediate dissemination of and compliance with this Memorandum are desired.


ROBERTO J. MONTERO, CESO V
Schools Division Superintendent

Encl/s.: N/A

References: as stated

To be indicated in the Perpetual Index under the following subjects:

BIDS AND AWARDS COMMITTEE

RECONSTITUTION

SECRETARIAT

MPF/OSDS/DM-Reconstitution of the Bids and Awards Committee (BAC), and Secretariat)/August 19, 2026



Address: Kenram, Isulan, Sultan Kudarat
Telephone No.: (064) 471 1007
Website: <https://divisionsk.org>
Email: depedsk.r12@deped.gov.ph