



REPUBLIC OF THE PHILIPPINES  
PROVINCE OF PANGASINAN  
**MUNICIPALITY OF CALASIAO**

**EXECUTIVE ORDER NO. 24**  
*Series of 2025*

**RECONSTITUTING THE BIDS AND AWARDS COMMITTEE  
OF THE MUNICIPALITY OF CALASIAO, PANGASINAN**

**WHEREAS**, due to the resignation of **Engr. Arturo B. Gaspar** as BAC Vice Chairperson, there is a need to appoint a replacement for the said vacant position in order to enable the Municipal Government to procure necessary goods, services and materials for its operation;

**WHEREAS**, the foregoing necessitates the reconstitution of the BAC;

**NOW THEREFORE**, I, **KEVIN ROY Q. MACANLALAY**, Municipal Mayor of Calasiao, Pangasinan by virtue of the powers vested in me by law do hereby reconstitute the Bids and Awards Committee (BAC) and BAC Secretariat, and hereby order the following:

**Section 1. COMPOSITION AND MEMBERSHIP.** The Bids and Awards Committee shall be composed of the following to wit:

**Chairperson:** **ENGR. EDWIN P. TIGNO**  
**Municipal Engineer**

**Vice Chairperson :** **ENGR. EVELYN C. SIAPNO**  
**Municipal Planning and Development Coordinator**

**Members :** **MARIA VICTORIA P. DEL ROSARIO**  
**Senior Market Supervisor V**

**LETICIA L. GARCIA**  
**Municipal Budget Officer**

**ROMALYNE Q. MACANLALAY**  
**Municipal Administrator**

**Section 2. COMPOSITION OF BAC SECRETARIAT.** The BAC Secretariat shall be composed of the following:

**Head, BAC Secretariat :** **ENGR. EDWARD LAFORTEZA**

**Members :** **Shirven C. Bacani**  
**Administrative Officer I**

**Sheila S. Balagso**  
**Administrative Aide I**



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**Section 3. TERM OF OFFICE.** - The members of the BAC and BAC Secretariat shall have a fixed term of one (1) year reckoned from the date of appointment, unless sooner removed for a cause, renewable at the discretion of the Head of the Procuring Entity (HOPE). Upon expiration of their term, they shall continue to exercise their functions until new BAC members are designated.

**Section 4. POWERS, FUNCTION AND DUTIES.** – The Duties and Functions of the Bids and Awards Committee (BAC) and the BAC Secretariat shall be accordance with Section 12 and Section 14 of 2016 Revised IRR of R.A 9184 and other pertinent provisions thereof.

**Section 5. MEETINGS** – The Chairman or, in his absence, the Vice-Chairman, shall preside at all meetings of the BAC. The decision of at least a majority of those present at a meeting at which there is a quorum shall be valid and binding as an of the BAC; Provided, however, that the Chairman or, in his absence, the Vice Chairman, shall vote only in case of tie.

**Section 6. OBSERVERS** – To enhance the transparency of the process, the BACs shall, in all stages of the procurement process, invite, in addition to the representative of the Commission on Audit (COA). at least two (2) observers, who shall be present and sit in its proceedings, one (1) from a duly recognized private group in a sector or discipline relevant to the procurement at hand, and the other form of a non- government organization (NGO); Provided, however, that they do not have any direct or indirect interest in the contract to be bid;

**Section 7. ADOPTION OF REVISED IRR OF RA 9184.** – All rules as far as practicable that can be applied to Local Government procurement process as provided for in R.A. 9184 and its implementing rules and regulations are hereby adopted accordingly.

**Section 8. REPEALING CLAUSE.** – All Executive Orders and other issuances or parts thereof inconsistent with this ORDER are hereby repealed, modified or amended accordingly. This ORDER shall take effect immediately.

Done this 18<sup>th</sup> of February 2025 at the Municipal Hall, Calasiao, Pangasinan.

**HON. KEVIN ROY Q. MACANLALAY**  
*Municipal Mayor*