



Republic of the Philippines  
**IFUGAO STATE UNIVERSITY**  
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**MEMORANDUM No. 03 - 2011**

TO : **ALL CONCERNED OFFICIALS**  
This University

FROM : **SERAFIN L. NGOHAYON, Ph.D.**  
University President

SUBJECT : **COMPOSITION OF BIDS AND AWARDS COMMITTEE AND SECRETARIAT**

DATE : January 6, 2011

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1. In compliance with RA no. 9184, the following are hereby designated to compose the Bids and Awards Committee (BAC), and BAC Secretariat, respectively of the university.  
BAC Members:  
Dr. Camilo A. Pimentel - Chairperson  
Engr. Jose Binwag - Member  
Mrs. Rachel Guman - Member  
Mr. Stradivary Caro - Member  
Secretariat:  
Mrs. Anita Nam-on - Chairperson  
Mrs. Remelyn Bungihan - Member  
Mr. Alfonso Gumangan - Member
2. In line with this designation, you are instructed to read, review and understand the provisions of RA 9184 and to follow it strictly in all procurement undertakings of the college.
3. The BAC Secretariat is hereby authorized and directed to act also as the procurement committee/point persons who shall work with the BAC to prepare purchase requests, based on approved procurement plan and in tandem with the end users, conduct bidding or canvass, prepare the abstract of bids and appropriate purchase orders.
4. The Supply Office is hereby tasked to deliver the duly approved purchase orders to suppliers, facilitate the processing of payments and speedy delivery of purchased equipment and materials. They will receive procured equipments and materials distribution (under memorandum receipts when applicable) to end users.
5. Anent to this designation, you will be paid appropriate honorarium as per Budget Circular No. 2004-5 provided that the college total procurement cost for the month is equal to or more than One Hundred thousand Pesos (P100,000.00)
6. Effective today, this designation shall be enforced for one (1) year unless sooner terminated by this office. It shall effectively repeal previous designation for this purpose.
7. For your commitment.