



Republic of the Philippines  
 Department of Education  
 NEGROS ISLAND REGION  
 SCHOOLS DIVISION OF ESCALANTE CITY



February 24, 2026

**DIVISION MEMORANDUM**

No. 102. s. 2026

**RECONSTITUTION OF THE DIVISION BIDS AND AWARDS COMMITTEE (DBAC) FOR FY 2026**

TO: OIC-Assistant Schools Division Superintendent  
 Chief Education Supervisors (CID&SGOD)  
 Office of the Division Accountant  
 Administrative Officer V – Budget  
 Administrative Officer V – Administrative Service  
 Public Elementary and Secondary School Heads/OICs/TICs  
 All other concerned

1. Pursuant to the provision of RA 12009, otherwise known New Government Procurement Act, the Bids and Awards Committee of the Schools Division of Escalante City is hereby reconstituted effective January 24, 2026, to wit:

**BIDS AND AWARDS COMMITTEE MEMBER**

<b>MARITES C. CAPILITAN, PhD</b> OIC Assistant Schools Division Superintendent	BAC Chairperson
<b>ALICIA A. OLID, PhD</b> OIC-SGOD	BAC Vice-Chairperson
<b>BREN B. DOLAR</b> Administrative Officer V	Member
<b>ALMA C. SININING</b> Education Program Supervisor-ESP	Member
<b>CYRUS YONEL D. LAO</b> Planning Officer III	Member



Escalante City, Negros Occidental, Philippines  
 Tel. Nos – (034) 724-5720, (034) 454- 0746  
[escalante.city001@deped.gov.ph](mailto:escalante.city001@deped.gov.ph)  
[Depedescalantecity.weebly.com](http://Depedescalantecity.weebly.com)



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2. The BAC shall have the following functions: advertise or post the invitation to bid; conduct pre-procurement and pre-bid conference; determine the eligibility of prospective bidders; receive bids; conduct the evaluation of bids; undertake post qualification-proceedings; resolve the motion for consideration; and recommend award to construct/s to the head of the procuring entity.

**BIDS AND AWARDS COMMITTEE MEMBER TECHNICAL WORKING  
GROUP AND ASSIGNED PROCUREMENT ITEMS**

**ENGR. CLINT S. CINCO**  
Information Technology  
Officer I

ICT Equipment's and Materials and DCP packages and other related goods, General Services, Service Vehicles, Janitorial and Security Services

**ENGR. ANALIE R. MAHILUM**  
Division Engineer

Infrastructure and Furniture and other related goods, Sports-related goods and equipment

**MISHAEL KATE B. ABELLA, MD**  
Medical Officer III

Medical Supplies, foods, medicines, dental tools, and supplies, and other related health supplies

**JASON R. ALPAY**  
EPS - LRMDS

Learning resource and materials, supplementary learning resources, printing projects, and LTE for TVL and SME

**ANTONIO O. REBUTADA**  
Education Program Specialist II

Program and Training Design, seminar kits and other related goods

**GIL C. CASTRO**  
PDO II

DRRM supplies and materials and other related goods



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3. To assist the BAC in the bidding process, particularly in the eligibility screening, evaluation of bids, and post-qualification,

**BIDS AND AWARDS COMMITTEE SECRETARIAT**

**NITZTHER L. TABOTABO**  
Administrative Officer IV

Head of BAC Secretariat

**JENNEFER A. CENA**  
Administrative Officer II

Secretariat

**MERCY GRACE S. ALEGADO**  
ADAS II

Secretariat

4. The BAC Secretariat shall provide administrative support to the BAC; organize and make all necessary arrangements for the preparation of the minutes of the BAC meetings; take custody of the procurement documents and responsible for the sale and distribution of bidding documents to interested bidders; assist in managing procurement process; make arrangement for the pre-procurement and pre-bid conferences and bid openings; and be the central channel of the communication for the BAC with end-users, PMOs, other units of the line agency, other government agencies, provider of goods civil and consulting service and general public.

5. Strict compliance of the duly reconstituted BAC Members and Secretariat and wide dissemination of this memorandum are desired.

  
**PETER J. GALIMBA**

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