



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

OFFICE OF THE MAYOR

3/F, Municipal Building, National Highway, Brgy. Timugan, Los Baños, Laguna, 4030
Tel. Nos. : (049) 530 2981; 530 2952; 530 2953; 530 2818 Local: 3003 or 3004
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EXECUTIVE ORDER NO. 06

Series of 2025

**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. Tiongan, Jr. Municipal Administrator	Dr. Alvin A. Isidoro Municipal Health Officer
Vice-Chairperson	Mr. Anatoly P. Guinto Executive Assistant V/ Chief of Staff	Glicerio A. Trinidad Designated PESO Manager
Members	Mr. Mark Anthony L. Antioquia Executive Assistant III	Ms. Karen L. Mercado Designated GAD Officer
	Ms. Twila T. Torres MPDC	Ms. Lou Andie D. Reyes Planning Officer III
	Engr. Ricky R. Estopace Municipal Engineer	Ms. Jenette M. Palisoc Acting Civil Registrar

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

- 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. Jona Loraine I. De Leon Ms. Veneli A. Hermano	Executive Assistant II Executive Assistant I

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:

Ms. Joehharra P. Dueñas	COA State Auditor II
Mr. Jesus Miguel V. Bunyi	Environment Planner
Ms. Nenita G. Lapitan	Pederasyon ng Kababaihan Lingkod Bayan sa Pilipinas Incorporated

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 7. EFFECTIVITY. This order shall take effect immediately.

DONE this 15th day of July, 2025 in Los Baños, Laguna


HON. NEIL ANDREW N. NOCON
Municipal Mayor



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SECRETARIAT AND OBSERVERS OF THE MUNICIPAL GOVERNMENT
OF LOS BAÑOS**

NO	DEPARTMENT/UNIT	PRINTED NAME	DATE RECEIVED	SIGNATURE
1	OFFICE OF THE MAYOR	ANTONIO L. MARINO	7-17-25	
2	ATTY. VIRGILIO TIONGSON, JR. Municipal Administrators Office	Chew	7-17-25	
3	MR. ANATOLY P. GUINTO Chief of staff	Bent	7-17-25	
4	MR. MARK ANTHONY L. ANTIOQUIA Executive Assistant III (PEOPLE CENTER)	Mark	7-17-25	
5	MS. TWILA T. TORRES MPDO	Twila	7-17-25	
6	ENGR. RICKY R. ESTOPACE Municipal Engineer	MANIE	7/17/25	
7	DR. ALVIN A. ISIDORO Municipal Health Officer	Kate	7-18-25	
8	MS. GLICERIA A. TRINIDAD Designated PESO Manager	GERALD	7-17-25	
9	MS. KAREN L. MERCADO Designated -GAD Officer	Joy	7-17-25	



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NO	DEPARTMENT/UNIT	PRINTED NAME	DATE RECEIVED	SIGNATURE
10	MS. LOU ANDIE D. REYES Planning Officer III	bens	7/17/25	
11	MS. JANETTE M. PALISOC Acting Civil Registrar	JHw	7/17/25	
12	MS. JOYCE ANN MAE L. DEL VALLE Acting Municipal Budget Officer	Emy	7/17/25	
13	MS. JONA LORAIN I. DE LEON Executive Assistant II	Pat	7-17-25	
14	MS. VENELI A. HERMANO Executive Assistant I	Bur	7-17-25	
15	MS. JOEHARRA P. DUEÑAS COA State Auditor II	ERIC ALMAGRO 7-17-25		
16				
17	MR. JESUS MIGUEL V. BUNYI Environmental Planner	NOTE: RETIRRED AT LAPO LIVING AT STA. ROSA		
18	MS. NENITA G. LAPITAN Pederasyon ng Kanbabaihan Lingkod Bayan sa Pilipinas Incorporated	NENITA	7.19.25	