




Republic of the Philippines  
**IFUGAO STATE UNIVERSITY**  
 Nayon, Lamut, Ifugao

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**MEMORANDUM No. 46 - 2012**

TO : ALL CONCERNED OFFICIALS  
 This University

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

SUBJECT : COMPOSITION OF BIDS AND AWARDS COMMITTEE AND  
 SECRETARIAT

DATE : September 14, 2012

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 Main/Tinoc Campuses:**

Chairperson : Dr. Juliet C. Daniels  
 Vice Chair : Mr. Florencio Dimog  
 Members : Mrs. Rachel C. Guman  
 Mrs. Carmen Baguilat  
 Engr. Jose P. Binwag- Infra Related  
 Mr. Stradivary Caro- IT Related

**BAC Members Potia Campus:**

Chairperson : Dr. Juliet C. Daniels  
 Vice Chair : Dr. Ricardo Idefonso  
 Members : Mrs. Rachel Guman  
 Mr. Roderick Vicente (IT Related)  
 Mrs. Jocelyn Salviejo

**BAC Members Lagawe Campus**

Chairperson : Dr. Juliet C. Daniels  
 Vice Chairs : Dr. Napoleon Taguiling  
 Members : Mrs. Rachel C. Guman  
 Mr. Alexander Dumanop  
 Mr. Donato Ngabit

**BAC Secretariat:**

Chairperson : Mrs. Anita Nam-on  
 Members : Mrs. Remelyn Bungihan  
 Mrs. Sol Codamon  
 Mr. Francisco Medina (Potia Campus)  
 Mrs. Dominga Lunag (Lagawe Campus)

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 university. In deliberating BAC concerns/issues, approval must be given by at least a majority of its members (At least three (3) members present) with the presence of the Chairperson a MUST. The BAC Chairperson, in his/her absence may authorize the vice chairperson to preside over meetings and act as the BAC Chairperson in such matters disposed off during those meetings.
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. Payments shall only be done/delivered by the University Cashier, Mrs. Mary Lunag.
6. 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)
7. Effective today, this designation shall be enforced for one (1) year unless sooner terminated by this office. Previous issuance/s, to the contrary, is deemed revoked/rescinded.
8. For your commitment.

Cc: All Campuses, Records, file