



Republic of the Philippines
OFFICE OF THE SECRETARY
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SPECIAL ORDER

No. 1103
Series of 2023

SUBJECT: DESIGNATION OF MR. RITCHIE S. ESPIRITU AS END-USER OF THE GENERAL SERVICES DIVISION (GSD)

In the exigency of service and in view of the designation of Mr. Ronald C. Pamittan, Chief, GSD, as Provisional Member of the Bids and Awards Committee (BAC) - 1 per Special Order No. 413, Series of 2023, MR. RITCHIE S. ESPIRITU is hereby designated as END - USER OF THE GSD.

As such, he shall perform the duties and responsibilities inherent to the designation in concurrent capacity as Administrative Office IV, GSD and other designations. As End-User of the Division, he is authorized to sign on the following:

1. Procurement Request/Procurement Request Action Slip (PR/PRAS);
2. Cancellation and Amendment/Modification of PR/PRAS;
3. Terms of Reference (ToR);
4. Cancellation and Amendment/Modification of ToR;
5. Bid Documents and Supplemental Bid Documents;
6. Abstract of Bids;
7. Bids and Awards Committee Resolutions;
8. Vouchers and other procurement related documents;

This Order shall take effect immediately and shall remain in force unless revoked in writing. All orders, memoranda, and issuances inconsistent herewith are deemed revoked.

Done this 8th day of September 2023.

DOMINGO F. PANGANIBAN
Senior Undersecretary



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