



SPECIAL ORDER

No. 935
Series of 2019

SUBJECT: AUTHORITY TO CONDUCT SERIES OF EVENTS BY THE BIDS AND AWARDS COMMITTEE (BAC) THROUGH PROCUREMENT DIVISION

In the exigency of service and to capacitate procurement actors of this Department including the Regional Field Offices (RFOs), authority is hereby granted to concerned personnel to attend the following activities:

A.) "Seminar Workshop on the Updates of the DA Procurement Manual and In-house Evaluation of Procurement Requirements by the Technical Working Group"

PARTICIPANTS	DATE	VENUE	NUMBER OF PARTICIPANTS
DA Central Office	November 04-08, 2019	Baguio City, Cordillera Administrative Region (CAR)	135

B.) "Department - Wide Consultation Seminar On the Revised DA Procurement Manual and Presentation of the DA Procurement Monitoring System"

PARTICIPANTS	DATE	VENUE	NUMBER OF PARTICIPANTS
LUZON- A CLUSTER DA CAR RFO I RFO II RFO III	November 12-15, 2019	Region III	70
LUZON - B CLUSTER RFO IV-A RFO IV-B RFO V	November 19-22, 2019	Region IV-A	63
VISAYAS CLUSTER RFO VI RFO VII RFO VIII	November 26-29, 2019	Region VI	63
MINDANAO CLUSTER RFO IX RFO X RFO XI RFO XII RFO XIII (CARAGA)	December 03-06, 2019	Region XI	77

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The participants to the said activities are as follows:

A.) For the **“Seminar Workshop on the Updates of the DA Procurement Manual and In-house Evaluation of Procurement Requirements by the Technical Working Group”**:

PARTICIPANTS	No. of Pax
Division Chiefs/Permanent (Plantilla Position) Procurement Coordinators	80
Bids and Awards Committee Members including Provisional Members	8
Technical Working Group	9
Procurement Division Personnel	13
Representatives from Budget Division	2
Representatives from Legal Service	2
Representatives from the Office of Administrative Service	2
Representatives from Accounting Division	2
Representatives from the Office of the Undersecretary for Administration	2
Representatives from the Office of the Secretary	3
Representatives from COA	2
Representatives from the Office of the Director for Finance and Management Service	2
BAFS – Office of the Director	2
Support Staff	6
TOTAL	135

B.) **“Department - Wide Consultation Seminar On the Revised DA Procurement Manual and Presentation of the DA Procurement Monitoring System”**

PARTICIPANTS FROM EACH REGION	LUZON A CLUSTER	LUZON B CLUSTER	VISAYAS CLUSTER	MINDANAO CLUSTER
BAC Chairperson (1)	4	3	3	5
BAC Vice Chairperson (1)	4	3	3	5
BAC Secretariat Chairperson (1)	4	3	3	5
Representative from ICTS (1)	4	3	3	5
Representative from the Administrative and Finance Section (2)	8	6	6	10

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Representative from the Office of the Director (1)	4	3	3	5
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PARTICIPANTS FROM DA-CENTRAL OFFICE				
Representatives from Information and Communications Technology Service			2	
Representatives from the Office of the Secretary			2	
Representatives from the Legal Service			3	
Representatives from Management Division			3	
Representatives from Budget Division			3	
Representatives from Accounting Division			3	
Representatives from General Services Division			3	
Representatives from the Office of Administrative Service			3	
Representatives from the Office of the Undersecretary for Administration			2	
DA Central Office' Procurement Division Personnel			8	
Support Staff			10	
TOTAL NO. OF PARTICIPANTS FOR EACH CLUSTER	70	63	63	77

The expenses to be incurred for the travelling expenses, lease of venue, food and accommodation, transportation, and supplies and materials for the workshop shall be charged against the DA OSEC and BAFS Regular Funds, while the travelling and transportation expenses to be incurred by the participants from the regional field offices shall be charged to their respective Offices subject to the availability of funds and the usual government accounting and auditing rules and regulations.

Done this 31 day of October 2019.

APPROVED/DISAPPROVED:

William D. Dar
WILLIAM D. DAR, Ph.D.
 Acting Secretary

DEPARTMENT OF AGRICULTURE
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