



DEPARTMENT ORDER NO. DO2024-09-0011 *en*

RECONSTITUTING THE BIDS AND AWARDS COMMITTEE (BAC) OF THE DEPARTMENT OF ENERGY (DOE) FOR MAIN AND FIELD OFFICES

Pursuant to Article V of Republic Act (RA) No. 9184 (Government Procurement Reform Act) and Rule V of the 2016 Revised Implementing Rules and Regulations (2016 Revised IRR) as of 03 July 2023, the BAC of the DOE, its Secretariat and Technical Working Group (TWG) are hereby further reconstituted, as follows:

A. DOE – BAC Main Office

Name of Official	Designation
BAC Members	
Undersecretary Giovanni Carlo J. Bacordo	Chairperson
Assistant Secretary Mario C. Marasigan, CESO III	Vice Chairperson
Director Arthus T. Tenazas, CESO IV Office of the Secretary (OSEC)	Alternate Vice-Chairperson/Member
Director Augustus Cesar A. Navarro Financial Services (FS)	Member
Assistant Director Rodela I. Romero Oil Industry Management Bureau (OIMB)	
Director Patrick T. Aquino, CESO III Energy Utilization Management Bureau (EUMB)	Alternate to Any Member
BAC Technical Working Group (BAC-TWG)	
Director Amelia M. De Guzman, CESO IV Energy Research Testing and Laboratory Services (ERTLS)	Head
OIC Director Myra Fiera R. Roa Legal Services (LS)	Assistant Head
Atty. Dexter John C. Suyat OIC Division Chief Power Legal Services Division, LS	Member
Grace T. Punzalan Administrative Assistant (AA) III Renewable Energy Legal Services Division, LS	
Maria Theresa H. Covell Executive Assistant (EA) I, ERTLS	
Beverly Syvel Elcamel AA I, ERTLS	

Name of Official	Designation
Ryan S. Domasig OIC Division Chief, Budget Division (BD), FS	Member
Leilani B. Bañit Administrative Officer (AO) V, BD-FS	
Jimwel B. Balunday Chief SRS Energy Efficiency and Conservation Public Sector Management Division (EPSMD), EUMB	
Anabel M. Elmaga Senior SRS, EPSMD-EUMB	
Steven Ivan G. Caiña Senior SRS Energy Efficiency and Conservation Performance Regulation and Enforcement Division (EPRED), EUMB	
Gregorio E. Iyo, Jr. Information Technology Officer I Information Technology Division (ITD) Information Technology and Management Services (ITMS)	
Lariz A. De Chavez EA I, ITMS	
Kathleen T. Regala Supervising AO Human Resource Management Division (HRMD) Administrative Services (AS)	
Kathleen Jane B. Dado Senior Science Research Specialist (SRS) Oil Industry Competition and Monitoring Division (OICMD), OIMB	
Daisy B. Cruz SRS II Planning Division (PD) Energy Policy and Planning Bureau (EPPB)	
Roy J. Ladublan Supervising AO General Services Division (GSD), AS	
BAC Secretariat	
Director Elisa B. Morales AS	Head
Jaymee Joy A. Deogracias AO III Procurement Management Division (PMD), AS	Assistant Head
Lovely Jean S. Domingo Senior Administrative Assistant (SADAS) V, OSEC	Member
Zenaida B. Cruz EA IV Office of Undersecretary (GCJB)	
Jerald D. Candolesas SADAS III Office of the Undersecretary (FWBF)	

Name of Official	Designation
Andre Nicole I. Osdon EA I, AS	
Harold F. Villaluz AO V Treasury Division (TD), AS	
Israel B. Santos Supervising AO, HRMD-AS	
Ric Jason G. Villanueva AO V, GSD-AS	
Anna Maria T. Reposar Information Technology Officer I, ISD-ITMS	
Marchan Rey H. Armario SRS II Information and Data Management Division (IDMD), ITMS	
Rhodalyne P. De Guzman EA I, LS	
Carla Cristy A. Quibilan AO V, BD-FS	
Michael F. Aloba SRS II Retail Market Monitoring and Special Concerns Division (RMMSCD), OIMB	
Louise Andrea B. Melquiades SRS II, EPSMD-EUMB	
Jovelyn A. Ganay AO II, BD-FS	
Alexis Matel Carlos EA III Office of the Assistant Secretary (MCM)	
Anita Lourdes P. Ornillo EA II, EUMB	
Over-all Secretariat	
Federico G. Domingo Jr. Chief AO, PMD-AS	
Maria Abella R. Cuevas AO V, PMD-AS	
Joven C. Labad AO I, PMD-AS	

The BAC and its TWG and Secretariat shall perform functions as indicated in Sections 12 and 14, Article V of the 2016 Revised IRR and shall ensure full compliance with RA 9184 and all associated guidelines.

B. DOE – Field Offices

Pursuant to Annex “H” (J) of the 2016 Revised IRR, the Department hereby adopts the Delegation of Authority of the DOE BAC for the conduct of procurement to the Visayas and Mindanao Field Offices Bids and Awards Committee (FO-BAC) with the following composition:

B.1 Visayas Field Office (VFO)

Name of Official	Designation
Director Renante M. Sevilla Officer-in-Charge (OIC), VFO	Head of Procuring Entity (HoPE)
Lourdes S. Arciaga Chief Science Research Specialist (SRS) Energy Resource Development and Utilization Division (ERDUD)	BAC Chairperson
Jose Rey D. Maleza Chief SRS Energy Industry Management Division (EIMD)	BAC Vice Chairperson
Atty. Barrytone A. Busi Attorney IV, Office of the Director (OD)	Member
William M. Carido Supervising SRS, EIMD	
Nylgie Rose R. Tantano AO IV, OD	
To be assigned and acknowledged by the BAC Members during the BAC meeting.	Provisional Members: 1. Representative from end-user’s unit 2. Subject Matter Expert
Technical Working Group (TWG)	
Renelyn C. Estiya Senior SRS, EIMD	TWG Head
Jan Lawrence T. Saso SRS II, ERDUD	Member
Gerardo B. Canto, Jr. Senior SRS, EIMD	
Pete Marvin D. Pañares SRS II, EIMD	
Secretariat	
Chammer Jake I. Plaza Senior SRS, ERDUD	Head
Miguel N. Trenuela Senior SRS, ERDUD	Member
Allison Irv E. Miller SRS II, ERDUD	
Stephanie C. Jainar SRS II, EIMD	

B.2 Mindanao Field Office (MFO)

Name of Official	Designation
Director Nilo J. Geroche MFO	HoPE
Ernesto P. Obelidhon Chief SRS, ERDUD	BAC Chairperson
Theodric R. Alingalan Chief SRS, EIMD	BAC Vice Chairperson
Keezha Bea J. Soterno AO IV, OD	Member
Armando Malapitan Supervising SRS, ERDUD	
Camelo Cabuga Supervising SRS, EIMD	
To be assigned and acknowledged by the BAC Members during the BAC meeting.	Provisional Members: 1. Representative from end-user's unit 2. Subject Matter Expert
Technical Working Group (TWG)	
Atty. Remle Anne M. Estacio Attorney III, OD	Head
Rolando J. Fara-On Senior SRS, ERDUD	Member
Adrian Mel B. Delola SRS II, ERDUD	
Daniel S. Malvizo, Jr. SRS II, EIMD	
Rocelyn P. Mascariñas AA I, OD	
Secretariat	
Yena V. Maglente Senior SRS, ERDUD	Secretariat Head
Ethel Mae V. Alba SRS II, EIMD	Member
Wendelyn D. Santander SRS II, ERDUD	
Mark Anthony Penados SRS I, EIMD	

B.3. Functions and Responsibilities**1. HoPE**

The HoPE shall have the authority to approve the following:

- a. BAC Resolution;
- b. Notice of Award;
- c. Notice to Proceed; and

- d. Other necessary documents that require the approval of the HoPE under RA 9184, subject to the limitation as stated herein and under Annex "H" (J) of the 2016 Revised IRR.

2. BAC

- a. Determine and recommend the mode of procurement for HoPE approval;
- b. Approve the posting of advertisement/ invitation/ request for proposal;
- c. Determine the eligibility of the prospective bidders based on the applicable rules under RA 9184 and its 2016 Revised IRR;
- d. Conduct the opening of bids;
- e. Conduct, with the assistance of the TWG, the evaluation of bids;
- f. Resolve requests for reconsideration;
- g. Recommend award of contracts to the HoPE;
- h. Recommend the imposition of administrative penalties in accordance with Article XXIII of RA 9184; and
- i. Perform such other related functions as may be necessary and authorized by the HoPE.

3. BAC Chairperson

- a. Preside the BAC meeting;
- b. Vote in case of a tie; and
- c. Recommend to the HoPE the approval of BAC Resolution.

4. BAC Vice Chairperson

- a. Preside the BAC meeting in the absence of the Chairperson; and
- b. Participate in the deliberation of procurement activities.

5. BAC TWG

- a. Assist the BAC in the review of Technical Specifications, Scope of Work, and Terms of Reference;
- b. Assist the BAC in the review of bidding documents, ensuring that the same properly reflects the requirements of the Procuring Entity and that these conform to the standards set forth by RA 9184, its 2016 Revised IRR and the Philippine Bidding Documents (PBDs) prescribed by the GPPB;
- c. Assist the BAC in the review and evaluation of Highly Technical/ Complex and High Value Procurement. The TWG Head may form a Special TWG tapping the specific expertise from TWG members;
- d. Assist the BAC in the conduct of eligibility screening of prospective bidders, and in the short listing of consultants in case of biddings for consulting services;
- e. Assist the BAC in the evaluation of bids and prepare the accompanying reports for the BAC's consideration and approval;
- f. Assist the BAC in the conduct of post-qualification activities and prepare the post-qualification summary report for the BAC's approval;
- g. Assist the BAC and BAC Secretariat in preparing the resolution recommending award, with regard to the technical aspect, if necessary;

- h. Assist the BAC in the preparation of resolution of request for reconsideration; and
- i. Perform such other related functions as may be necessary and appropriate to accomplish the foregoing and/or as may be authorized by the BAC.

6. BAC Secretariat

- a. Provide administrative support to the BAC;
- b. Organize and make necessary arrangement for BAC meetings and conferences;
- c. Prepare minutes of the meetings of the BAC;
- d. Take custody of procurement documents and other records;
- e. Manage the sale and distribution of Bidding Documents;
- f. Advertise and/or post bidding opportunities, including Bidding Documents, and Notice of Award;
- g. Assist in managing the procurement processes;
- h. Monitor procurement activities and milestones for proper reporting to relevant agencies when required;
- i. Ensure accurate, reliable and timely posting/update of DOE procurement related data/information at the Philippine Government Electronic Procurement System (PhilGEPS) and DOE Websites;
- j. Act as central channel of communications of the BAC with end-users, Project Management Officers (PMOs), other units of DOE, other government agencies, providers of goods, infrastructure projects, and consulting services, observers, and the general public; and
- k. Perform such other related functions as may be necessary and appropriate to accomplish the foregoing and/or as may be authorized by the BAC.

C. Honoraria of BAC, BAC Secretariat and TWG Members

Subject to the availability of funds, the honoraria of the BAC Members as well as the BAC Secretariat and TWG Members, except those personnel whose positions are in the procurement unit of the DOE, may be granted in an amount not to exceed twenty-five percent (25%) of their basic monthly salary in accordance with Department of Budget and Management (DBM) Circular Nos. 2004-5A and 2007-3, dated 7 October 2005 and 29 November 2007, respectively, and their ensuing issuances, and existing government accounting and auditing rules and regulations.

D. Term of Office and Hold-Over Capacity

The members of the BAC, TWG and Secretariat shall have a fixed term of one (1) year reckoned from the date of appointment, renewable at the discretion of the Secretary. In case of resignation, retirement, separation, transfer, reassignment or removal, the replacement shall serve only for the unexpired term. However, in case of leave or suspension, the replacement shall serve only for the duration of the leave or suspension. In order to avoid disruption in the procurement, the BAC, TWG and Secretariat, shall continue to perform their respective duties and responsibilities, in hold-over capacity, until their corresponding replacement are duly designated or appointed by the Secretary.

E. Repealing Clause

Department Order No. DO2023-01-003 issued on 20 January 2023, titled "Reconstitution of Bids and Awards Committee of Department of Energy (DOE-BAC) for Main and Field Offices," and all other issuances inconsistent with this Department Order are hereby repealed or superseded accordingly.

F. Effectivity Clause

This Department Order shall take effect immediately upon its issuance and shall remain in full force and effect until sooner modified, amended, repeated, or revoked by the Secretary.

Issued on SEP 02 2024 at the DOE, Energy Center, Rizal Drive corner 34th Street, Bonifacio Global City, Taguig City.


RAPHAEL P.M. LOTILLA
Secretary

