



OFFICE ORDER
No. 14, s. 2024

RECONSTITUTION OF BAC SECRETARIAT FOR EVSU ORMOC OCAMPUS

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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, the BAC Secretariat of EVSU Ormoc Campus is hereby reconstituted:

Head BAC Secretariat: MS. DIXIE JEAN CARESOSA

Members:

- Mr. Ariel C. Morilla
- Mr. Julito Acebron - 4/24/24 2:40 PM
- Ms. Shaina Ompad
- Alvi Jean Weti

1. As such, the BAC Secretariat is hereby ordered to perform the following duties and responsibilities:
 - a) Provide administrative support to the BAC and the TWG;
 - b) Organize and make all necessary arrangements for BAC and the TWG meetings and conferences;
 - c) Prepare minutes of meetings and resolutions of the BAC;
 - d) Take custody of the procurement documents and other records and ensure that all procurements undertaken by the Procuring Entity are properly documented;
 - e) Manage the sale and distribution of bidding documents to interested bidders;
 - f) Advertise and/or post bidding opportunities, including bidding documents, and notices of awards;
 - g) Assist in managing the procurement processes;
 - h) Monitor the procurement activities and milestones for proper reporting to the relevant agencies when required;
 - i) Consolidate the PPMPs form various units of the procuring entity to make them available for review as indicated in section 7 of the 2016 IRR of R.A 9184 and prepare the APP; and
 - j) Act as the central channel of communications for the BAC with end-user or implementing units, PMOs, other units of the line agencies, providers of goods, infrastructure projects, and consulting services, observers, and the general public.
2. For information, guidance and compliance of all concerned.

Issued this 23rd day of April 2024 at the Office of the Campus Director, Eastern Visayas State University, Ormoc Campus.

HARMON - 9 | 04/24/24
SHAINA - 8 | 04/24/24

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

JEFFRY V. OGAY, PhD
Director of EVSU Ormoc Campus

"Building Globally Competitive Professionals"