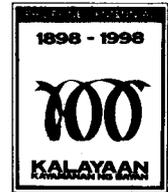




Republic of the Philippines  
DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS  
**OFFICE OF THE SECRETARY**  
Manila



16 August 2002

DEPARTMENT ORDER ) SUBJECT : RECONSTITUTION OF THE SECRETARIAT SUPPORT  
NO. 231 ) AND TECHNICAL WORKING GROUPS TO ASSIST THE  
Series of 2002 (Am 8-28-02) ) CENTRAL OFFICE SUB - BAC FOR OFFICE SUPPLIES,  
X-X-X-X-X-X-X-X-X-X-X-X-X-X-X-X ) MATERIALS, EQUIPMENTS AND SERVICES CREATED  
UNDER D. O. NO. 143, SERIES OF 1998.

In line with the revised procurement guidelines, particularly Section 11 (BAC Secretariat) and Section 12 (Technical Working Group) of the Implementing Rules and Regulations (IRR) of Executive Order No. 40, series of 2002, the Secretariat and Technical Support Groups created under D. O. No. 143, series of 1998 to assist the Central Office Sub-Bids and Awards Committee (Sub-BAC) for the procurement of office supplies, materials, equipment and services costing above P50,000.00 up to P1,000,000.00 per requisition are hereby reconstituted as follows:

- I. **Secretariat Group** - Personnel of this group shall provide administrative support services for the preparation of Invitations to Bid (ITB) and Abstract of Canvass, Distribution of ITBs, Preparation of Resolutions of Award, Preparation of Minutes of Sub-BAC Meetings, and safekeeping of Sub-BAC records, including bid securities to be composed of the following:
  - 1. **TERESITA C. PACULAN** - Head, Sub-BAC Secretariat  
Supply Officer III, SPMD-AMMS
  - 2. **MARIA CRISTINA F. DE JESUS** - Asst. Head, Sub-BAC Secretariat  
Supply Officer II, SPMD-AMMS
  - 3. **REYNALDO CORNISTA** - Surety Bid Safekeeping  
Cashier II, Cash Division, CFMS
  - 4. **RODOLFO R. RAGUSANTE** - Facilitation of Approval of Resolutions  
Accountant III, Accounting Division, CFMS
  
- II. **Technical Working Group** - Personnel of this group (at least three members) shall be chosen from a pool of technical experts to assist the Sub-BAC in the eligibility screening and evaluation of bids and shall be chosen from the office of the end-user/requisitioner concerned. The TWG Head must be at least a Section Chief.

This Order takes effect immediately. All other circulars and memoranda inconsistent herewith are hereby modified and/or revoked accordingly.

  
**SIMEON A. DATUMANONG**  
Secretary