



Republic of the Philippines  
PRESIDENTIAL COMMUNICATIONS OPERATIONS OFFICE  
APO PRODUCTION UNIT, INC.



March 09, 2022

**OFFICE ORDER NO. 04**  
Series of 2022

**TO : ALL CONCERNED**

**FROM : MICHAEL J. DALUMPINES**  
*Head of the Procurement Agency (HOPE)*

**SUBJECT : RECONSTITUTION OF APO PRODUCTION UNIT, INC. (APO)  
BIDS AND AWARDS COMMITTEE (BAC) SECRETARIAT**

Pursuant to Section 11 of the Revised IRR of 9184, "Each procuring entity shall establish a BAC to undertake the functions specified in Section 12 of this IRR in order to facilitate professionalism and harmonization of procedure and standards".

Further, pursuant to Section 14 of this IRR, "The HOPE shall create a Secretariat which will serve as the main support unit of the BAC. An existing organic office within the Procuring Entity may also be designated to serve as Secretariat. To strengthen and promote the professionalism of the organizations' procuring unit, the HOPE may create the procurement units that may serve concurrently as BAC Secretariat in accordance with the guidelines issued by DBM.

In the interest of service and for the purpose of averting hiatus necessary in the operations of APO, there is in need to reorganize the existing composition of the APO BAC Secretariat.

This reconstitution served to ensure that there is an effective study of the requirement to properly reflect the needs of the different end-users and that the bids submitted are efficiently evaluated specifically on procurement that is intended to meet the requirements of the National Government and its agencies for highly sensitive security printing services.

In this regard, the APO BAC Secretariat is reconstituted as follows:

Ms. Lea Ann M. Gamban	Head
Ms. Michelle B. Martinez	Member (Procurement Specialist)
Mr. RP P. Delos Reyes	Member
Ms. Mylah P. Domingo	Member
Ms. Niña Angelica A. Alinea	Member
Mr. Renel P. Palomar	Member
Ms. Jazel Micah G. Maguate	Member
Ms. Joy M. Principe	<i>ad hoc</i> Member
Ms. Erlinda Diaz	<i>ad hoc</i> Member

The Secretariat shall have the following functions and responsibilities:

- Provide administrative support to the BAC and the TWG;
- Organize and make all necessary arrangements for BAC and the TWG meetings and conferences;
- Prepare minutes of meetings and resolutions of the BAC;
- Take custody of procurement documents and other records and ensure that all procurements undertaken by the Procuring Entity are properly documented;
- Manage the sale and distribution of Bidding Documents to interested bidders;



APO PRODUCTION UNIT, INC. is an ISO 9005:2015 registered company with certification no. PH1379.