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BICOL UNIVERSITY

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Office of the President

4 May 2023

ADMINISTRATIVE ORDER

No. 282 series 2023

TO: PROF. EMMA L. MACARIOLA
Assistant Professor III, BU GUINOBATAN

THRU: DR. ROCEFE DY
OIC - Dean, BU GUINOBATAN

SUBJECT: DESIGNATION AS HEAD OF THE PROCUREMENT PLANNING AND MANAGEMENT SECTION, SECRETARIAT OF THE UNIVERSITY BIDS AND AWARDS COMMITTEE FOR GOODS, EQUIPMENT, SERVICES & CONSULTING SERVICES AND INFRASTRUCTURE SERVICES AND HEAD OF THE APCPI COMMITTEE OF BICOL UNIVERSITY PROCUREMENT AND MANAGEMENT OFFICE (PrMO)

To ensure responsive, efficient, and effective delivery of services in the Procurement Management Office particularly at the Procurement Planning Section, and U-BAC Office for Goods, Services, and Consulting Services, you are hereby designated as **Head of the Procurement Planning and Management Section, Secretariat of the U-BAC for Goods, Equipment, Services, and Consulting Services, Infrastructure Services, and Head of the APCPI Committee of the BU Procurement Management Office** effective 8 May 2023 until revoked by a subsequent issuance from this Office in accordance with the Civil Service rules and regulations. As such, you perform the following duties and functions:

As Head of the Procurement Planning Section, you shall:

- (a) Provide technical assistance to the end-users in the preparation of their PPMPs.
- (b) Assist in the consolidation of the PPMP and preparation of the APP.
- (c) Assist in the consolidation of common requests from various end-users for public bidding purposes.
- (d) Coordinate with the end-user in connection with the procurement requests being processed by the office.
- (e) Assist in the monitoring of all phases of procurement process to ensure compliance with the timelines.
- (f) Assist in the initial review of requests to check compliance with documentary requirements such as PPMP, APP, CAF, etc.
- (g) Manage equipment, supplies and services requirements of the office.
- (h) Monitor utilization of each procurable item reflected on the approved APP and update incorporated procurement as provided in the approved supplemental APP.
- (i) Assist in the generation of the Procurement Monitoring Report from various cluster BACs and in the preparation of the Consolidated Procurement Monitoring Report.
- (j) Prepare the Agency Procurement Compliance Indicator Report and recommend actions on how to further improve the procurement processes of the university;
- (k) Communicate to end-users updates regarding requests.
- (l) Prepare/Update price catalogue to be distributed to the cluster BAC.
- (m) Prepare procurement calendar.
- (n) Coordinate with the TWGs in connection with the preparation and updating of specifications of goods/equipment usually procured by the university and regularly distribute the updated specifications to the various units to ensure uniformity in the preparations of the specification of commonly procured goods and services.

As Secretariat of University Bids and Awards Committee (U-BAC) for Goods, Services, Equipment, and Consulting Services, and Infrastructure Services; you shall:

- (a) Organize and make necessary arrangements for UBAC meetings and conference
- (b) Assist in the conduct of BAC meeting.
- (c) Prepare minutes of all BAC meetings and BAC resolutions
- (d) Manage the sale and distribution of bidding documents to interested bidders.
- (e) Assist in the preparation of invitation for public bidding or prepare resolutions, invitations, and canvass forms for alternative mode of procurement.
- (f) Supervise/Review the advertisement and/or posting of bidding opportunities.
- (g) Take custody of the following:

PPMP APP, bidding documents, abstract of bids as read, request for consideration, protests, notice of lowest calculated bidder, post-qualification document, summary of post qualification report, notice of post-disqualification, notice of post-qualification

As Head of the Agency Procurement Compliance and Performance Indicators (APCPI) Committee, you shall:

- (a) Take the lead in ensuring compliance of the University in the indicators of the APCPI.
- (b) Follow up compliance of all requirements of the APCPI.
- (c) Provide technical assistance to colleges and units along APCPI assessment.
- (d) Perform other related tasks that may be assigned from time to time.

These assignments entitle you to a total of nine (9) units Workload Equivalent Credit (WEC) and you shall be on accrued leave status during the duration of your designation, subject to regular assessment of your performance.

Please be guided accordingly.



BABY BOY BENJAMIN D. NEBRES III
SUC President IV

I concur:



EMMA L. MACARIOLA

Copy Furnished:
All Vice Presidents,
Deans and Directors
Heads/Chiefs of Offices
HRMDO, COA, File