



VISAYAS STATE COLLEGE OF AGRICULTURE

Baybay, Leyte, Philippines

Office of the President

03 January 2000

MEMORANDUM NO. 9

Series of 2000

T O:	Dr. Nerelito P. Pascual	- Chairman
	Dr. Rebecca Santiago	- Member
	Dr. Margarito Escalante	- Member
	Dr. Justiniano Seroy	- Member
	Engr. Nestor Israel	- Member
	Engr. Augusto Fernandez	- Member
	Ms. Lourdes B. Cano	- Executive Officer and Secretary

R E: **Reconstitution of the Membership in the ViSCA Prequalification, Bids and Awards Committee (PBAC)**

By virtue of the authority vested in me by the ViSCA Board of Trustees, you are hereby designated Chairman and members of the PBAC effective immediately until 31 December 2000, unless sooner terminated by the appointing authority without prejudice to reappointment.

The functions of this committee are as follows:

1. To screen, if needed, prospective bidders and conduct conference of prospective bidders prior to the bidding process;
2. To execute and/or take actions needed to undertake pre-qualification, pre-bidding and bidding sessions in coordination with proper ViSCA units;
3. To conduct public biddings on the construction of infrastructure projects;
4. To recommend to the ViSCA President awards to bidders tendering the bids most advantageous to the College; and
5. To finalize all contract documents for the award of the project through the Office of the President.

The committee is hereby directed to follow the following procedural steps:

1. Any member of the committee who cannot participate in any scheduled bidding or opening of bids shall inform the Chairman in advance. The concerned member and/or the Chairman shall nominate a substitute for approval by the ViSCA President and/or her representative.
2. In case the Chairman cannot preside over any session of the Committee, the Executive Officer shall take over as Chairman.
3. A representative of the Internal Control Unit (ICU) and the Commission on Audit (COA) shall be invited through their respective heads in all sessions of the Committee.

This Order supercedes all orders/memoranda issued earlier on the same subject.

For your information and guidance.



PACIENCIA P. MILAN

President

CC: OVPA
OVPAA
OAA
Engr. E. Sudaria
Records
File