



REPUBLIC OF THE PHILIPPINES
PROVINCE OF PANGASINAN
MUNICIPALITY OF ANDA
OFFICE OF THE MUNICIPAL MAYOR

EXECUTIVE ORDER NO. 74
Series of 2020

REORGANIZING THE COMPOSITION OF THE SECRETARIAT AS THE MAIN SUPPORT UNIT OF THE BAC IN THE MUNICIPALITY OF ANDA, PANGASINAN

WHEREAS, Republic Act No. 9104, otherwise known as the Government Procurement Reform Act (GPRA) which was approved in 2003 provides for the modernization, standardization and regulation of the procurement activities of the government;

WHEREAS, pursuant to Section 14 of the 2016 Revised Implementing Rules and Regulations of RA No. 9184, otherwise known as the Government Procurement Reform Act, provides for the creation of a Secretariat which will serve as the main support unit of the BAC;

NOW, THEREFORE, I, JOGANIE C. RARANG, Municipal Mayor of Anda, Pangasinan, by virtue of the powers vested in me by law, do hereby reorganized the composition of the BAC Secretariat as the main support unit of the BAC of this municipality, as follows:

SECTION 1. THE COMPOSITION:

The BAC Secretariat shall be composed of the following:

HEAD SECRETARIAT	:	LYRA RJ C. CAROLINO
MEMBER	:	CRISTYN C. CACHO
MEMBER	:	MAJOY R. CARDAÑO

SECTION 2. DUTIES AND FUNCTIONS:

The Secretariat shall have the following functions and responsibilities:

- a) Provide administrative support to the BAC and the TWG;
- b) Organize and make all necessary arrangements for BAC and the TWG meetings and conferences;
- c) Prepare minutes of meetings and resolutions of the BAC;
- d) Take custody of procurement documents and other records and ensure that all procurements undertaken by the Procuring Entity are properly documented;
- e) Manage the sale and distribution of Bidding Documents to interested bidders;
- f) Advertise and/or post bidding opportunities, including Bidding Documents, and notices of awards;
- g) Assist in managing the procurement processes;
- h) Monitor procurement activities and milestones for proper reporting to relevant agencies when required;
- i) Consolidate PPMPs from various units of the Procuring Entity to make them available for review as indicated in Section 7 of this IRR and prepare the APP;



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- j) Act as the central channel of communication for the BAC with end-user or implementing units, PMOs, other units of the line agency, other government agencies, provider of goods, infrastructure projects, and consulting services, observers, and the general public.

SECTION 3. EFFECTIVITY.

This Executive Order shall take effect immediately.

Done in the Municipality of Anda, Pangasinan this 25th day of June, 2020.


JOGAME C. RARANG
Municipal Mayor