



EXECUTIVE ORDER NO. 031
Series of 2025

**AMENDING THE MEMBERSHIP OF THE BIDS AND AWARDS
COMMITTEE**

WHEREAS, Executive Order No. 007 s. 2025, activated the Bids and Awards Committee to ensure full compliance with the NGPA;

WHEREAS, it has become necessary to amend the composition of the Bids and Awards Committee in reference to RA 12009.

NOW, THEREFORE, I, MARIA LEONOR G. ROBREDO, Mayor of Naga City, by virtue of the powers vested in me under existing laws, do hereby order the following:

SECTION 1. Section 1 of Executive Order No. 007, Series of 2025, is hereby amended to read as follows:

"SECTION 1. COMPOSITION OF THE BIDS AND AWARDS COMMITTEE. The BAC of the City Government is hereby reconstituted with functions and responsibilities as provided under the NGPA and its IRR. It shall have the following composition:

Chairperson:

Mr. Wilfredo Prilles Jr.

Head, City Planning and Development Office

Vice-Chairperson:

Ms. Joy Macaraig, RN

Officer-in-Charge, City Population and Nutrition Office

Regular Members:

Atty. Raisa Rodriguez

Representative, City Legal Office



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Mr. Kayne Raynes, CPA

Representative, City Accounting Office

Mr. Jay Bongalonta, CPA

Representative, City Treasurer's Office

Engr. Khrywin Hidalgo

Representative, City Engineer's Office

Provisional Member:

Representative, End-user Department, Office, or Unit with technical expertise relevant to the procurement at hand and to the extent possible, has knowledge, experience, and/or expertise in procurement, approved by the City Mayor."

SECTION 2. Section 3 of Executive Order No. 007, Series of 2025, is hereby amended to read as follows:

SECTION 3. BAC SECRETARIAT. The City Procurement Office shall serve as the Secretariat of the Bids and Awards Committee (BAC) and perform all functions and responsibilities prescribed under Section 44 of the NGPA and its Implementing Rules and Regulations (IRR). As Secretariat, it shall ensure the timely and orderly flow of procurement activities, encompassing documentation, coordination, and the full range of support functions required for the efficient performance of the BAC. To strengthen its capacity, the City Planning and Development Office (CPDO) shall provide staff augmentation as necessary to support the Secretariat's operations.

SECTION 3. AMENDMENTS AND INTERPRETATION. This Order may be amended or supplemented as may be deemed necessary, and shall be interpreted to give full force and effect to the attainment of the declared policy and the operationalization of the principles of good governance.

SECTION 4. REPEALING CLAUSE. All issuances and orders inconsistent with this Order are hereby repealed, amended, or modified accordingly.



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SECTION 5. SEPARABILITY CLAUSE. If any provision of this Order is declared unconstitutional or invalid, the other provisions not affected thereby shall remain in full force and effect.

SECTION 6. EFFECTIVITY. This Order shall take effect immediately and shall remain in effect unless otherwise revoked or amended, or until superseded by an ordinance.

DONE in the City of Naga, this 4th day of August, 2025.


MARIA LEONOR GERONA ROBREDO
City Mayor

Attested by:  **RAYNOR RODRIGUEZ**