



Republic of the Philippines
Department of Education
Region V – Bicol
SCHOOLS DIVISION OFFICE OF LIGAO CITY

Office of the Schools Division Superintendent

March 19, 2026

MEMORANDUM

31926196

TO : Asst. Schools Division Superintendent
SDO Chiefs and Staff
Section Heads
All Others Concerned

FROM : NYMPHA D. GUEMO
Schools Division Superintendent

**SUBJECT : RECONSTITUTION OF THE BIDS AND AWARDS COMMITTEE AND
BAC SECRETARIAT FOR INFRASTRUCTURE, GOODS AND SERVICES**

1. In consonance with the provisions of RA 12009 known as New Government Procurement Act (NGPA) the Members of the Bids and Awards Committee and BAC Secretariat for Infrastructure, Goods & Services are hereby reconstituted, to wit;

Chairman : MELCHIZEDEK C. TONGCO, ASDS

Vice Chairman : SHEILA T. MALABANAN, Administrative Officer V – Budget

Members :

MARY JODELLE OLLET- Administrative officer V
ALVIN P. POCUA , PSDS
LEO S. MORAL , EPS – 1
JOSE PEDRO DAYANDANTE – EPS- 1
EMILE G. PRUDENTE , PSDS



Alternate Members :

For Infra : RONALD B. LUCENA – EPS 1

For Goods : ALEX M. ALANO , PSDS

BAC SECRETARIAT - Rudissa O. Espinosa - Procurement Officer

Rhea Meszurika Arimado - Administrative Officer II

Gabriel B. Pito - Admin Aide I

2. All the BAC members (Regular and Alternate) and BAC Secretariat shall acquaint themselves with their functions as stipulated in the Procurement Act .

3. The members of the BAC shall have a fixed term of three years reckoned from the date of appointment / designation renewable at the discretion of the HOPE. For justifiable reason, a member shall be suspended or removed by the Head of Procuring Entity.

4. For information , dissemination and guidance.