



EXECUTIVE ORDER NO. 1
Series of 2026

**AN EXECUTIVE ORDER RECONSTITUTING THE MUNICIPAL BIDS AND AWARDS COMMITTEE (BAC)
IN THE MUNICIPALITY OF DUMINGAG, ZAMBOANGA DEL SUR**

WHEREAS, pursuant with the Revised IRR of R.A. 9184, the Municipal Government of Dumingag shall establish a single BAC in order to facilitate professionalization and harmonization of procurement procedures and standards;

WHEREAS, pursuant to Republic Act No. 12009, otherwise known as the “New Government Procurement Reform Act,” and its implementing rules and regulations, the Municipal Government of Dumingag is required to establish and maintain a Municipal Bids and Awards Committee (BAC) to manage and oversee government procurement activities;

WHEREAS, in line with the standardization of procurement procedures to increase operational efficiency and effectiveness, the reconstitution of Municipal BAC is necessary;

NOW THEREFORE, I GERRY T. PAGLINAWAN, Mayor of the Municipality of Dumingag, Zamboanga Del Sur, by virtue of the powers vested in me by law, do hereby order the adaptation of the reconstitution of the Municipal Bids and Awards Committee (BAC) in the Municipality of Dumingag, Zamboanga Del Sur and shall be read as follows:

SECTION 1. MUNICIPAL BAC COMPOSITION.

A. Members:

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| a. AL REY L. ESTILLORE , <i>Municipal Government Department Head I</i> | - Chairman |
| b. MYRNALINA S. ADRIAS , <i>Municipal Agriculturist</i> | - Vice Chairman |
| c. EMILY T. GEOGRAPHIA , <i>Human Resource Management Officer</i> | - Member |
| d. DEJHAI S. LIBRADILLA , <i>Municipal Social Welfare and Development Officer</i> | - Member |
| e. RAPHAEL CLAUDE ROUSSEAU , <i>Community Affairs Officer IV</i> | - Member |

B. Technical Working Group

- | | |
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| a. REINA B. VASQUEZ , <i>Municipal Accountant</i> | - TWG Head |
| b. GRESELLIE GLORIA , <i>Draftsman I</i> | - Member |
| c. SARAH MAE N. ECIJA , <i>Accounting Clerk II</i> | - Member |

C. Secretariat

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| a. MERCY DE GUZMAN , <i>Administrative Officer III</i> | - Secretariat |
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SECTION 2. MUNICIPAL BAC FUNCTIONS.

Section 2.1 The Municipal BAC shall have the following functions:

- Advertise and/or the invitation to bid/request for expressions of interest;
- Conduct pre-procurement and pre-bid conferences;
- Determine the eligibility of prospective bidders;
- Receive bids;
- Conduct the evaluation of bids;
- Undertake post-qualification proceedings;
- Resolve motions for reconsideration;
- Recommend award of contracts to the Head of the Procuring Entity (Mayor) or his duly authorized representative;
- Recommend the imposition of sanction in accordance with Rule XXIII;
- Recommend to the Head of the Procuring Entity the use of Alternative Methods of Procurement as provided for in Rule XVI;

Section 2.2 Technical Working Group

- Assist in the procurement process, particularly in the eligibility screening, evaluation of bids, and post-qualification.

Section 2.3 Municipal BAC Secretariat

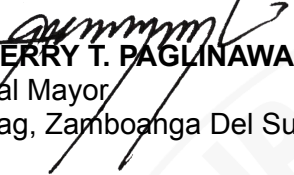
- Provide administrative support to the BAC
- Organize and make all the necessary arrangements for the BAC meeting and conference.
- Prepare minutes of meetings and resolution of the BAC
- Take custody of the procurement documents and other records

- p. Manage the sale and distribution of Bidding Documents to interested bidders
- q. Advertise and/or post bidding opportunities, including bidding documents and notice of awards
- r. Assist in managing the procurement processes
- s. Monitor procurement activities and milestones for proper reporting to relevant agencies when required
- t. Consolidate PPMPs from various units of the procuring entity to make them available for review as indicated in Section 7 of IRR
- u. Act as the central channel of communications for the BAC with end users, PMOs, other government agencies, observers and the general public.

SECTION 3. EFFECTIVITY CLAUSE.

This Executive Order shall take effect immediately upon signing hereof and shall remain in full force and effect until revoked, rescinded, amended or superseded.

Done this 6th day of January, 2026 in Dumingag, Zamboanga Del Sur.


HON. GERRY T. PAGLINAWAN
Municipal Mayor
Dumingag, Zamboanga Del Sur

