



Republic of the Philippines
BUREAU OF AGRICULTURAL AND FISHERIES ENGINEERING
SRA Compound, Annex II Building Ext,
North Avenue, Diliman, Quezon City
(02) 8351-8120, (02) 8294-9741

SPECIAL ORDER

No. 02

Series of 2025

SUBJECT: DESIGNATION OF THE BUREAU OF AGRICULTURAL AND FISHERIES ENGINEERING (BAFE) PROCUREMENT COORDINATORS CY 2025

To ensure the efficient facilitation of the procurement process, the following personnel are hereby designated as Procurement Coordinators for their respective divisions for Calendar Year 2025:

| DIVISION | NAME | DESIGNATION |
|----------|--------------------------------|-----------------------------------|
| OD/OAD | Mr. Ralph Angelo T. Ongka | Permanent Procurement Coordinator |
| | Ms. Shena Chanel E. Quejado | Alternate Procurement Coordinator |
| AFD | Ms. Sheila Mae G. Tago | Permanent Procurement Coordinator |
| | Ms. Trisha Camille R. Lacho | Alternate Procurement Coordinator |
| EPDSD | Engr. Alexander Nicole L. Tan | Permanent Procurement Coordinator |
| | Engr. Mark Lester L. Natividad | Alternate Procurement Coordinator |
| PKMDD | Mr. Julius Abe S. Peralta | Permanent Procurement Coordinator |
| | Engr. Jennifer M. Salayon | Permanent Procurement Coordinator |
| | Ms. Jamaica C. Ibañez | Permanent Procurement Coordinator |
| | Mr. Jundy Mer A. Dimasu-ay | Alternate Procurement Coordinator |
| PPMD | Engr. Jeffrey M. Sebastian | Permanent Procurement Coordinator |
| | Engr. Maureen Nice D. Climaco | Alternate Procurement Coordinator |





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|-------------|-----------------------------------|-----------------------------------|
| SEPPD/FMRDP | Engr. Mark Paul C. Baldeo | Permanent Procurement Coordinator |
| | Engr. Noel D. Uylengco | Alternate Procurement Coordinator |
| | Engr. Joyce Anne Marey C. Jamlang | Alternate Procurement Coordinator |
| SRED | Engr. Francis Glenn M. Miro | Permanent Procurement Coordinator |
| | Engr. Jeffrey A. Arroyo | Alternate Procurement Coordinator |

RESPONSIBILITIES OF THE PROCUREMENT COORDINATORS

1. Prepare the Project Procurement Management Plan (PPMP) of their respective offices in coordination and approval of the Head of the unit/office;
2. Act as End-user's representatives in all procurement activities (e.g. attending BAC Meeting);
3. Coordinate with the procurement actors (BAC, BAC secretariat, TWG) regarding procurement requests;
4. Prepare Procurement Request Action Slip (PRAS)/Purchase Requests (PRs) for their respective units following the timeline as indicated in the APP/PPMP;
5. Responsible for seeking the approval of their PRAS/PRs and the corresponding revisions of their previously approved PPMP;
6. Act as canvassers for items (goods/services, etc.) requested by their respective offices;
7. Facilitate the required number of quotations;
8. Prepare actual requirements of the procurement project to include but not limited to the following:
 - Technical Specifications/Scope of Work/Terms of Reference;
 - Schedule of Requirements;
 - Payment Terms & Conditions;
 - Warranty Requirements; and
 - After Sales Services/Parts
9. Facilitate in circulating the procurement documents (i.e. Checklist of Documentary Requirements as Read, Abstract of Quotation as Read, Abstract of Quotation as Calculated, BAC Resolutions) for the signature of BAC Members;
10. Facilitate in coordinating with the suppliers for the conforme of the Notice of Award (NOA), Contract, and Notice to Proceed (NTP);
11. Provide and submit necessary scanned and physical copies of the entire procurement documents to the BAC Secretariat;
12. Safekeeping of files as back up for the original and scanned copies kept by the Procurement Section; and



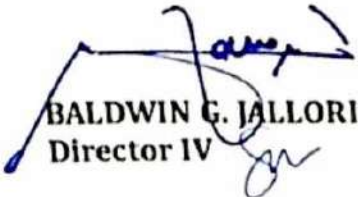


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13. Closely monitor their request with the BAC through BAC Secretariat until the request evolved into an award of contract.

This Order shall take effect immediately and shall remain in force until revoked in writing. All orders and memoranda inconsistent herewith are deemed revoked.

Done this 7th day of January 2025.


BALDWIN G. JALLORINA, Ph.D.
Director IV

