



REPUBLIC OF THE PHILIPPINES  
DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS  
OFFICE OF THE SECRETARY  
MANILA

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Department Order)

No. **82** *7/23*

Series of 1989

SUBJECT: Placing the Central PBAC Secretariat under the administrative control and supervision of the Director, Bureau of Construction (BOC)

Further to Department Order No. 24 Series of 1989, the administrative control and supervision of the Central PBAC Secretariat is placed under the Bureau of Construction. The Secretariat shall assist the PBAC for (1) Civil Works and (2) Equipment & Spare Parts, Materials and Supplies in, among others the following:

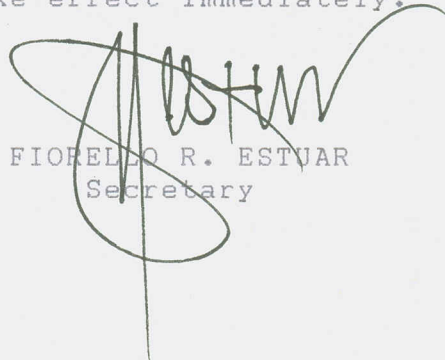
1. Receive from Implementing Offices (IO) requests for advertisements;
2. Advertise notices of prequalification and bidding;
3. Issue qualification forms, plans and tender documents;
4. Review contractor's qualification as recommended by the Implementing Offices;
5. Notify qualified/predisqualified contractors;
6. Arrange/coordinate pre-bidding conferences and PBAC meetings;
7. Provide administrative/secretarial support in PBAC meetings;
8. Assist in the opening of bids;
9. Review/examine all bidding documents as submitted by the Implementing Offices;
10. Upkeep/update information on contractors;
11. Act as Technical Working Group of the Inter-Agency Committee in the nationwide classification and registration of contractors; and
12. Other functions as may be assigned.

In order not to delay on-going PBAC activities, the present personnel complement of the PBAC Secretariat shall continue with their present duties/assignments until after the same is taken over by the regular personnel of the Bureau of Construction after which the Secretariat's ad hoc personnel shall be given directives by the BOC Director to return/report to their mother units.

The BOC Director is authorized to secure assistance from any unit/s of the Department towards the effective functioning of the PBAC Secretariat. These unit/s shall extend the required assistance as and when needed.

Any or all circulars, memoranda and orders inconsistent herewith are hereby modified and/or revoked accordingly.

This Department Order shall take effect immediately.



FIORIELLO R. ESTUAR  
Secretary