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DA-CO-AS-SO20230915-00206

**SPECIAL ORDER**

NO. 1256

Series of 2023

**SUBJECT : AMENDMENT TO SPECIAL ORDER NO. 413, SERIES OF 2023 RE: CREATION OF BIDS AND AWARDS COMMITTEE - 1, BIDS AND AWARDS COMMITTEE - 2, SECRETARIAT AND TECHNICAL WORKING GROUP AT THE DEPARTMENT OF AGRICULTURE - CENTRAL OFFICE**

In the exigency of service and in view of the resignation of the Chairperson and Vice-Chairperson from the Technical Working Group (TWG) for Bids and Awards Committees 1 and 2, Item III of Special Order (SO) No. 413, Series of 2023 is hereby amended. The composition of the Technical Working Group for BAC 1 and 2 is to read as follows:

**III. THE TECHNICAL WORKING GROUP (TWG) FOR BAC 1 AND 2**

**A. COMPOSITION**

**1. Technical Working Group**

Chairperson: **Engr. TEDDY T. CASUCOG**  
Officer-in-Charge, Network Operations  
Management Division

Vice-Chairperson: **Ms. SUSAN L. DEL ROSARIO**  
Chief, Records Division

Pool of Members: **Atty. ABRAHAM. P. GUIAO**  
Chief, Research and Regulations Division

**Ms. ROSEMARIE Z. GO**  
Personnel Division

**Mr. JACKY MARN G. HORTALEZA**  
Network Operations Management Division

**Ms. CLAIRE ADELENE F. ABENGOZA**  
Litigation and Adjudication Division

**Ms. DAVIELYNE B. TORRES**  
Research and Regulations Division

**Ms. GENALYN T. ANDRES**  
Food Development Center

**Ms. JORILYN A. ROSALES**  
General Services Division

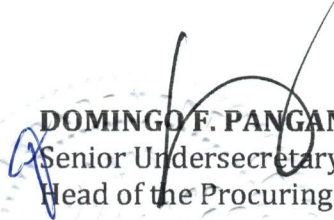
**Mr. ELVIN RAY C. SABULARSE**  
Accounting Division

## **B. RESPONSIBILITIES OF THE TWG**

1. Assist the BAC and the Secretariat in the preparation of the bidding documents ensuring that the same properly reflects the requirements of the Procuring Entity;
2. Assist the BAC in the evaluation of Bids submitted in the public biddings, direct contracts and repeat orders, shopping and for negotiated procurement;
3. Assist the BAC in the conduct of eligibility screening of prospective bidders and in short-listing of prospective bidders, in case of bidding for consulting services;
4. Prepare evaluation reports for consideration and approval of the BAC;
5. Assist the BAC in the conduct of post-qualification activities and prepares the post-qualification summary report for the BAC's approval;
6. Assist the BAC and the Secretariat in the preparation of the resolution recommending the award, with regard to the technical aspect, if necessary;
7. Provide utmost priority to BAC assignments over all other duties and responsibilities, until the requirements for the procurement at hand are completed and shall perform jury duty when so required; and
8. All duties and responsibilities as prescribed are considered as jury duty.

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 4<sup>th</sup> day of October, 2023.

  
**DOMINGO F. PANGANIBAN**  
Senior Undersecretary  
Head of the Procuring Entity (HoPE)

