



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

097-12 DPWH  
09-15-2011

SEP 14 2011

SPECIAL ORDER )  
NO. 166 )  
Series of 2011 166-15-11 )

SUBJECT: RECONSTITUTION OF THE  
SECRETARIAT FOR CENTRAL BIDS  
AND AWARDS COMMITTEE FOR  
GOODS

In the interest of the service, pursuant to the provisions of the Revised Implementing Rules and Regulations of Republic Act No. 9184, the following personnel are hereby designated as the Secretariat for the Bids and Awards Committee for Goods, to wit:

|   |   |                             |
|---|---|-----------------------------|
| <b>ARDELIZA R. MEDENILLA</b><br>(Director III, CPO)               | - | Head, BAC Secretariat       |
| <b>TERESITA C. PACULAN</b><br>(Supply Officer IV)                 | - | Asst. Head, BAC Secretariat |
| <b>LUZ M. DELA ROSA</b><br>(Internal Auditor III)                 | - | Member, BAC Secretariat     |
| <b>ORLANDO A. LADDRAN JR.</b><br>(Legislative Liaison Specialist) | - | Member, BAC Secretariat     |
| <b>MARIA CRISTINA F. DE JESUS</b><br>(Supply Officer II)          | - | Member, BAC Secretariat     |
| <b>ROBERTO P. TING, JR.</b><br>(Supply Officer II)                | - | Member, BAC Secretariat     |
| <b>JACQUELINE V. GONZALVO</b><br>(Buyer III)                      | - | Member, BAC Secretariat     |
| <b>LOURDES DG. SISON</b><br>(Buyer III)                           | - | Member, BAC Secretariat     |
| <b>MARIA FE V. CARBONEL</b><br>(Accounting Clerk II)              | - | Member, BAC Secretariat     |
| <b>RUBY B. QUILONGQUILONG</b><br>(Supplies Checker)               | - | Member, BAC Secretariat     |
| <b>TEODY ARELLANO</b><br>(Bookbinder II)                          | - | Member, BAC Secretariat     |

The Secretariat shall have the following functions and responsibilities pursuant to Section 14.1 of the IRR of R. A. 9184:

1. Provide administrative support to the BAC;
2. Organize & make all necessary arrangements for BAC meetings & conferences;
3. Prepare Minutes of meetings & resolutions of the BAC;
4. Take custody of procurement documents & other records;
5. Manage the sale & distribution of Bidding Documents to interested bidders;
6. Advertise and/or post bidding opportunities, including Bidding Documents, and notices of awards;
7. Assist in managing the procurement process;
8. Monitor procurement activities and milestones for proper reporting to relevant agencies when required;
9. Consolidate PPMPs from various units of the procuring entity to make them available for review as indicated in Section 7 of the said IRR;
10. Acts as the central channel of communications for the BAC with end-users, PMOs, other units of the line agency, other government agencies, providers of goods, observers and the general public; and,
11. Perform other duties and functions as may be assigned by the BAC Chairman and the Secretary

This Order supersedes S.O. # 175, s. 2010, and shall take effect immediately until one (1) year after this issuance.

  
**ROGELIO L. SINGSON**  
Secretary



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