



Republika ng Pilipinas  
**Pambansang Pangasiwaan ng Patubig**  
(NATIONAL IRRIGATION ADMINISTRATION)  
Lungsod ng Quezon

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OUR REFERENCE:

MC # 24 s. 2004

**MEMORANDUM CIRCULAR**

TO : **DEPUTY ADMINISTRATOR, ASSISTANT  
ADMINISTRATORS, DEPARTMENT MANAGERS,  
REGIONAL IRRIGATION/OPERATIONS/  
PROJECT MANAGERS, PROVINCIAL  
IRRIGATION OFFICERS, IRRIGATION  
SUPERINTENDENTS AND OTHER CONCERNED**

SUBJECT : **AMENDMENT TO ITEM IV-A OF MC # 66 s. 2003  
RE: COMPOSITION OF THE BAC SECRETARIAT**

Item No. IV A of MC # 66 S. 2003 Re: BAC Secretariat's Composition is hereby amended to further strengthen and promote it as the main support unit of the BAC.

9184 ?

Pursuant to Section 14.1 of IRRA of RA 1984; the BAC Secretariat shall assume the following functions and responsibilities:

1. Provide administrative support to the BAC;
2. Organize and make all necessary arrangements for the BAC meetings;
3. Attend BAC meetings as Secretary;
4. Prepare Minutes of the BAC meetings;
5. Take custody of procurement documents and be responsible for the sale and distribution of bidding documents to interested bidders.
6. Assist in managing the procurement processes;
7. Monitor procurement activities and milestones for proper reporting to relevant agencies when required;
8. Consolidate PPMPs from various units of the procuring entity to make them available for review as indicated in Section 7 of this IRR-A;
9. Make arrangements for the pre-procurement and pre-bid conferences and bid openings; and

10. Be the central channel of communications for the BAC with end users, PMOs, other units of the agency, other government agencies, provider of goods, civil works and consulting services, and the general public.

Pursuant therefore to the aforementioned provision there will be **only one** BAC Secretariat in the Central Office which shall handle all the secretariat functions of both BAC A and BAC B. It shall be composed of the following:

Head Secretariat: : Helen A. Lopez

Members:

: Salve N. de Asis  
: Eloisa C. Navarro  
: Carlos P. Pasion  
: Estrella H. Estrella  
: Jose Rodelio B. Escutin

In this connection, all other personnel previously assigned to the BAC Secretariat under MC 66, S. 2003 are directed to report back to their mother units.

Likewise, it is reiterated that members of the BAC, TWG and all other concerned in the procurement process shall give **utmost** priority to their respective assignments and immediately observe the provisions of the IRR for RA 9184 particularly in regard to those functions and responsibilities that should now be performed by the BAC Secretariat in accordance with the said law.

This Circular shall take effect immediately.

For compliance.

  
**JESUS EMMANUEL M. PARAS**  
Administrator

July 9, 2004