

SCHOOLS DIVISION OFFICE – CITY OF VALENZUELA

Office of the Schools Division
Superintendent

DIVISION MEMORANDUM

No. 0631, s. 2026

**RECONSTITUTION OF THE BIDS AND AWARDS COMMITTEE OF
SDO - VALENZUELA CITY PURSUANT WITH REPUBLIC ACT 12009**

To: OIC, Assistant Schools Division Superintendent
Chief Education Supervisors - CID and SGOD
Education Program Supervisors & Public Schools District Supervisors
Division Unit Heads & Specialists
The Concerned Public

1. In line with the issuance of Division Memorandum No. 0611, s. 2026 which established the Division Procurement Unit as an ancillary service, this Office hereby reconstitutes the Bids and Awards Committee effective August 1, 2026.

Name	Official Designation	BAC Position
Ernest Joseph C. Cabrera	OIC, Assistant Schools Division Superintendent	Chairperson
Baltazar M. Gayem	Chief Education Supervisor, SGOD	Vice-Chairperson
Filmore R. Caballero	Chief Education Supervisor, CID	Regular Member
Mark Angelo S. Enriquez	Attorney III	Regular Member
Romina E. Agustin	Administrative Officer V	Regular Member
Florita R. Matic	Education Program Supervisor	Alternate Member
Marilyn B. Soriano	Education Program Supervisor	Alternate Member

2. To expedite the procurement process for practical intents and purposes, the following Technical Working Group (TWG) Members are hereby designated:

Technical Working Group (TWG) / Provisional Members		
Name	Official Designation	Relative Procurement Project
Dr. Adelaine V. Javate	Dentist III	Food, Medical and Dental Supplies
Engr. Kelly G. Magusib	Engineer III	Construction, Electrification, Repair/Rehabilitation, DepEd Furniture and Fixture
Dr. Arnel L. Poja	Public Schools District Supervisor	
Engr. Ruel C. Dogma	Information and Technology Officer II	Computerization, and IT – Related Goods and Services, Equipment

Dr. Winnie F. Tugade	Education Program Supervisor	Procurement/Reproduction of Learning Resources and Materials/Venues for Trainings
Dr. Myron Willie B. Roque III	Education Program Supervisor	Procurement/Reproduction of Learning Resources and Materials/Venues for Trainings
Mr. Rodel U. Antonio	Administrative Officer IV	Supplies and Materials Venues for Trainings
Dr. Edwin Pineda	Education Program Specialist – II, SMME	Training / Seminar Kits DRRM Supplies and Materials
End-Users		Training / Seminar Kits

Inspectorate Team		
Name	Official Designation	Inspectorate Position
Dr. Sofia SD. Quilbio	Public Schools District Supervisor	Lead Inspectorate
Mr. Maximo S. Fernandez	Administrative Officer IV	Inspectorate for Supplies & Materials
Danica Joy Delorino	Project Development Officer II	Inspectorate for Computerization, and IT – Related Goods and Services
Jennifer E. Dadula	Nurse II	Inspectorate for Medical and Dental Supplies
Representative of the Unit/Section who has technical skill and expertise to the goods procured		

3. This Memorandum shall serve as **Designation Orders** for the abovementioned officials and personnel while performing their official duties and functions. **Moreover, BAC members, TWG, and Secretariat must give utmost priority to their BAC tasks over all other work until a procurement is complete, treating it like a full-time "jury duty" to ensure speed and focus on the bidding process.**

4. Immediate dissemination of and strict compliance with this memorandum is earnestly desired.

NOEL D. BAGANO
Schools Division Superintendent

Encl.: As stated
References: As stated
To be indicated in the Perpetual Index
under the following subjects:

COMMITTEE

OFFICIALS

PROCUREMENT

ASDS/DM - RECONSTITUTION OF THE BIDS AND AWARDS COMMITTEE OF SDO -VALENZUELA CITY PURSUANT TO REPUBLIC ACT 12009
_____/July 27, 2026