

OFFICE OF THE GOVERNOR

EXECUTIVE ORDER NO. 04 Series of 2024

AN EXECUTIVE ORDER REORGANIZING THE MEMBERSHIP OF THE PROVINCIAL GOVERNMENT OF ORIENTAL MINDORO (PGOM) BIDS AND AWARDS COMMITTEES FOR GOODS AND SERVICES, INFRASTRUCTURE, HEALTH, AND THEIR RESPECTIVE SECRETARIATS, PROVIDING FOR THEIR FUNCTIONS, AND FOR OTHER PURPOSES

WHEREAS, Republic Act No. 9184, otherwise known as the Government Procurement Reform Act, as amended, and its revised implementing rules and regulations direct the establishment of Bids and Awards Committee (BAC) to spearhead procurement of goods, services, infrastructure projects, and consultancy services necessary in the local government unit's operations.

WHEREAS, on 20 December 2023, Executive Order No. 74 was issued to modify the composition of the Provincial Government of Oriental Mindoro's Bids and Awards Committees for Infrastructure, Goods and Services, Health, and their respective secretariats.

WHEREAS, there is a need to reorganize the secretariat of PGOM's Bids and Awards Committees.

NOW THEREFORE, I, HUMERLITO A. DOLOR, MPA, Ph. D., by virtue of the power vested in me as the Provincial Governor of Oriental Mindoro by Republic Act No. 7610, otherwise known as the "Local Government Code of 1991" and other pertinent laws and issuances, do hereby promulgate this Executive Order as follows:

SECTION 1. Composition of Bids and Awards Committees. The Provincial Government of Oriental Mindoro Bids and Awards Committees shall be composed of the following:

A. BAC For Infrastructure

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|-------------------------|---|--|
| Chairperson | : | ATTY. EARL LIGORIO R. TURANO II
Provincial Legal Officer |
| Vice Chairperson | : | DR. GRIMALDO V. CATAPANG
Provincial Veterinarian |
| Members | : | MR. MAXIMINO A. JUMIG, JR.
Provincial Government - Environment and Natural Resources Officer |
| | : | MR. JUNIELO P. ALCURAN
Supervising Administrative Officer, Governor's Office-Special Concerns Division |
| | : | MR. ROMEO L. PANER
Development Management Officer III, Provincial Cooperatives Development Office |
| | : | DESIGNATED REPRESENTATIVE OF THE REQUISITIONING OFFICER (END-USER REPRESENTATIVE) |

B. BAC For Goods and Services with ABC above One Million Pesos (PhP1,000,000.00)

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| Chairperson | : | MR. ANTONIO M. MAGNAYE, JR.
Provincial Public Employment Service Officer |
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- Vice Chairperson** : **MS. LILY MAY E. LIM, EnP**
*Supervising Environmental Management Specialist,
Provincial Government-Environment and Natural
Resources Office*
- Members** : **DR. ALFREDO P. MANGLICMOT**
Veterinarian IV, Provincial Veterinary Office
- : **MR. FRANCISCO C. DAPITO**
*Agricultural Center Chief I, Provincial Agriculturist's
Office*
- : **MS. SHERELL G. ONG**
*Administrative Officer IV, Provincial Assessor's
Office*
- : **DESIGNATED REPRESENTATIVE OF THE
REQUISITIONING OFFICER (END-USER
REPRESENTATIVE)**

**C. BAC For Goods and Services with ABC below One Million Pesos
(PhP1,000,000.00)**

- Chairperson** : **MS. MAY ANNE JOY M. YLAGAN**
Provincial Budget Officer
- Vice Chairperson** : **MS. ZYREEN KATE B. CATAQUIS**
*Administrative Officer IV, Provincial Administrator's
Office*
- Members** : **MR. DON STEPHERSON V. CALDA, Ph. D.**
Provincial Tourism Officer
- : **MR. ALBERT B. CABUNGCAL**
*Information System Analyst III, Provincial
Administrator's Office-Management Information
Services Division*
- : **MR. RAFAEL C. CATAQUIS**
*Administrative Officer IV, Galing at Serbisyo para sa
Mindoreño Action Center (GSMAC)*
- : **DESIGNATED REPRESENTATIVE OF THE
REQUISITIONING OFFICER (END-USER
REPRESENTATIVE)**

D. BAC For Health

- Chairperson** : **DR. MARIA CONSUELO B. MARIÑAS**
*OIC-Chief of Hospital, Oriental Mindoro Central
District Hospital*
- Vice Chairperson** : **DR. NERELYN S. MARCIANO**
Dentist II, Provincial Health Office
- Members** : **MS. ANGELITA C. GUBAN**
Chief Nurse, Oriental Mindoro Provincial Hospital
- : **MS. JUSTHINE VALERIE D. RECTO**
Nurse III, Oriental Mindoro Provincial Hospital
- : **MS. KRIS KNOELLE P. BALAHADIA**
Nurse II, Provincial Health Office

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: **DESIGNATED REPRESENTATIVE OF THE REQUISITIONING OFFICER (END-USER REPRESENTATIVE)**

SECTION 2. Secretariat of the Bids and Awards Committees. Engr. Jollie Ver E. Lasic, Administrative Officer V, Governor's Office-Procurement Division shall be the Head Secretariat of the aforementioned Bids and Awards Committees. The respective Secretariats of the PGOM's Bids and Awards Committees shall be composed of the following:

A. BAC For Infrastructure

- : **ENGR. JOLLIE VER E. LASIC**
Administrative Officer V, Governor's Office-Procurement Division
- : **MR. CLARK J. MENDOZA**
Administrative Assistant II, Governor's Office - Procurement Division
- : **MS. MA. AMABELLE B. LOPEZ**
Administrative Assistant II, Provincial Legal Office
- : **MS. DIANA M. PINOHERMOSO**
Administrative Aide IV, Governor's Office - Procurement Division
- : **MS. MICHELLE E. MARASIGAN**
Administrative Aide IV, Governor's Office - Procurement Division
- : **MS. MELODY U. TINGSON**
Administrative Aide IV, Governor's Office - Procurement Division
- : **MS. AZEN FANCUBIT**
Administrative Aide IV, Governor's Office - Procurement Division
- : **MS. ANGELICA MENDOZA**
Administrative Aide IV, Governor's Office - Procurement Division
- : **MS. KHEY ANN G. SABAS**
Administrative Aide IV, Governor's Office - Procurement Division
- : **MS. JOANNE DULCE T. PASCO**
Legal Aide, Governor's Office -Procurement Division
- : **MR. EDISON L. ALCURAN**
Administrative Aide II, Governor's Office - Procurement Division

B. BAC For Goods and Services with ABC above One Million Pesos (PhP1,000,000.00)

- : **MS. LEILA R. CARINGAL**
Administrative Aide VI, Provincial General Services Office
- : **MS. MARISSA O. ACUZAR**
Administrative Assistant II, Governor's Office - Procurement Division

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- : **MS. LEILA C. DE GUZMAN**
*Administrative Aide I, Governor's Office-
Procurement Division*
- : **MS. CHRISTINE F. CORTEZ**
*Administrative Assistant III, Governor's Office -
Procurement Division*
- : **MS. KATHY KATE DELA PAZ**
*Administrative Assistant III, Governor's Office -
Procurement Division*

C. BAC For Goods and Services with ABC below One Million Pesos (PhP1,000,000.00)

- : **MR. NIÑO JOHN D. HERNANDEZ**
*Administrative Officer II, Governor's Office-
Procurement Division*
- : **MS. VALENTINA A. CLANZA**
*Administrative Officer III, Provincial General
Services Office*
- : **MS. SHIELA C. ZULUETA**
*Administrative Aide IV, Governor's Office-
Procurement Division*
- : **MR. MARK ANGELO M. MARARAC**
*Administrative Aide IV, Governor's Office-
Procurement Division*
- : **MR. JOHNLYN P. MARTINEZ**
*Administrative Assistant III, Governor's Office -
Procurement Division*

D. BAC For Health

- : **MS. ANNA MARIE P. VALDEZ**
Administrative Aide VI, Provincial Health Office
- : **MS. CARMELITA C. MALICSI**
Dental Aide, Provincial Health Office
- : **MS. JANETH A. BALAORO**
Dental Aide, Provincial Health Office
- : **MR. ALEXANDER G. AVILA**
Administrative Assistant II, Provincial Health Office
- : **MS. CATHERINE A. CATUD**
Administrative Aide III, Provincial Health Office
- : **MS. DONABEL S. MARASIGAN**
Administrative Aide III, Provincial Health Office
- : **MS. MARY JOY M. SADIWA**
Administrative Aide I, Provincial Health Office

SECTION 3. Functions and Responsibilities of the PGOM Bids and Awards Committees.
The aforementioned Bids and Awards Committees shall exercise the functions stipulated in Republic Act No. 9184, as amended, its revised implementing rules and regulations, and other pertinent issuances of the Government Procurement Policy Board (GPBB.)

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SECTION 4. Term of Office of the BAC Members. Unless sooner removed for cause, the members of the Bids and Awards Committees shall only serve until 31 December 2024.

SECTION 5. Honoraria and Overtime Pay. The PGOM Bids and Awards Committees Members and their respective Secretariats shall be entitled to benefits and emoluments, such as honoraria and/or overtime pay, as may be allowed under Section 15 of Republic Act No. 9184, as amended, and other pertinent issuances, subject to the availability of funds and the applicable budgeting, auditing, and accounting rules and regulations.

SECTION 6. Use of Digital Signature. Pursuant to GPPB Resolution No. 16-2019, the PGOM Bids and Awards Committees and secretariat Members may use digital signature in all procurement documents, including but not limited to:

- (a) Project Procurement Management Plan;
- (b) Annual Procurement Plan;
- (c) Request for Quotation;
- (d) Request for Proposal;
- (e) Philippine Bidding Documents;
- (f) Invitation to Bid;
- (g) Request for Expression of Interest;
- (h) Supplemental/Bid Bulletin;
- (i) Notice of Postponement of Bid Opening;
- (j) Notice of Eligibility or Ineligibility;
- (k) Notice of Short Listing;
- (l) Abstract of Quotations;
- (m) Abstract of Bids as Read;
- (n) Abstract of Bids as Calculated;
- (o) Bid Evaluation Report;
- (p) Notice to Bidder with the Lowest Calculated Bid;
- (q) Post-Qualification Report;
- (r) Notice of post-disqualification;
- (s) Notice of Award;
- (t) Approval of Higher Authority;
- (u) Notice to Proceed;
- (v) Reply to Motion for Reconsideration and Protest;
- (w) Bids and Awards Committee (BAC) Resolutions;
- (x) Blacklisting Order;
- (y) Procurement Monitoring Report;
- (z) Agency Procurement Compliance and Performance Indicators; and
- (aa) Other documents as maybe allowed by law and other GPPB issuances.

SECTION 7. Transitory Provision. All procurement transactions and duties commenced prior to the assumption of the newly reorganized Bids and Awards Committees and Secretariat shall be continued and concluded by the outgoing BAC and Secretariat. Hence, the latter is hereby ordered to expedite the procurement process in accordance with pertinent laws and issuances.


SECTION 8. Separability Clause. If any portion of this Executive Order is declared unconstitutional or invalid, other parts of the provision thereof which are not affected shall continue to remain in full force and effect.

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SECTION 9. Repealing Clause. Executive Order No. 74, Series of 2023 is hereby repealed. All executive orders, rules, regulations, and other issuances including other parts thereof inconsistent with the provisions of this Executive Order are hereby repealed and/or modified accordingly.

SECTION 10. Effectivity. This Executive Order shall take effect immediately.

DONE IN THE CITY OF CALAPAN, ORIENTAL MINDORO, this 1st day of March in the Year of our Lord Two Thousand Twenty-Four.


HUMERLITO A. DOLOR, MPA, Ph. D.
Provincial Governor