



**ADMINISTRATIVE ORDER NO. 15**  
Series of 2024

**REORGANIZING THE SECRETARIAT OF THE THE BIDS AND AWARDS COMMITTEE OF THE MUNICIPAL GOVERNMENT OF ITOGON.**

**WHEREAS**, local government units as procuring entities are mandated to establish their respective Bids and Awards Committee, BAC secretariat and Technical Working Groups to undertake all necessary activities and proceedings in accordance with the Government Procurement Reform Act relative to the procurement of goods, civil works and consultancy services;

**WHEREAS**, the Bids and Awards Committee of the municipality including its Secretariat was reorganized pursuant to Administrative Order No. 12, series of 2024 in accordance with the pertinent provisions of R. A. 9184, its 2016 Revised Implementing Rules and Regulations and related issuances;

**WHEREAS**, the recent appointment of Ms. Cherry Ann C. Carantes as Local Civil Registrar of the municipality makes it necessary to relieve her of the added duties and responsibilities as member of the BAC Secretariat to allow her to focus on executing the official duties and functions of her new position;

**WHEREAS**, the reorganization of the BAC Secretariat shall ensure continuity in the discharge of its functions in the conduct of procurement activities;

**NOW THEREFORE**, by virtue of the powers vested in me by law, I, **BERNARD S. WACLIN**, in my capacity as Municipal Mayor of the Municipality of Itogon, hereby reorganize the Secretariat of the Bids and Awards Committee as follows:

**Section 1. Composition of the BAC Secretariat.** The BAC Secretariat shall be composed of the following:

Head of the Secretariat:	MS. ROMIE ROSE B. HOLMAN
Members:	MS. ROWENA C. CARIÑO
	MS. JUDY ANN D. LACMAAN
	MR. NESTOR S. CAMADO JR.
	MR. NATHANIEL P. GABAO

**Section 2. Duties and Functions.** The duties and functions of the BAC Secretariat shall be in accordance with Section 14 of the Implementing Rules and Regulations of R.A. 9184 and such other duties and functions that may be prescribed in any succeeding issuances, rules and regulations.

**Section 3. Repealing Clause.** Section 2 of Administrative Order No. 12, series of 2024 is hereby amended. All Administrative Orders and issuances inconsistent herewith or parts hereof are deemed repealed and/or modified accordingly.

**Section 4. Effectivity.** This Administrative Order shall take effect immediately.

**DONE** this 27<sup>th</sup> day of August, 2024 at Itogon, Benguet.

**HON. BERNARD S. WACLIN**  
Municipal Mayor