



Republic of the Philippines  
**EASTERN VISAYAS STATE UNIVERSITY - ORMOC CAMPUS**  
Ormoc City, 6541

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OFFICE OF THE CAMPUS DIRECTOR

**OFFICE ORDER**

No. 1, s. 2024

**DESIGNATION OF DIXIE JEAN V. CARESOSA  
AS BAC SECRETARIAT**

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Pursuant to the policies of the Civil Service Commission (CSC) in line with the mandates of Eastern Visayas State University (EVSU) and in the exigency of the service,

**DIXIE JEAN V. CARESOSA**

is hereby designated as Bids and Awards Committee (BAC) Secretariat effective immediately.

As such, he will perform the following functions:

- a) Provides administrative support to the BAC and the TWG;
- b) Organizes and makes all necessary arrangements for the BAC and the TWG meetings and conferences;
- c) Acts as the BAC secretary and prepare minutes of meetings and resolutions of the BAC;
- d) Takes custody of Procurement documents and other records and ensure that all procurement undertaken by the Procuring Entity are properly documented;
- e) Manages the sale and distribution of Bidding documents to interested bidders;
- f) Advertise/s and or posts bidding opportunities, including bidding documents, and notices of awards;
- g) Assists in managing the procurement processes;
- h) Monitors procurement activities and milestones for proper reporting to relevant agencies when required;
- i) Consolidates PPMPs from various units of the Procuring Entity to make them available for review as indicated in section 7 of the Implementing Rules and Regulations as amended of R.A. No. 9184 and prepare the APP;
- j) Makes arrangements for the pre-procurement and pre-bid conferences and bid openings; and
- k) Acts as the central channel of communications for the BAC with end-user or implementing units, PMOs and other units of the University, providers of goods, infrastructure projects, and consulting services, observers, and the General Public.

For information, guidance, and compliance of all concerned.

Issued this 3<sup>rd</sup> of January 2024 in EVSU Ormoc Campus, Ormoc City.

BY AUTHORITY OF THE UNIVERSITY PRESIDENT  
Per Special Order No. 106, s. 2023

  
**JEFFREY V. OCAAY, Ph.D.**  
Director of EVSU Ormoc Campus

Copy furnished:

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