



Republic of the Philippines  
Province of Oriental Mindoro  
**MUNICIPALITY OF PINAMALAYAN**



**OFFICE OF THE MUNICIPAL MAYOR**

Madrid Blvd., Zone III, Pinamalayan, Oriental Mindoro 5208

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Telephone No. 043-284-7145

**EXECUTIVE ORDER NO. 047-2025**

**AN ORDER TRANSFERRING THE SUPERVISION OF THE OFFICE OF THE BIDS AND AWARDS COMMITTEE SECRETARIAT FROM THE OFFICE OF THE MUNICIPAL MAYOR TO THE GENERAL SERVICES OFFICE OF THE MUNICIPAL GOVERNMENT OF PINAMALAYAN AND DEFINING ITS FUNCTIONS THEREUNDER**

**WHEREAS**, the Local Government Code of 1991 (Republic Act No. 7160) authorizes the local chief executive to adopt organizational structures and operational mechanisms that promote efficiency, effectiveness, and accountability in the delivery of basic services and facilities;

**WHEREAS**, the Office of the Bids and Awards Committee (BAC) Secretariat is primarily tasked with facilitating and supporting all procurement activities of the Municipal Government of Pinamalayan, including preparation of bid documents, coordination of BAC meetings, and ensuring compliance with procurement laws and regulations;

**WHEREAS**, the current supervision of the BAC Secretariat under the Office of the Municipal Mayor does not fully correspond with the operational and administrative requirements of the office, particularly in relation to logistical support, record-keeping, and general services management;

**WHEREAS**, the General Services Office (GSO), being responsible for administrative support, procurement assistance, and logistics management, is best positioned to oversee and coordinate the activities of the BAC Secretariat given the alignment of their operational mandates;

**WHEREAS**, placing the BAC Secretariat under the direct supervision of the General Services Office shall foster closer coordination in procurement activities, optimize administrative efficiency, and strengthen institutional support for municipal operations.

**NOW THEREFORE**, I, **RODOLFO M. MAGSINO**, Municipal Mayor of Pinamalayan, Province of Oriental Mindoro, by the power vested in me by law, do hereby order the transfer of the supervision of the Office of the BAC Secretariat from the Office of the Municipal Mayor to the General Services Office of the Municipal Government of Pinamalayan, as follows:

**Section 1. TRANSFER OF SUPERVISION.** Effective immediately, the Office of the BAC Secretariat is hereby transferred from the supervision of the Office of the Municipal Mayor to the General Services Office of the Municipal Government of Pinamalayan. The said office shall henceforth operate under the technical and administrative supervision of the Head of the General Services Office, in addition to his regular duties and responsibilities.

**Section 2. JUSTIFICATION FOR THE TRANSFER.** The transfer is undertaken in view of the following considerations:

1. The core functions of the BAC Secretariat, such as preparation of procurement documents, coordination of BAC meetings, and maintenance of procurement records, are closely aligned with the administrative competencies of the General Services Office;
2. The General Services Office is directly engaged in logistical, administrative, and support activities that are critical to the effective operation of municipal procurement processes;
3. Integrating the BAC Secretariat within the GSO shall enhance operational efficiency, facilitate better coordination in procurement activities, and support timely compliance with government procurement requirements.





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**Section 3. FUNCTIONS OF THE BAC SECRETARIAT.** Under the supervision of the General Services Office, the BAC Secretariat shall continue to perform the following key functions:


1. Prepare and maintain bid documents, notices, and other procurement-related records;
2. Facilitate BAC meetings, including scheduling, documentation, and communication with BAC members and prospective bidders;
3. Ensure compliance with Republic Act No. 9184 (Government Procurement Reform Act), Republic Act No. 12009 (New Government Procurement Act) and related rules and regulations;
4. Coordinate with the General Services Office and other municipal offices for procurement logistics, delivery, and administrative support;
5. Maintain a systematic filing and monitoring system for all procurement transactions;
6. Assist in the preparation of reports on procurement activities, including bid results, awards, and other relevant documentation;
7. Perform other functions necessary to support the BAC and ensure smooth procurement operations.

**Section 4. ADMINISTRATIVE AND LOGISTICAL SUPPORT.** The General Services Office is hereby directed to integrate the BAC Secretariat into its organizational structure and ensure its efficient management. Necessary administrative and logistical support shall be provided to the BAC Secretariat.

**Section 5. REPEALING CLAUSE.** All executive orders, memoranda, and other issuances or parts thereof which are inconsistent with the provisions of this Executive Order are hereby repealed, amended, or modified accordingly.

**Section 6. EFFECTIVITY.** This order shall take effect immediately.

Done this 16<sup>th</sup> day of **October 2025** in the Municipality of Pinamalayan, Oriental Mindoro.

  
**RODOLFO M. MAGSINO**  
Municipal Mayor

