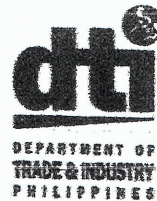


22 September 2015

OFFICE ORDER NO. 2015191  
Series of 2015



**SUBJECT: RE-ISSUANCE OF OFFICE ORDER# 2015176 RE: REASSIGNMENT OF  
FUNCTIONS AND PERSONNEL**

In the interest of the service, Office Order no. 2015176 (attached) is hereby re-issued as follows:

The following functions and personnel are hereby reassigned to the Procurement Division, to be headed by Atty. Grace Marpuri, concurrent to her functions as Legal Officer.

The Procurement Division shall ensure that all procurement undertaken by the Agency are properly documented in accordance with the relevant provisions of RA9184, to provide audit trail of the procurement process. Therefore, it should have two functions

**A. BAC Secretariat**

**Personnel Assigned**

Merry Lyn Bambao  
Luisa Name

**Duties and Responsibilities of the BAC Secretariat:**

1. Provide full administrative and technical support to the BAC.
2. Recommend appropriate modes of procurement to the BAC for every PR received.
3. Prepare agenda and minutes of BAC Meetings.
4. Organize and make necessary arrangements for the BAC Meetings: pre-procurement and TWG meetings, pre-bid conference, bid openings.
5. Act as the central channel of communication between the BAC and the end-user, suppliers and contractors.
6. Prepare the BAC Resolution, Notice of Award, Contract, and Notice to Proceed for review and approval of the BAC/HOPE.
7. Provide utmost priority to BAC assignments over-all other duties and responsibilities until the requirements for the procurement at hand are completed (jury duty).
8. Database Maintenance
  - a. Maintain a database of suppliers, contractors, and consultants which meet the basic/pre-qualification requirements for all types of procurement.
  - b. Maintain and preserve all procurement documents in an easy open file system.

**B. Procurement**

**Personnel Assigned**

Erlinda J. Realubit  
(Concurrent to her functions as ADC,  
Finance Division)  
Consuelo Que  
Rico Antion  
Kennedy Gabriel

**Duties and Responsibilities of the Procurement Unit:**

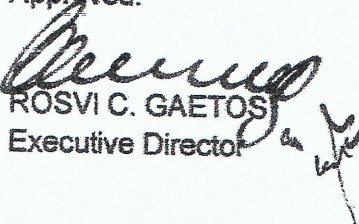
1. Conduct and monitor all procurement activities of the Agency
2. Consolidate the Project Procurement Management Plan (PPMP) and prepare the Annual Procurement Plan (APP)
3. Manage and monitor all phases of the procurement process.
4. Create and maintain the price monitoring list and the registry of suppliers, contractors and consultants.
5. Oversee all post-award contract management activities
6. Monitor compliance with the terms and conditions of the procurement contract.
7. Coordinate with the Property Management Unit and Supply for the acceptance of procured goods and services for delivery to End-Users.
8. Coordinate with Finance for the payment of contracts for delivered goods and services pursuant to payment terms and conditions in the contract.
9. Initiate sanctions against erring suppliers, contractors and consultants, including forfeiture of performance security and/or blacklisting, if needed.
10. Create, maintain and update database of awarded contractors and price monitoring list for easy reference in preparing Agency Estimates and budget for future projects.
11. Be the central depository of all procurement related information and continually update itself with the most current GPPB resolutions, issuances, circulars and events and provide information to concerned parties.
12. Call the attention of Management on relevant procurement issues that may need critical action/decision.

This order shall take effect upon signing until 31 December 2015 unless revoked/cancelled earlier.

All office order or parts thereof inconsistent with this Office Order are hereby revoked or modified accordingly.

For the guidance of all concerned.

Approved:

  
ROSVI C. GAETOS  
Executive Director

01 OCT 2015



01 September 2015

OFFICE ORDER NO. 2015176

Series of 2015

**SUBJECT: REASSIGNMENT OF FUNCTIONS AND PERSONNEL**

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In the interest of the service, the following functions and personnel are hereby reassigned to the Procurement Division, to be headed by Atty. Grace Marpuri, concurrent to her functions as Legal Officer.

The Procurement Division shall ensure that all procurement undertaken by the Agency are properly documented in accordance with the relevant provisions of RA9184, to provide audit trail of the procurement process. Therefore, it should have two functions:

**A. BAC Secretariat**

**Personnel Assigned**

Luisa Narne

Merry Lyn Bambao

**Duties and Responsibilities of the BAC Secretariat:**

1. Provide full administrative and technical support to the BAC.
2. Recommend appropriate modes of procurement to the BAC for every PR received.
3. Prepare agenda and minutes of BAC Meetings.
4. Organize and make necessary arrangements for the BAC Meetings: pre-procurement and TWG meetings, pre-bid conference, bid openings.
5. Act as the central channel of communication between the BAC and the end-user, suppliers and contractors.
6. Prepare the BAC Resolution, Notice of Award, Contract, and Notice to Proceed for review and approval of the BAC/HOPE.
7. Provide utmost priority to BAC assignments over-all other duties and responsibilities until the requirements for the procurement at hand are completed (jury duty).
8. Database Maintenance
  - a. Maintain a database of suppliers, contractors, and consultants which meet the basic/pre-qualification requirements for all types of procurement.
  - b. Maintain and preserve all procurement documents in an easy open file system.

**B. Procurement**

**Personnel Assigned**

Zharita S. Bagayas

Consuelo Que

Rico Antion (Buyer/ Canvasser)

Kennedy Gabriel (Buyer/Canvasser)

**Duties and Responsibilities of the Procurement Unit:**

1. Conduct and monitor all procurement activities of the Agency
2. Consolidate the Project Procurement Management Plan (PPMP) and prepare the Annual Procurement Plan (APP)
3. Manage and monitor all phases of the procurement process.
4. Create and maintain the price monitoring list and the registry of suppliers, contractors and consultants.
5. Oversee all post-award contract management activities
6. Monitor compliance with the terms and conditions of the procurement contract.
7. Coordinate with the Property Management Unit and Supply for the acceptance of procured goods and services for delivery to End-Users.
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Approved:



ROSVI C. GAETOS

Executive Director

