



25 November 2020

MEMORANDUM NO. 467

Series of 2020

T O: Prof. Ma. Cecilia L. Tarroza

R E: Designation as BAC Secretariat, VSU Isabel Campus

By virtue of the authority vested in me by the VSU Board of Regents, you are hereby designated as Head, BAC Secretariat, VSU-Isabel Campus effective immediately until December 31, 2020 or unless sooner revoked or terminated by higher authorities.

As Head of the BAC Secretariat your duties are as follows:

1. Spearhead in organizing and making necessary arrangements for BAC meetings and conferences;
2. Take custody of procurement documents and other records;
3. Manage the sale and distribution of Bidding Documents to interested bidders;
4. Spearhead in advertising and/or posting bidding opportunities, including Bidding Documents, and notices of awards;
5. Manage the procurement processes;
6. Lead in the monitoring of procurement activities and milestones for proper reporting to relevant agencies when required;
7. Spearhead in consolidating Project Procurement Plans (PPMPs) from various units of the procuring entity into one (1) APP with the assistance of the Procurement Planning and Management Section, as necessary and make them available for review;
8. Act as the central channel of communications for the BAC with end users, project management office/s, providers of goods, infrastructure projects, and consulting services, observers and the general public.

Likewise, for your guidance the following are the duties of the BAC Secretariat:

1. Provides secretariat services to the BAC;
2. Provide administrative support to the BAC;
3. Organize and make necessary arrangements for BAC meetings and conferences;
4. Prepare minutes of meetings and resolution of the BAC;
5. Take custody of procurement documents and other records;
6. Manage the sale and distribution of Bidding Documents to interested bidders;
7. Advertise and/or post bidding opportunities, including Bidding Documents, and notices of awards;
8. Assist in managing the procurement processes;
9. Monitor procurement activities and milestones for proper reporting to relevant agencies when required;

10. Consolidate Project Procurement Plans (PPMPs) from various units of the procuring entity into one (1) APP with the assistance of the Procurement Planning and Management Section, as necessary and make them available for review;
11. Act as the central channel of communications for the BAC with end users, project management office/s, providers of goods, infrastructure projects, and consulting services, observers and the general public.

Moreover, you are entitled to the privileges granted and the responsibilities attached to the position subject to pertinent policies.

Please be guided accordingly.


EDGARDO E. TULIN
President

cc: VSU Isabel Campus
OVPAF
OVPPRGAS
OVPA
OVPREI
OUS
Deans
Directors
SPPMO
PRPEO/ODAHRD
FMO/Budget
Accounting
COA
Cash
Records, VSU Isabel
Records, VSU Main
File