



**EXECUTIVE ORDER NO. 08**  
Series of 2025

**FURTHER REORGANIZING THE BIDS AND AWARDS COMMITTEE (BAC),  
ITS SECRETARIAT AND OBSERVERS OF THE MUNICIPAL GOVERNMENT  
OF LOS BANOS**

**WHEREAS**, Republic Act No. 12009 entitled An Act Revising Republic Act No. 9184 otherwise known as the “Government Procurement Reform Act”, and For Other Purposes declared the promotion of ideals of good governance with a view towards transparency, competitiveness, accountability, public monitoring, procurement professionalization, sustainability, and value for money in government procurement;

**WHEREAS**, Article V, Sections 41 to 46, of the same law provides for the establishment of the Bids and Awards Committee, its functions, observers, procurement unit, honoraria, and professionalization of government practitioners;

**WHEREAS**, there is a need to reorganize the BAC and its Secretariat due to the change in administration as a result of the May 12, 2025 National and Local Elections;

**NOW, THEREFORE, I, NEIL ANDREW N. NOCON**, Municipal Mayor of the Municipality of Los Baños, Province of Laguna, by virtue of the powers vested in me by law, do hereby order the reorganization of the BAC, its Secretariat and Observers, to wit:

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

|                  | Principal Members   | Alternate Members                                     |
|------------------|---|---|
| Chairperson      | Atty. Virgilio A. Tiongson, Jr.<br>Municipal Administrator        | Dr. Alvin A. Isidoro<br>Municipal Health Officer      |
| Vice-Chairperson | Mr. Anatoly P. Guinto<br>Executive Assistant V/<br>Chief of Staff | Gliceria A. Trinidad<br>Designated PESO Manager       |
| Members          | Mr. Mark Anthony L. Antioquia<br>Executive Assistant III          | Ms. Karen L. Mercado<br>Designated GAD Officer        |
|                  | Ms. Twila T. Torres<br>MPDC                                       | Ms. Jona Loraine I. De Leon<br>Executive Assistant II |
|                  | Engr. Ricky R. Estopace<br>Municipal Engineer                     | Ms. Veneli A. Hermano<br>Executive Assistant I        |

**Section 2. FUNCTIONS.** The BAC shall have the following functions:

- a) Recommend to the HoPE the use of any of the modes of procurement as provided in Article IV of RA 12009;

- b) Publish and/or post the invitation to bid;
- c) Conduct pre-procurement and pre-bid conferences;
- d) Determine the eligibility of prospective bidders;
- e) Receive bids;
- f) Conduct the evaluation of bids;
- g) Undertake post-qualification proceedings;
- h) Recommend award of contracts to the HoPE or the duly authorized representative: *Provided*, That in the event the HoPE shall disapprove such recommendation, such disapproval shall be based only on valid, reasonable, and justifiable grounds to be expressed in writing, copy furnished the BAC;
- i) Recommend the imposition of sanctions in accordance with Article XXI;
- j) Prepare a procurement monitoring report that shall be approved and submitted by the HoPE to the GPPB on a semestral basis. The contents and coverage of this report shall be provided in the IRR; and
- k) Perform such other related functions as may be necessary, including the creation of a TWG from a pool of technical, financial, and/or legal experts to assist in the procurement process. The HoPE shall be informed of the creation of a TWG.

**Section 3. QUORUM.** A majority of the total BAC composition shall constitute a quorum for the transaction of business, provided that the presence of the Chairperson or Vice-Chairperson shall be required.

**Section 4. MEETINGS.** The Chairperson or, in his/her absence, the Vice-Chairperson, shall preside at all meetings of the BAC. The decision of the majority of those present at a meeting at which there is a quorum shall be valid and binding as an act of the BAC. *Provided*, however, that the Chairperson or, in his absence, the Vice-Chairperson, shall vote only in case of a tie.

**Section 5. SECRETARIAT.** The BAC Office shall serve as Secretariat to the BAC and supported by the following:

|         |                                |                                       |
|---------|--------------------------------|---------------------------------------|
| Head    | Ms. Joyce Ann Mae L. Del Valle | Acting Municipal Budget Officer       |
| Members | Ms. Althea Mae D. Deomano      | Bookbinder II<br>MPDO                 |
|         | Ms. Jemina Erika S. Valderama  | Admin Aide<br>Municipal Budget Office |

The Secretariat shall have the functions 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 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) Publish or post bidding opportunities, including Bidding Documents, and Notices of Awards;
- g) Assist in managing the procurement processes;
- h) Monitor procurement activities and milestones for proper reporting to relevant agencies when required;



- i) Consolidate PPMPs from various units of the Procuring Entity to make them available for review as indicated in Section 7 of this IRR and prepare the APP; and
- j) Act as the central channel of communications for the BAC with End User or Implementing Units, Project Management Offices (PMO), other units of the line agency, other government agencies, providers of Goods, Infrastructure Projects, and Consulting Services, Observers, and the general public.

**Section 6. OBSERVERS.** To enhance the transparency of the process in all stages of the procurement process, the following shall compose the panel of observers:

|                               |   |
|-------------------------------|---|
| Mr. Timothy Wilson C. Juliano | COA State Auditor III<br>OIC-Audit Team Leader<br>Los Banos, Laguna                         |
| Mr. Jesus Miguel V. Bunyi     | Environment Planner<br>Los Banos, Laguna  |
| Ms. Nenita G. Lapitan         | Pederasyon ng Kababaihan<br>Lingkod Bayan sa Pilipinas<br>Incorporated<br>Los Banos, Laguna |

The Observers shall have the following responsibilities:

- a) Prepare a report indicating observations on the procurement activities conducted by the BAC for submission to the HoPE, copy furnished the BAC Chairperson.
- b) Submit a report to the local government unit (LGU) and furnish a copy to the Government Procurement Policy Board and Office of the Ombudsman/Resident Ombudsman. If no report is submitted within seven (7) calendar days after each procurement activity, then it is presumed that the bidding activity conducted by the BAC followed the correct procedure; and
- c) Immediately inhibit and notify in writing the LGU of any actual or potential interest in the contract to be bid.

**Section 7. PROFESSIONALIZATION OF BAC, ITS SECRETARIAT, TWG and LGU.** The HoPE shall ensure that the BAC, its Secretariat, TWG and other relevant procurement personnel are sent to attend procurement training or capacity development program.

**Section 8. REPEALING CLAUSE.** All Orders or parts thereof inconsistency with this Executive Order is hereby repealed, amended or otherwise modified accordingly.

**Section 9. EFFECTIVITY.** This order shall take effect immediately.

**DONE** this 7<sup>th</sup> day of August, 2025 in Los Baños, Laguna

  
**HON. NEIL ANDREW N. NOCON**  
 Municipal Mayor



Republic of the Philippines  
Province of Laguna  
**Municipality of Los Baños**  
*Special Science and Nature City*

## RECORDS DEPARTMENT

3/F, Municipal Building, National Highway, Brgy. Timugan, Los Baños, Laguna, 4030  
Tel. Nos. : (049) 530 2981; 530 2952; 530 2953; 530 2818 Local: 3016



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**FURTHER REORGANIZING THE BIDS AND AWARDS COMMITTEE (BAC), ITS  
SECRETARIAT AND OBSERVES OF THE MUNICIPAL GOVERNMENT OF LOS BAÑOS**

| NO | DEPARTMENT/UNIT  | PRINTED NAME         | DATE RECEIVED | SIGNATURE |
|----|--|----------------------|---------------|-----------|
| 1  | <b>ATTY. VIRGILIO A. TIONGSON</b><br>Municipal Administrator/ Chairperson            | SITI FATIMA A. TRAJE | 8/11/25       |           |
| 2  | <b>MR. ANATOLY M. GUINTO</b><br>EA VI/ Chief of Staff/ OIC-MGSO/<br>Vice-Chairperson | ANATOLIO C. L. MARON | 8/11/25       |           |
| 3  | <b>MR. MARK ANTHONY L. ANTIOQUIA</b><br>Executive Assistant III/Member               | MARWIN               | 8/11/25       |           |
| 4  | <b>MS. TWILA T. TORRES</b><br>MPDC/Member  | berna                | 8/11/25       |           |
| 5  | <b>ENGR. RICKY R. ESTOPACE</b><br>Municipal Engineer/Member                          | Marissa M. Esguerra  | 8/11/25       |           |
| 6  | <b>DR. ALVIN A. ISIDORO</b><br>Municipal Health Officer/<br>Alternate Member         | Kath                 | 8-11-25       |           |
| 7  | <b>MS. GLICERIA A. TRINIDAD</b><br>Designated PESO Manager/<br>Alternate Member      | THELMA               | 8/11/25       |           |
| 8  | <b>MS. KAREN L. MERCADO</b><br>Designated GAD Officer/<br>Alternate Member           | Carol                | 8-11-25       |           |
| 9  | <b>MS. JONA LORAINI I. DE LEON</b><br>Executive Assistant II/ Alternate Member       | ANTONIA              | 8/11/25       |           |





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BAGONG PILIPINAS

| NO | DEPARTMENT/UNIT   | PRINTED NAME                                      | DATE RECEIVED | SIGNATURE          |
|----|---|---|---------------|--------------------|
| 10 | <b>MS. VINELI A. HERMANO</b><br>Executive Assistant I/ Alternate Member   | <i>Anthon</i>                                     | 8/11/25       | <i>[Signature]</i> |
| 11 | <b>MS. JOYCE ANN MAE L. DEL VALLE</b><br>Acting Municipal Budget Officer<br>Head Secretariat  | JEMINA ERIKA<br>S. VALDERAMA                      | 8/11/25       | <i>[Signature]</i> |
| 12 | <b>MS. ALTHEA MAE D. DEOMANO</b><br>Bookbinder II/ Member Secretariat   | <i>Althea Mae Deoman</i>                          | 8/11/25       | <i>[Signature]</i> |
| 13 | <b>MS. JEMINA ERIKA S. VALDERAMA</b><br>Admin-Aide/ Member Secretariat  | <i>[Signature]</i><br>JEMINA ERIKA S<br>VALDERAMA | 8/11/25       | <i>[Signature]</i> |
| 14 | <b>MR. TIMOTHY WILSON C. JULIANO</b><br>COA State Auditor II/OIC -Audit Team<br>Leader Los Baños, Laguna/ Observer                          | <i>[Signature]</i><br>ERIC ALMARTU                | 8/11/25       | <i>[Signature]</i> |
| 15 | <b>MR. JESUS MIGUEL V. BUNYI</b><br>Environmental Planner Los Baños<br>Laguna/ Observer   | <i>[Signature]</i><br>JONAH HERNANDEZ<br>DE LUNA  | 8/13/25       | <i>[Signature]</i> |
| 16 | <b>MS. NENITA G. LAPITAN</b><br>PWD Federation President Secretary<br>General/ Pederasyon ng Kababaihan<br>Lingkod Bayan sa Pilipinas, Inc. | NENITA<br>LAPITAN                                 | 8/13/2025     | <i>[Signature]</i> |
|    |   |   |               |                    |