Republic of the Philippines
Department of Education
Region III
SCHOOLS DIVISION OF PAMPANGA

October 19, 2026

DIVISION MEMORANDUM
No. 628 , s. 2026

RECONSTITUTION OF THE BIDS AND AWARDS COMMITTEE (BAC) OF THE SCHOOLS DIVISION OF PAMPANGA

To: Assistant Schools Division Superintendent
Division Chiefs
Functional Unit Heads
Education Program Supervisors
Public Schools District Supervisors
Public Elementary and Secondary School Heads
BAC, TWG, and BAC Secretariat Members
All Others Concerned

1. Pursuant to Republic Act No. 12009, otherwise known as the *New Government Procurement Act*, and its Revised Implementing Rules and Regulations (IRR), particularly the provisions governing the composition and functions of the Bids and Awards Committee (BAC), and in view of recent changes in personnel designations and the operational requirements of the Schools Division Office of Pampanga, the composition of the BAC, Technical Working Group (TWG), and BAC Secretariat is hereby reconstituted as follows:

A. BIDS AND AWARDS COMMITTEE (BAC)

Designation	Name	Position
Chairperson	Mikael Sandino T. Andrey, PhD	Officer-in-Charge, Office of the Schools Division Superintendent
Vice Chairperson	Arceli S. Lopez	SGOD Chief
Regular Members	Celia R. Lacanlale	CID Chief
	Atty. Arnold Adelo P. Obillos	Legal Officer III
	Remedios M. Bacani	Budget Officer III
	JB B. Manalang	Administrative Officer V
	Jane P. Valencia	Education Program Supervisor
Provisional Member	End User/Implementing Unit Representative	

B. TECHNICAL WORKING GROUP (TWG)

Designation	Name	Position
TWG Head	Sharon S. Catangal	Supply Officer I
TWG Members	Engr. Jay T. Diwa	Engineer III
	Jayson M. Santos	SEPS-HRD

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	Erwin M. Cruz	Accountant III
	Dexter E. Pangilinan	Administrative Officer IV
Provisional Member	Personnel with relevant expertise or specialization	

C. BAC SECRETARIAT

Designation	Name	Position/Office
Secretariat Head	Mylene Q. Pineda	Administrative Officer IV
Secretariat Members	Teejay C. Gutierrez	Administrative Officer II
	Kristin Marie U. Santos	EPS II-HRD
	Paula S. Meneses	PDO II-DRRM
	Michael G. Basco	ADAS III
	Kristian Ted C. Esguerra	ADAS II
	Nadine Muriel C. Alibutod	ADAS III

D. PROCUREMENT OBSERVERS

Invited sectoral representatives, as may be appropriate and in accordance with the applicable provisions of Republic Act No. 12009 and its IRR.

2. The BAC shall perform its functions and responsibilities as provided under Section 42 of the IRR of Republic Act No. 12009 and other applicable procurement rules and regulations, including the conduct and oversight of procurement activities, evaluation of bids, and recommendation of awards to the Head of the Procuring Entity (HoPE).

3. The TWG shall provide technical, financial, and other necessary assistance to the BAC in the evaluation of procurement requirements, bids, and other related documents, and shall perform such functions as may be assigned by the BAC consistent with applicable procurement regulations.

4. The BAC Secretariat shall provide administrative and technical support to the BAC, including the preparation, documentation, recording, safekeeping, and management of procurement-related documents, records, proceedings, and other activities necessary for the efficient conduct of procurement processes.

5. All designated personnel are directed to discharge their respective duties and responsibilities with integrity, transparency, accountability, professionalism, and strict adherence to existing government procurement laws, rules, and regulations.

6. This Memorandum shall supersede Division Memorandum No. 319, s. 2026, insofar as the composition of the BAC, TWG, and BAC Secretariat is concerned. All other provisions of existing issuances not inconsistent herewith shall remain in force and effect.

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7. This Memorandum shall take effect immediately upon issuance and shall remain in force until amended, revoked, or superseded by a subsequent issuance.

8. Immediate and wide dissemination of this Memorandum is desired.

LEONARDO C. CANLAS EdD, CESO VI
Schools Division Superintendent

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