



## **PAO BIDS AND AWARDS COMMITTEE (PBAC)**

EXCERPTS FROM THE MINUTES OF THE MEETING OF THE PAO BIDS AND AWARDS COMMITTEE (PBAC) DATED 14 DECEMBER 2023 **RE: DELEGATION OF AUTHORITY TO CONDUCT NEGOTIATED PROCUREMENT FOR LEASE OF REAL PROPERTY AND VENUE FOR THE OFFICE SPACE OF PAO MIMAROPA REGION, ROXAS, ORIENTAL MINDORO DISTRICT OFFICE FOR C.Y. 2024, UNDER PURCHASE REQUEST NO. 988-12-2023, TRANSMITTED TO PBAC ON 12 DECEMBER 2023, HELD AT THE PAO CENTRAL OFFICE, VIA ZOOM VIDEO CALL MEETING**

### **RESOLUTION**

**RECOMMENDING THE DELEGATION OF THE AUTHORITY TO CONDUCT THE NEGOTIATED PROCUREMENT OF LEASE OF OFFICE SPACE FOR PAO-MIMAROPA REGION, ROXAS ORIENTAL MINDORO DISTRICT OFFICE FOR C.Y. 2024, UNDER PURCHASE REQUEST NO. 988-12-2023, TO ITS CONCERNING REGIONAL PUBLIC ATTORNEY'S OFFICE IN COORDINATION WITH THE DISTRICT OFFICE END-USER UNIT, PURSUANT TO ANNEX "H," NO. IV, SUBSECTION (J) IN RELATION TO ANNEX "H". NO. V, SUBSECTION (D) 9 OF THE REVISED IMPLEMENTING RULES AND REGULATIONS (IRR) OF REPUBLIC ACT NO. (RA) 9184.**

**WHEREAS**, the Public Attorney's Office (PAO) is committed to adhere to the State's Policy of securing and maintaining the trust and confidence of every Filipino, by upholding transparency, good governance and anti-corruption measures;

**WHEREAS**, PAO-Roxas, Oriental Mindoro District Office sent a letter dated 24 November 2023 addressed to the Chief Public Attorney through its Regional Public Attorney for the MIMAROPA Region, requesting for lease of office space for its aforementioned District Office for C.Y. 2024;

**WHEREAS**, there is an approved budget for the contract of the subject procurement with a total amount of One Hundred Forty Four Thousand Pesos (Php 144,000.00)<sup>1</sup>

**WHEREAS**, in order to ensure the unhampered service of said District Office and to streamline its request for lease of its office space, BAC member Atty. Ronald Macorol recommends to the Head of Procuring entity the delegation of authority to conduct the negotiated procurement to its concerning Regional Public Attorney in coordination with the District Office End-User Unit, in accordance with Annex "H" No. IV Subsection (J) in relation to Annex "H" No. V Subsection (D) 9 of the IRR of RA 9184, duly seconded by BAC Member Dir. Marilyn Boongaling with the other BAC members;

**NOW THEREFORE, WE**, the Members of the PAO Bids and Awards Committee (PBAC), by virtue of the powers vested on Us by Law, after duly considering the recommendations of the Technical Working Group (TWG), and all members here

<sup>1</sup> Approved Budget for the Contract from the Financial Planning and Management Service

present, hereby resolve to RECOMMEND THE DELEGATION OF THE AUTHORITY TO CONDUCT THE NEGOTIATED PROCUREMENT OF LEASE OF OFFICE SPACE FOR PAO-MIMAROPA REGION, ROXAS ORIENTAL MINDORO DISTRICT OFFICE FOR C.Y. 2024, UNDER PURCHASE REQUEST NO. 988-12-2023, TO ITS CONCERNING REGIONAL PUBLIC ATTORNEY' IN COORDINATION WITH THE DISTRICT OFFICE END-USER UNIT, PURSUANT TO ANNEX "H," NO. IV, SUBSECTION (J) IN RELATION TO ANNEX "H". NO. V, SUBSECTION (D) 9 OF THE REVISED IMPLEMENTING RULES AND REGULATIONS (IRR) OF REPUBLIC ACT NO. (RA) 9184.

**APPROVED** this 14th day of December 2023 at the Public Attorney's Office (PAO) Central Office, 5<sup>th</sup> Floor DOJ Agencies Building, NIA Road corner East Avenue, Diliman, (1104) Quezon City, Philippines, and thru Zoom Video Call Meeting.

**ATTY. JAN STEVEN S. DUNUAN**  
Chairperson, PBAC  
Public Attorney V  
Regional Public Attorney  
PAO-Region III

**ATTY. ALEM-EMAN CHISUM L. ABEYA**  
Public Attorney III  
Member, PBAC  
Executive Support Staff

**ATTY. RONALD R. MACOROL**  
Public Attorney IV  
Member, PBAC  
Officer-In-Charge  
Special Appealed Cases Unit

(On Official Business)  
**ATTY. RIGEL A. SALVADOR**  
Public Attorney IV  
Member, PBAC  
Officer-In-Charge  
Field Operations and Statistics Service

**ATTY. RONALD JEROME P. NIEVES**  
Vice-Chairperson, PBAC  
Public Attorney IV  
Officer-In-Charge  
Legal Research Service

**Approved:**  
**For and by the authority**  
**Of the Chief Public Attorney**

**DIR. MARILYN S. BOONGALING**  
Director II  
PAO-Administrative Service

**ANA LISA M. SORIANO**  
Deputy Chief Public Attorney

**Acceded By: (The TWG)**

**MS. ALMA E. DUMAGO-LATOSA**  
Head, Technical Working Group (TWG)  
Director II  
Financial Planning and Management Service

**MR. THOR ARTHUR B. AVILLA**  
Member, Technical Working Group (TWG)  
Administrative Officer V  
Human Resource Management Service  
Administrative Service



**MR. MICHAEL M. MENDOZA**

Member, Technical Working Group (TWG)  
Administrative Assistant III  
Cash Section  
Administrative Service

**Prepared by: (The Secretariat)**

**ATTY. MIGUEL NARCISO A. ILAGAN**

Head, PBAC Secretariat  
Public Attorney III  
Executive Support Staff

(On Leave)

**ENGR. ANGELA M. MARAMAG-PRADO**

Member, PBAC Secretariat  
Computer Programmer I  
General Services Division  
Administrative Service

(On Leave)

**MS. FILIPINA Y. ESPIRITU**

Member, PBAC Secretariat  
Librarian III  
Legal Research Service

**MR. JULIUS DONIVAN F. BARSANA**

Member, PBAC Secretariat  
Planning Officer I  
Field Operations and Statistics Service

**MR. ANDRIAN H. MARASIGAN**

Member, PBAC Secretariat  
Administrative Officer II  
Supply Section, Administrative Service



Republic of the Philippines  
**PUBLIC ATTORNEY'S OFFICE**  
**Tanggapan ng Manananggol Pambayan**  
**Kagawaran ng Katarungan**  
DOJ Agencies Bldg, NIA Road corner East Avenue, 1104 Quezon City  
Telephone Nos. 929-90-10 / 929-94-36 ; Fax Nos. 927-68-10 / 926-28-78

**Trans. No. 2023-12-169**

December 12, 2023

**ATTY. JAN STEVEN S. DUNUAN**  
Chairperson – PAO-Bids and Awards Committee  
Regional Public Attorney  
PAO-NCR

Sir:

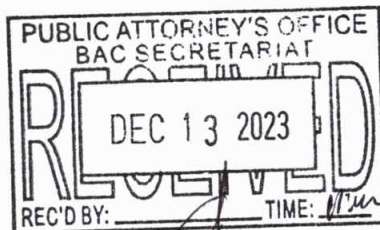
Attached herewith is the approved Purchase Request of **PAO-MIMAROPA REGION**  
**(Roxas orr. Mindoro D.O.), to wit:**

No.	PR No.	Item Description	Quantity	Unit	Unit Price	Total Amount
1	988-12-2023	OFFICE RENTAL (2024) (1 year @ Php12,000.00 per month)	1	lot		

**TOTAL 144,000.00**

Prepared by:

**DENVER CHRISTIAN P. LACANILAO**  
Administrative Aide IV



Certified Correct by:

**CARMELA L. FLORENDO**  
OIC-Supply Section

Noted by:

**ATTY. DEMITEER U. HUERTA**  
Public Attorney IV/OIC  
Administrative Service

## PURCHASE REQUEST

Entity Name: PUBLIC ATTORNEY'S OFFICE

Fund Cluster: 01

[illegible]

PUBLIC ATTORNEY'S OFFICE  
EXECUTIVE SERVICE  
DEC 07 2023  
RECEIVED  
PEOPLE'S  
TIME: 2:15

PUBLIC ATTORNEY'S OFFICE  
SUPPLY SECTION  
RECEIVED  
DEC 04 2023  
REC'D BY: XXXX TIME: 3

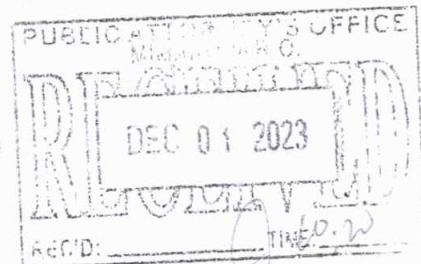


Republic of the Philippines  
Department of Justice  
**PUBLIC ATTORNEY'S OFFICE**  
**MIMAROPA-REGION IV-B**  
Roxas Oriental Mindoro District Office  
Sta. Fe, Bagumbayan, Roxas, Oriental Mindoro



24 November 2023

**TO: DR. PERSIDA V. RUEDA-ACOSTA, DSD**  
Chief Public Attorney  
Public Attorney's Office  
DOJ Agencies Building  
NIA Road corner East Avenue  
Diliman, Quezon City



**Thru: ATTY. HOWARD B. AREZA**  
Regional Public Attorney  
MIMAROPA Region (IV-B)  
6<sup>th</sup> Floor, Muñoz Palma Building  
DOJ Building, Quezon City Hall  
Diliman, Quezon City

**SUBJECT:** Request for office space lease renewal of Roxas, Oriental Mindoro  
D.O.

Dearest Chief,

Greetings!

On behalf of the whole Roxas Oriental Mindoro District Office, I would like to express our deepest gratitude for allowing us to rent our office space. Our transfer opened more opportunity for us to improve our free legal assistance and services to all our clients. Another year is about to pass and the Lease Contract is due for renewal on January 1, 2024.

In that regard, I am respectfully requesting that our district be allowed to renew the same Contract of Lease for another year.



The renewal of the Contract is sought as the current office space satisfactorily met the primary reason we requested for allowance of renting an office space, that is: provision of a clean restroom within the office space. For so long a time, the district office toiled in not having adequate office facilities, such as but not limited to clean comfort room, PWD, Senior Citizens and Pregnant women friendly facilities, well ventilated rooms and safe parking space. Also, our clients are now familiar with the location of the new office space.

The terms and conditions of the new Contract of Lease would still be the same from the previous contract. The rent is still at Php 12,000.00 monthly.

Thank you very much for your constant support.

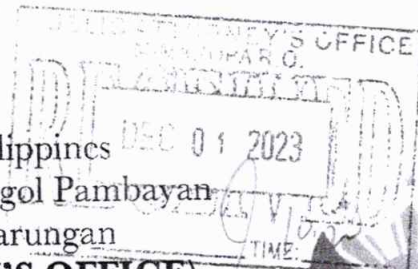
More power and God bless!

Respectfully,

  
**MARIE GRACE R. TRINIDAD**  
OIC, Public Attorney III



Republic of the Philippines  
Tanggapan ng Manananggol Pambayan  
Kagawaran ng Katarungan  
**(PUBLIC ATTORNEY'S OFFICE)**  
Roxas, Oriental Mindoro District Office  
No. 179 Sta. Fe, Bagumbayan, Roxas  
Oriental Mindoro



**BAGONG PILIPINAS**

**CERTIFICATION  
(WITH COST-BENEFIT ANALYSIS)**

The new office space of Roxas Oriental Mindoro District Office is located at No. 179, Sta. Fe, Bagumbayan, Roxas, Oriental Mindoro. The new office space meets the primary reason for seeking transfer from the old office space, that is: provision of clean comfort room and wash area.

The office can adequately accommodate all the lawyers and staff of the district office and a good number of clients all at the same time. Although now separately located at the primary municipal buildings, the new office space very satisfactorily answered all the problematic aspects of the old office space.

The office has been subdivided into five (5) workstations for at least five (5) employees. It has good lighting and ventilation. It has an adequate waiting area which can cater up to eight (8) to ten (10) clients at the same time. A receiving area is designated for client's concerns, including but not limited to follow-up of clients and legal counselling. There is a designated mediation area. It has an adequate provision for storage of files, several supplies and other unserviceable equipment and furniture.

The office has an area of more or less 100 sq. meters with car ports. It is within the radius of 500 meters from the Regional Trial Court, Municipal Trial Court, the Office of the Provincial Prosecution and the Philippine Post Office.

The benefits of staying at the same office space being leased outweighs the cost. The location of the office is reasonably within the bounds of the main municipal offices. The location of the Office is not located in a commercial area, hence, the rent is much lower as compared to other lessors. The agency's rent of twelve thousand pesos (Php 12,000.00) every month is worth the value of its budget. The office space is accessible to basic municipal services, such as telephone and internet connection. The office basically consisted of one ground floor and a mezzanine where supplies and other non-serviceable equipment are stored. The main receiving area is located on the ground floor making it more PWD, senior citizen and pregnant women compliant. The location is near the roadside, hence, it is easily discoverable and accessible by PAO clientele. "Pedicab" is always available as means of going to and from the office.

Verily, the current office space is beneficial in aiding the proper disposition of our legal mandates. Also, no offer from the LGU of Roxas or any of the municipalities



covered by the district office is being received. Apart from serving our clients well, the current office space created a new breathable and spacious office space necessary for the welfare and health of every employee. Following Maslow's hierarchy of needs, when the primary needs are addressed, the more the person becomes efficient and always ready to be of service.

Issued this 24<sup>th</sup> of November 2023 at Roxas, Oriental Mindoro for whatever legal purpose it may serve.

~~MARIE GRACE R. TRINIDAD~~  
OIC, Public Attorney III