



OFFICE OF THE MUNICIPAL MAYOR

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

EXECUTIVE ORDER NO. 034 2017

AN ORDER DESIGNATING LYN T. OZAR AS MEMBER OF BIDS AND AWARD COMMITTEE SECRETARIAT OF THE MUNICIPALITY OF PINAMALAYAN, ORIENTAL MINDORO

WHEREAS, Republic Act No. 9184, otherwise known as the Government Procurement Reform Act, mandates all government entities, including local government units, to organize their respective Bids and Awards Committees that will oversee the procurement of Infrastructure Projects, Goods and Consulting Services;

WHEREAS, the Bids and Awards Committee of Pinamalayan, Oriental Mindoro was created by virtue of Executive Order No. 026-2017 dated September 1, 2017;

WHEREAS, the BAC Secretariat is in dire need of regular personnel to carry out its duties and functions.

NOW, THEREFORE, I, ARISTEO A. BALDOS, JR., Municipal Mayor of the Municipal Government of Pinamalayan, by virtue of the power vested in me, do hereby designate LYN T. OZAR, Administrative Assistant II, as member of the BAC Secretariat of the Municipality of Pinamalayan, Oriental Mindoro who will be responsible in performing the following functions:

1. Provide administrative support to the Bids and Award Committee such as Preparation of Annual Procurement Plan, Minutes of Meetings and Resolutions of the BAC.
2. Organize and make all the necessary arrangements for BAC meetings and conferences
3. Perform other related tasks

EFFECTIVITY. This order shall take effect immediately.

Done this 1st day of December 2017 at the Municipality of Pinamalayan, Oriental Mindoro, Philippines.


ARISTEO A. BALDOS, JR.
Municipal Mayor