



Republic of the Philippines

Department of Education

REGION XII

SCHOOLS DIVISION OF SOUTH COTABATO

**Office of the Schools Division
Superintendent**

04 November 2020

OFFICE MEMORANDUM
OM-OSDS-2020-064

CORRIGENDUM TO OFFICE MEMORANDUM OM-OSDS-2020-035 ON THE RECONSTITUTION OF THE DIVISION BIDS AND AWARDS COMMITTEE (BAC)

To: Education Program Supervisors
Public Schools District Supervisors/Principals In-Charge
Public Elementary and Secondary School Heads
Division Office Personnel
All Others Concerned

1. In reference to DepEd Order No. 027, s. 2020 entitled Guidelines on the Reconstitution of Inspectorate Team in the Department of Education Central Office, Regional and Schools Division Offices and Schools and in compliance with the rules and regulations of the Commission on Audit (COA), the Composition of the Bids and Awards Committee and Inspectorate Team shall be amended.
2. These are the members of the Bids and Awards Committee and Inspectorate Team.

BAC MEMBERS

- | | |
|-----------------------------|--------------------|
| 1. Jasmin P. Isla | - Chairperson |
| 2. Lalaine SJ Manuntag, PhD | - Vice-Chairperson |
| 3. Felly F. Maru, PhD | - Member |
| 4. Irelan B. Ditchon | - Member |
| 5. Daisy I. Darroca | - Member |

ALTERNATE MEMBERS

1. Ronald Jim S. Somera
2. Hermie M. Jarra
3. Ana P. Facura
4. Lorna T. Padua
5. Tyron Jann B. Villanueva

PROVISIONAL MEMBERS

Head of Office/Employee who has technical expertise relevant to the procurement at hand - Technical Expert

SDOSC-OSDS-DIO-OM-v3.0r0.0, effective 04/06/2020



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Official/Employee

- End-User Representative

SECRETARIAT

1. Kier Aleli C. Pantaliano - Head
2. Mary Jane C. Sunga - Member
3. Ira Kevin H. Oregano - Member

TECHNICAL WORKING GROUP (TWG)

- Cristopher T. Frusa - Chairperson
Engr. Ronald B. Panimbatan - Member
Arnel B. Bien - Member

INSPECTORATE TEAM

Team Leader: Ronald Jim S. Somera

Regular Members:

1. Carlo P. Divedor, CPA
2. Ray O. Lloren

Provisional Members:

Learning Materials, Supplementary Learning Resources, Printing Projects and LTE for TVL and SME

1. Nelida A. Castillo
 2. Vincent Bryan L. Umadhay
- Acceptance: Ray O. Lloren

Food and Medicines, Dental Tools and Supplies and Other Health Supplies

1. Dr. Myla Sheryl B. Tano
 2. Lilibeth E. Funa, RN
- Acceptance: Ray O. Lloren/Program Holder

Sports Related Goods and Equipment

1. Sigreed Ferolyn G. Moscosa
 2. Rogelio P. De Juan, Jr.
- Acceptance: Ray O. Lloren

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Training/Seminar Kits/Office Supplies

1. Marichu R. Dela Cruz
 2. Zynafe V. Caijo
- Acceptance: Ray O. Lloren

Furniture Related Goods

1. Ronald B. Panimbatan
 2. Mark Jefferson R. Montano
- Acceptance: Ray O. Lloren

DCP Packages, IT-related Goods and Internet Services

1. Vincent P. Celda
 2. Mark Euneil T. Frusa
- Acceptance: Ray O. Lloren

DRRM Supplies and Materials

1. Jane Michelle E. Lasaca
 2. Tyron Jann B. Villanueva
- Acceptance: Ray O. Lloren

Service Vehicles

1. Rolie S. Tediong
 2. Ervin S. Hechanova
- Acceptance: Ray O. Lloren

Security, Janitorial and Other General Services

1. Caroline P. Garcia
 2. Leo H. Sumagaysay
- Acceptance: Ray O. Lloren

CANVASSERS

- | | |
|-------------------------|--|
| Leomel B. Ledda | - Chairperson |
| Mark Euneil T. Frusa | - Member (I.T Equipment & Supplies) |
| Donnah Marie L. Lorenzo | - Member (Lease of Venue/Catering) |
| Ira Kevin S. Oregano | - Member (Lease of Venue/Other Supplies and Materials/Infrastructure Projects) |
| Norie Glynn R. Sinoy | - Member (Vehicle Maintenance/Transportation Rental) |
| Anthony N. Osing | - Member (Vehicle Maintenance) |

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Maria Soledad O. Blancada	- Member (Learning Materials)
Arnold R. Tupas	- Member (Medicines & Medical Supplies)
Joy D. Adelantar	- Member (Medicines & Medical Equipment)
Zychris Earl John G. Haudar	- Member (Office Supplies/Other Supplies)
Richie B. Fabella	- Member (Construction Materials/Repairs of Office Equipment/Furniture)

3. The Inspectorate Team shall be in charge of the overall conduct of pre-delivery, delivery and post-delivery inspection of DepEd procured goods. In addition to the roles and responsibilities provided under DO No. 5, s. 2010 and DO No. 42, s. 2018, all Inspectorate Team shall likewise perform functions such as, but not limited to the following:

- a. Attend the Pre-Inspection Conference with the Implementing Units/End-User Units wherein specific tasks are allocated to each inspector.
- b. Attend Post-Inspection Conference wherein the findings and result of the inspection are discussed.
- c. Prepare the inspection references prior to the scheduled inspection such as copies of technical specifications, inspection and test protocols sourced from the bidding documents of the project, the necessary measuring and testing instruments and the forms for recording the measurement data.
- d. Familiarize themselves with the technical specifications of the goods and the inspection and test protocols before processing to the inspection site.
- e. Check the completeness and authenticity of the documents presented by the Supplier.
- f. Conduct physical inspection of the goods, and check whether the technical specifications, quantity and standards indicated in the perfected Contract/Purchase Order are met.
- g. Perform trial and operational test on equipment, computers and other related goods. Request the Supplier to demonstrate operation of the equipment and observe its performance.
- h. Check the inclusion of warranty certificate and instructional manual.
- i. Sign the Inspection Portion of the Inspection and Acceptance Report if the deliveries conform to the technical requirement.

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- j. Prepare and submit promptly to the Implementing Units/End-users Pre-Delivery Inspection Report stating, among others, its assessment and findings.
 - k. Submit assessment reports and policy recommendations concerning the conduct of inspection.
 - l. Attend meetings, conferences and training programs as may be required by the Schools Division Office.
4. All existing Division Memoranda that are inconsistent with this Memorandum are repealed.

RUTH L. ESTACIO PhD, CESO VI

Assistant Schools Division Superintendent
Officer-In-Charge
Office of the Schools Division Superintendent

MJCS/OM-CORRIGENDUM TO OM-OSDS-2020-035
0000/November 4, 2020

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