

Republic of the Philippines
Department of Health
CORDILLERA ADMINISTRATIVE REGIONAL OFFICE
Baguio City

May 26, 2015

DOH-CAR PERSONNEL ORDER
NO. 2015- 645

SUBJECT: Rescission of DOH-CAR Personnel Order No. 2014-0510 and Creating a New Pool of Canvassers for Alternative Modes of Procurement

To sustain and effect further improvement in procurement process for alternative modes of procurement, a new pool of canvassers is hereby created as follows, to handle goods, civil works-related materials and consulting services:

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|-----------------------------------|----------------------------------|
| 1. Mr. Anthony Baigen | Medical Technologist II |
| 2. Ms. Cherrie Caluza | Nurse III |
| 3. Ms. Jeri Capuyan | Nurse III |
| 4. Ms. Mary Joyce Pojas | Health Program Researcher |
| 5. Ms. Anna Elaine Cayad-an | Health Program Researcher |
| 6. Mr. Roy Fiaching | Medical Technologist IV |
| 7. Mr. Roldan Liwaliw | Medical Technologist II |
| 8. Mr. Clint Gil Ildefonso | Senior Health Program Researcher |
| 9. Mr. Leonard Royce Guerrero | Statistician II |
| 10. Ms. Victoria Malicdan | Nurse III |
| 11. Mr. Ronel Joen Marquez | Administrative Assistant V |
| 12. Ms. Christine Dirige | Statistician II |
| 13. Ms. Clarita L. Kimmakim | Administrative Officer IV |
| 14. Ms. Noeline Rovels Lardizabal | Dorm Manager I |
| 15. Ms. Marah Esther Bantales | Administrative Aide VI |
| 16. Mr. Manuel Olarte | Licensing Officer II |
| 17. Ms. Maritez Felizco | Licensing Officer II |
| 18. Ms. Charisse Teodely Apelado | Administrative Assistant III |

The above pool of canvassers shall be supervised and deployed on a "decking basis" by the Head, BAC Secretariat, Ms. Felina S. Carlos. As such, any of the above may be assigned by Ms. Carlos to canvass any Request for Quotation (RFQ) for goods and services.

The Administrative Officers (AOs) per Provincial DOH Office to be supervised and deployed by the DMO V, shall canvass the Purchase Request (1) their PRs (2) PRs for DOH-CAR activities to be conducted in their respective provinces namely:

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|----------------------------------------------------------------|----------------|
| 1. Mr. Felix Damian/Ms. Agnes Casia as alternate | - Abra |
| 2. Ms. Cynthia Dangawen/Dr. Mercy Calpito as alternate | - Benguet |
| 3. Ms. Sharon Dulnuan/Ms. Agustina Noces as alternate | - Ifugao |
| 4. Ms. Norma Bunaton/Dr. Bernadette Andaya as alternate | - Kalinga |
| 5. Ms. Jessica Laoyan/Dr. Andrew Martin as alternate | - Apayao |
| 6. Ms. Alfaretta Tudlong/Ms. Judith Louise Dao-as as alternate | - Mt. Province |

As canvassers, they shall have the following specific functions, in addition to their regular duties:

1. Do personal canvass of goods and other services based on the Request for Quotation (RFQ) from accredited suppliers with PhilGEPS Registration or duly registered with the Bureau of Internal Revenue.
2. Advise the suppliers to fill up the RFQ properly and any entries therein to be legibly written, like TIN, VAT or Non-VAT, etc.
3. Explain to the supplier that the price should be inclusive of any taxes and purchase items are to be paid on a "CHARGE" basis. Cash on Delivery (COD) terms is discouraged as per COA rules and regulations. Hence, do not canvass from suppliers offering C.O.D.
4. If the PR is meeting the one-month lead time before activity is conducted, submit a duly filled up RFQ to beat the deadline, canvasser may send via email to ptcordillera@yahoo.com and send the original copies of RFQ to the PT Office within the fourteen (14) working days.

4.A For DOH-based canvassers

4.A.1 Ten (10) working days if goods/services is needed within the DOH-CAR

proper and Benguet

For PRs not meeting the one-month lead time from date of approval to first day of conduct of activity, the Head BAC Secretariat, Ms. Carlos shall identify the date when to submit the filled and sealed RFQ from the supplier.


4.B for PDOHO-based canvassers

4.B.1 Fourteen (14) working days for the other five (5) provinces

5. In instances indicated in No. 4 above, if the RFQ is not submitted to the PT Office within the specified date, the concerned canvasser shall submit a written explanation to the Regional Director, attention BAC Chairperson, to be evaluated and dealt with accordingly.
6. Follow up Abstract of Canvass/Bid and other documents and ensure fast and timely processing of these documents
7. Assign utmost priority (JURY DUTY) to these assignments until procurement is completed.

Under this Order, the canvasser may reimburse actual transportation expenses during the process using the Appendix A (of the TEV) indicating therein the RFQ number being canvassed, or may use any available service vehicle for the purpose. They shall obtain signature from suppliers as evidence of their appearance at the establishment.

This Order supersedes all issuances related thereto and shall take effect immediately.


AMELITA M. PANGILINAN, MD, MPH
Director III
Officer-in-Charge



August 12, 2015


DOH CAR PERSONNEL ORDER
No. 2015 - 645-A

SUBJECT: Amendment of DOH-CAR Personnel Order (DCPO) No. 2015-645 dated May 26, 2015 re: Rescission of DCPO No. 2014-0510 and Creating a New Pool of Canvassers for Alternative Modes of Procurement

In view of the request of the Local Health Support Division Chief, Dr. Ma. Luisa L. Paran to have one (1) canvasser per cluster only, DOH-CAR Personnel Order (DCPO) No. 2015-645 dated May 26, 2015 re: Rescission of DCPO No. 2014-0510 and Creating a New Pool of Canvassers for Alternative Modes of Procurement is hereby amended such that the following canvassers shall be excluded from the pool of canvassers:

1. Ms. Cherrie Caluza - HSPO, Child and Adolescent Health Cluster
2. Mr. Clint Gil Idefonso - HSPO, Infectious Disease Control Cluster
3. Mr. Roy Fiaching - Med Tech IV, Infectious Disease Control Cluster

All other provisions of DOH-CAR Personnel Order No. 2015-645 shall remain in effect.


AMELITA M. PANGILINAN, MD.,MPH
Director III
Officer-in Charge



The round metal gong of the Cordillera known locally as "gangsa" is a symbol of the upland people's culture that has been passed on from generations to another.

The profile of a person blowing a "tanggayub" represents a community being called for an important matter or action.

The lines that shape the mountains, the rice terraces, clouds and rivers symbolize the connectivity and flow of human interaction in a geographic area such as the Cordillera.

All the symbols combined represent unity and harmony of its people with culture and environment in beating the gong for self determination.