



April 22, 2015

**DOH-CAR PERSONNEL ORDER**

**NO. 2015- 467**

**SUBJECT: Rescission of CHD-CAR Personnel Order No. 2013-0597 dated June 7, 2013 and Reconstituting a Special BAC Secretariat to the DOH CAR BAC to handle Health Facilities Enhancement Program (HFEP) procurement process.**

In the exigency of service and considering the volume of regular procurement transactions of the Office which are already being handled/shall be handled by the regular BAC Secretariat, there is need to reconstitute a Special Secretariat to the BAC for HFEP only with the anticipated forthcoming HFEP funds and projects. This shall be composed of the following, in addition to their regular duties and functions:

<b>Head Secretariat (HFEP only)</b>	<b>:</b>	<b>Ms. Emily Quines</b> Nurse V
<b>Members</b>	<b>:</b>	<b>Mr. Anthony Baigen</b> Medical Technologist II
		<b>Ms. Martha Bania-ao</b> Legal Assistant II
		<b>Ms. Christine Dirige</b> Statistician II

This Special Secretariat to the BAC for HFEP shall have the following functions and responsibilities:

1. Provide administrative support to the DOH-CAR BAC.
2. Organize and make all necessary arrangements for the BAC meetings.
3. Attend BAC meetings for HFEP concerns as Secretary.
4. Prepare minutes of meetings and resolutions of the BAC.
5. Take custody of the procurement documents and other records.
6. Manage the sale and distribution of bidding documents to interested bidders.
7. Advertise and/or post bidding opportunities, including bidding documents and notices of awards.
8. Assist the BAC in managing the procurements processes.
9. Monitor procurement activities and milestones for proper reporting to relevant agencies where required.



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 "tangguyub" 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.



REPUBLIC OF THE PHILIPPINES  
DEPARTMENT OF HEALTH  
**Cordillera Administrative Regional Office**



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10. Make arrangements for the procurement and pre-bid conference and bid openings.
11. Consolidate PMPs from various units/offices/LGUs and make this available for review.
12. Act as central channel of communications for the DOH CAR BAC for HFEP with end-users, PMOs, other units of the line agency, other government agencies, providers of goods, infrastructure projects, observers and the general public.

As Special Secretariat to the BAC for HFEP and in order to expedite the procurement process, they shall give utmost priority to BAC assignments over all other duties and responsibilities until the requirements for the said assignments at hand are completed.

Under this Order, any expenses incurred in the discharge of their functions shall be charged against any available funds of the DOH CAR, subject to the usual accounting and auditing rules and regulations.

All other issuances inconsistent herewith are deemed superseded and rescinded.

This Order shall take effect immediately.

  
**VALERIANO JESUS V. LOPEZ, MD, MHA, MPH, CESO IV**  
Director IV



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