



Republic of the Philippines  
Department of Environment and Natural Resources  
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929-70-41 to 43

**SPECIAL ORDER**  
No. 2002- 1097

DEC 09 2002

**SUBJECT : RECONSTITUTION OF THE BIDS AND AWARDS COMMITTEE (BAC) FOR REGULAR OPERATIONS**

In the interest of the service and in line with Executive Order No. 40, Series of 2001 and its Implementing Rules and Regulations, the Bids and Awards Committee (BAC) for regular operations is hereby reconstituted, to wit:

Chairperson : The Assistant Secretary  
Legislative Affairs

Co-chairperson : The Undersecretary  
ENR Legal, Lands & International Affairs

Members : The Director  
Finance and Management Services

The Director  
Administrative Service

The Representative  
End User

The committee shall invite the following representatives as observers to monitor the proceedings, namely:

Observers : The Representative  
Commission on Audit

The Representative  
End User/NGO

The committee shall likewise be assisted by a secretariat to act as its main support unit to be composed as follows:

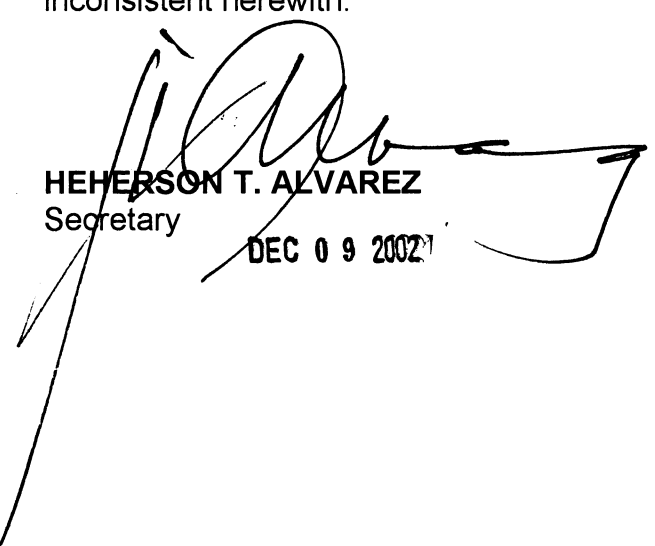
Head Secretariat : Mr. Celso Bautista - General Services Division

Members : Ms. Wilma Sabado - Legislative Affairs Office  
Ms. Francia Molina - Head Executive Assistant Office  
Mr. Melvin Seron - Legal Affairs Office  
Ms. Fe Evelyn Rigor - Management Division Office  
Ms. Estela Valdez - Management Division Office  
Ms. Carina Labastilla - Head Executive Assistant Office

The Department's General Services Division (GSD) is hereby directed/instructed to forward all requisition and issue vouchers (RIVs) to the committee for proper checking or verification of appropriate specifications of goods and services prior to the preparation of canvass/bid form. After the awarding of bids, the documents shall be returned to the GSD for preparation of purchase orders, job orders, or contracts and for record keeping purposes.

Expenses that will be incurred by the committee, in the exercise of its functions, shall be charged to the DENR funds subject to the usual accounting and auditing rules and regulations.

This order shall take effect immediately and supersede all previous issuances inconsistent herewith.



HEHERSON T. ALVAREZ  
Secretary

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