



Republic of the Philippines  
**Department of Education**  
REGION III – CENTRAL LUZON  
SCHOOLS DIVISION OFFICE - SCIENCE CITY OF MUÑOZ

January 25, 2022

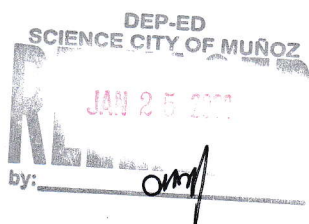
**DIVISION MEMORANDUM**


No. 54, s. 2022

**ONLINE TRAINING ON THE PREPARATION OF COST ESTIMATES, TECHNICAL SPECIFICATIONS, SCOPE OF WORK, AND TERMS OF REFERENCE**

To: The Bids and Awards Committee (BAC)  
Technical Working Group (TWG)  
BAC Secretariat  
SDO End Users  
All Others Concerned

1. In view of the Procuring Entity's thrust to continuously professionalize the members of the Bids and Awards Committee, BAC Secretariat, Technical Working Group and specifically the end-users / program owners, the Department of Education – Schools Division Office of Science City will conduct a one-day virtual training via MS Teams with a Resource Speaker from the Procurement Management Service of DepEd Central Office on February 3, 2022, starting at 8 o' clock in the morning.
2. Among the provisions of RA 9184 and its IRR to be discussed during the virtual training are the following important topics:
  - 2.1. Preparation of Cost Estimates; and
  - 2.2. Preparation of Technical Specifications, Scope of Work, and Terms of Reference.
3. The program of activities and the list of participants are hereto attached as *Enclosures No. 1 and 2* respectively.
4. For the information and compliance of all concerned.



  
**DANTE G. PARUNGAO, CESO VI**  
Officer-in-Charge

Office of the Schools Division Superintendent

BAC/BACSec/JMT01.25.2022



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Address: Brgy. Rizal, Science City of Muñoz, 3119  
Telephone No.: (044) 806 -2192; Email Address: [munozone.science.city@deped.gov.ph](mailto:munozone.science.city@deped.gov.ph)  
DSCM-QMS-QMR-QSF-008Rev.03(01.31.20)



Certificate No. 50500731 QM15



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 REGION III – CENTRAL LUZON  
 SCHOOLS DIVISION OFFICE - SCIENCE CITY OF MUÑOZ

Enclosure No. 1 to Division Memorandum 34, s. 2022

**ONLINE TRAINING ON THE PREPARATION OF COST ESTIMATES, TECHNICAL SPECIFICATIONS, SCOPE OF WORK, AND TERMS OF REFERENCE**

Date and Time	Activities	Responsible Persons
February 3, 2022 8:00 AM – 8:15 AM	OPENING CEREMONY  Facilitator  National Anthem Invocation –  House Rules  Message  Introduction of the Resource Speaker	<b>Mercedita D. Saldero</b> Education Program Supervisor <b>Audio Visual</b> <b>Rodolfo A. Dizon, PhD</b> Education Program Supervisor <b>Winnie W. Poli</b> Education Program Supervisor <b>Dante G. Parungao, CESO VI</b> OIC–Schools Division Superintendent <b>Bernardo A. Gargabite, EdD</b> Chief Education Supervisor
8:16 AM – 9:30 AM	<ul style="list-style-type: none"> <li><b>DISCUSSION PROPER</b></li> </ul> <b>Preparation of Cost Estimates</b>	<b>Mr. Adonis R. Barraquias</b> Chief Administrative Officer Contract Management Division Procurement Management Service DepEd Central Office
9:31 AM – 9:45 AM	<b>BREAK</b>	
9:45 AM – 11:00 AM	<b>Preparation of Technical Specifications, Scope of Work and Terms of Reference</b>	<b>Mr. Adonis R. Barraquias</b> Chief Administrative Officer Contract Management Division Procurement Management Service DepEd Central Office
11:01 AM – 11:30 AM	<b>OPEN FORUM</b>	<b>Resource Speaker and Facilitator</b>
11:31 AM – 12:00 NN	<b>Awarding of Certificate to the Resource Speaker</b> <b>Closing Remarks</b>	<b>Jomel V. Mangawang</b> Accountant III <b>Zurex T. Bacay, PhD</b> Asst. Schools Division Superintendent

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## Department of Education

REGION III – CENTRAL LUZON

SCHOOLS DIVISION OFFICE - SCIENCE CITY OF MUÑOZ

Enclosure No. 2 to Division Memorandum *4*, s. 2022

### LIST OF PARTICIPANTS

No.	Name	Designation
1	Dante G. Parungao, CESO VI	OIC – SDS / HOPE
2	Zurex T. Bacay, PhD	ASDS / BAC Chairman
3	Larry B. Espiritu, PhD	Chief ES - CID / BAC Vice Chairman
4	Bernardo A. Gargabite, EdD	Chief ES - SGOD / BAC Member
5	Winnie W. Poli	EPS I / BAC Member
6	Mercedita D. Saldero	EPS I / BAC Member
7	Johann M. Tabing	ITO I / Head, BAC Secretariat
8	Rosan E. Ariston	PDO II / Member, BAC Secretariat
9	Jonnadel S. Patonona	PDO I / Member, BAC Secretariat
10	Jomel V. Mangawang	Accountant III / Head, TWG
11	Mary Queen P. Orpilla, PhD	EPS I / Member, TWG
12	Rodolfo A. Dizon, PhD	EPS I / Member, TWG
13	Emalyn R. Maglanoc	AO IV / Member, TWG
14	Alvin D. Tangonan	DepEd Engineer / Member, TWG (Infra)
15	Kimberly N. Tadeo	Administrative Assistant III / Canvasser
16	Jerry I. Carrido	Admin Aide VI / Canvasser
17	Dei Chiara Abao	Admin Assistant I/ Canvasser
18	Ma. Mercedes P. Manabat	Librarian II/ Canvasser
19	Winnie S. Valdez	AO II / Canvasser
20	Mark Sydore I. Arimbuyutan	Nurse II / Canvasser
21	Princess Mea P. Madayag	Admin Assistant III/ Canvasser
22	Augusto A. Mateo	EPS I / End-user
23	Zoraida F. Espino, PhD	EPS I / End-user
24	Nelie D. Sacman	EPS I / End-user
25	Melody E. Galingan	EPS I / End-user
26	Nelween M. Gan	EPS I / End-user
27	Aileen G. Mactal	EPS I / End-user
28	Marianne C. Coronel, MD	Medical Officer III/ End-User
29	Marlon V. Siminig	Planning Officer III
30	Jayson V. Flores	Dentist II / End-User
31	Fhriessy Cruz S. Bermuda, II	AO V / End-User
32	Minda V. Mangalindan	Budget Officer / End-User
33	Stella Marie C. Dumale	AO IV / End-User
34	Joy Karren M. Dumale	Acting Supply Officer / End-user
35	Aaron S. Sobrevilla	Acting Records Officer / End-user
36	Cyril S. Talusan	Sr. Education Program Specialist/End-User
37	Lamberto P. Corpuz	Sr. Education Program Specialist/End-User
38	Joel G. Dizon	Education Program Specialist / End-user
39	Wensdy S. Casio	Education Program Specialist / End-user

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