



## OFFICE OF THE MUNICIPAL MAYOR

Madrid Blvd., Zone III, Pinamalayan, Oriental Mindoro 5208  
Telephone No. 043-2843146 Email: [mayorsoffice@pinamalayan.gov.ph](mailto:mayorsoffice@pinamalayan.gov.ph)

### EXECUTIVE ORDER 017-2018

#### AN ORDER EXPANDING THE COMPOSITION OF THE BIDS AND AWARDS COMMITTEE TECHNICAL WORKING GROUP (TWG) OF MUNICIPALITY OF PINAMALAYAN, ORIENTAL MINDORO

**WHEREAS**, the Bids and Awards Committee recommended through BAC Resolution No. 018-2018 dated April 02, 2018 to expand the composition of its Technical Working Group (TWG);

**WHEREAS**, the Technical Working Group (TWG) will assist not only the Bids and Awards Committee but also the entire Municipal Government in promoting a transparent and clearly defined procurement process;

**NOW, THEREFORE, I, ARISTEO A. BALDOS, JR.**, Municipal Mayor, by virtue of the powers vested in me by Law, do hereby direct and order the expansion of the composition of Bids and Awards Committee Technical Working Group of Pinamalayan, Oriental Mindoro as follows:

**SECTION 1. Composition.** The Technical Working Group of the Bids and Awards Committee shall be composed of the following to wit:

|                              |   |
|------------------------------|---|
| <b>MR. CARLITO M. MEJICO</b> | OIC-Municipal Assessor's Office/TWG Head          |
| <b>MS. JUDY DG. MORENTE</b>  | Municipal Accountant TWG Head (Financial Matters) |

#### MEMBERS:

##### For Goods and Services (Supplies, IT Equipment and Others)

|                                 |  |
|---------------------------------|--|
| <b>MR. RICARDO A. LIM</b>       | SCO Focal Person/Municipal Tourism Officer |
| <b>MS. ANA LIZA S. MAHAGUAY</b> | Administrative Aide IV                     |
| <b>MS. BERNARDITA S. REYES</b>  | Administrative Aide IV                     |
| <b>MR. DANIEL FRUELDA</b>       | LDRRMO II                                  |
| <b>MS. ANIELOR HALIMBAWA</b>    | Administrative Aide III                    |

##### For Vehicles, Machines and Other Equipments

|                                    |                                |
|------------------------------------|--------------------------------|
| <b>ENGR. MANOLITO E. MASCULINO</b> | Zoning Officer/MENRO Designate |
| <b>MR. REX SALENDREZ</b>           | Administrative Aide IV         |

##### For Agricultural Supplies and Other Related Procurement

|                                  |   |
|----------------------------------|---|
| <b>MS. DANICA P. RAMOS</b>       | Agricultural Technologist (for Fishery)   |
| <b>MS. EDLIE O. ESPELIMBERGO</b> | Agricultural Technologist (for Livestock) |
| <b>MR. RODEL L. POMPA</b>        | Agricultural Technologist (for Crops)     |

##### For Medicines and Medical Supplies and Equipment

|  |                        |
|--|------------------------|
| <b>DRA. NIÑA KRISTINNE L. PUNZALAN</b> | Rural Health Physician |
|--|------------------------|

##### For Infrastructure

|                                  |                                     |
|----------------------------------|-------------------------------------|
| <b>ENGR. ERIC Z. STA. ROMANA</b> | Engineer I                          |
| <b>ENGR. NOEL M. SIGUE</b>       | Project Consultant (For Electrical) |
| <b>ARCH. ARNEL M. MARMOL</b>     | Project Consultant                  |
| <b>ENGR. ROY LUCBAN</b>          | Administrative Officer IV           |
| <b>ENGR. ERIC BERN SANTIAGO</b>  | Engineering Assistant               |



Republic of the Philippines  
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**SECTION 2. Duties and Functions.** As the technical, financial and legal support of the Bids and Awards Committee, the TWG shall assist the BAC in the following functions:

1. Prepare the bidding documents, ensuring that the same properly reflects the requirements of the LGU and that these conform to the standards set forth by R.A. 9184, its IRR, and the PBDs prescribed by the GPPB;
2. Assist the BAC in the conduct of eligibility screening and short-listing of prospective bidders, in case of biddings for consulting services;
3. Assist the BAC in the evaluation of the bids and prepare the accompanying reports for the BAC's consideration and approval
4. Assist the BAC in the conduct of post-qualification activities and prepare the post-qualification summary report for the BAC's approval
5. Prepare the resolution recommending award, with regard to the technical aspect, if necessary, and
6. Provide utmost priority to BAC assignments over all other duties and responsibilities, until for the requirements for the procurement at hand is completed (Jury Duty).

**SECTION 3. Effectivity.** This Executive Order shall take effect immediately

Done this 6<sup>th</sup> day of April 2018 at Pinamalayan, Oriental Mindoro.

  
**ARISTEO A. BALDOS, JR.**  
Municipal Mayor