



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

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

EXCERPTS FROM THE MINUTES OF THE MEETING OF THE PAO BIDS AND AWARDS COMMITTEE (PBAC) DATED 14 MARCH 2023 RE: CONSIDERATION OF PURCHASE REQUEST FOR THE PROCUREMENT OF 30 BOXES OF 11x9 CONTINUOUS FORM AS SPECIFIED UNDER PURCHASE REQUEST NO. 244-03-2023, HELD AT THE PAO CENTRAL OFFICE AND VIA ZOOM VIDEO CALL MEETING

### **RESOLUTION**

**RECOMMENDING THE DELEGATION OF THE CONDUCT OF SMALL VALUE PROCUREMENT TO PAO-SUPPLY SECTION FOR THE PROCUREMENT OF THIRTY (30) BOXES OF 11x9 CONTINUOUS FORM, AS SPECIFIED UNDER PURCHASE REQUEST NO. 244-03-2023, FOR PAO-CENTRAL OFFICE ADMINISTRATIVE SERVICE, CASH SECTION, IN ACCORDANCE WITH ANNEX "H," NO. IV, SUBSECTION (J) 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**, the aforementioned Office is in urgent need of the supply for the subject items as described in detail in above stated purchase request to ensure unhampered performance of its duties and to prevent delays in its daily transactions;

**WHEREAS**, the aforementioned end-user unit forwarded a letter request for small value procurement to the PBAC for the subject item;

**WHEREAS**, there is an approved budget for the contract of the subject procurement with a total amount of Thirty Six Thousand Pesos (Php 36,000.00)<sup>1</sup>;

**WHEREAS**, since the pursuit of a competitive bidding will result in the award of the contract only after the lapse of one hundred twenty (120) days from the start of the procurement process, said period may not be responsive to the immediate need of the Office

**WHEREAS**, considering that the PBAC previously issued a resolution dated 16 November 2018, delegating to the PAO-Supply Section the authority to undertake immediate procurement of goods and services in amounts less than one million pesos, in accordance with Annex "H" No. IV, Subsection (J) of the IRR of RA 9184, BAC Member Dir. Marilyn Boongaling moved to delegate to PAO-Supply Section the conduct of procurement of the subject item, duly seconded by BAC Member Atty. Ronald Macorol;


**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), **HEREBY RESOLVE TO**


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




RECOMMEND TO THE HEAD OF THE PROCURING ENTITY, THE DELEGATION OF THE CONDUCT OF SMALL VALUE PROCUREMENT TO PAO-SUPPLY SECTION FOR THE PROCUREMENT OF THIRTY (30) BOXES OF 11x9 CONTINUOUS FORM, AS SPECIFIED UNDER PURCHASE REQUEST NO. 244-03-2023, FOR PAO-CENTRAL OFFICE, ADMINISTRATIVE SERVICE, CASH SECTION IN ACCORDANCE WITH ANNEX "H," NO. IV, SUBSECTION (J) OF THE REVISED IMPLEMENTING RULES AND REGULATIONS (IRR) OF REPUBLIC ACT NO. (RA) 9184


**APPROVED** this 14th day of March 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. RONALD R. MACOROL**  
Public Attorney IV  
Member, PBAC  
Officer-In-Charge  
Special Appealed Cases Unit

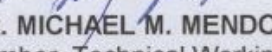
  
**ATTY. MARLON BUAN**  
Chairperson, PBAC  
Public Attorney V  
Regional Public Attorney  
PAO-NCR

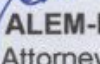
  
**DIR. MARILYN S. BOONGALING**  
Director II  
PAO-Administrative Service

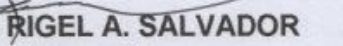
*Acceded By: (The TWG)*

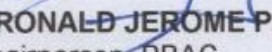
  
**MS. ALMA E. DUMAGO-LATOSA**  
Head, Technical Working Group (TWG)  
Director II  
Financial Planning and Management Service

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

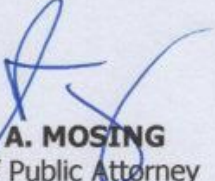
  
**MR. MICHAEL M. MENDOZA**  
Member, Technical Working Group (TWG)  
Administrative Assistant III  
Cash Section  
Administrative Service

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

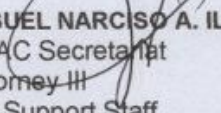
  
**ATTY. RIGEL A. SALVADOR**  
Public Attorney IV  
Member, PBAC  
Officer-In-Charge  
Field Operations and Statistics Service

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

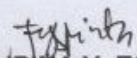
**Approved:**  
**For and by the authority**  
**Of the Chief Public Attorney**

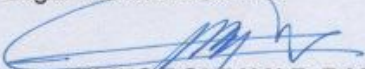
  
**SILVESTRE A. MOSING**  
Deputy Chief Public Attorney


**Prepared By: (The Secretariat)**

  
**ATTY. MIGUEL NARCISO A. ILAGAN**  
Head, PBAC Secretariat  
Public Attorney III  
Executive Support Staff

  
**ENGR. ANGELA M. MARAMAG-PRADO**  
Member, PBAC Secretariat  
Computer Programmer I  
General Services Division  
Administrative Service

  
**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-2023-03-037**

March 13, 2023

**ATTY. MARLON E. BUAN**  
Chairperson – PAO-Bids and Awards Committee  
Regional Public Attorney  
PAO-National Capital Region


Sir:

Attached herewith is the approved Purchase Request needed by PAO  
Administrative Service, Cash Section. to wit (Not Available in Procurement Service)


No.	PR No.	Item Description	Quantity	Unit	Unit Price	Total Amount
1.	244-03-2023	Continuous Form 11x9 1/2 3 ply (PLAIN – carbonless)	30	boxes	1,200	36,000.00

**TOTAL: 36,000.00**

Prepared by:

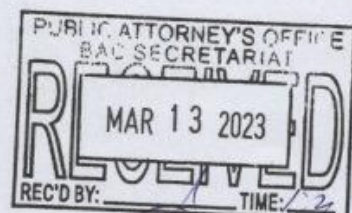
  
**DENVER CHRISTIAN P. LACANILAO**  
Administrative Aide IV

Certified Correct by:

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

Noted by:

  
**ATTY. DEMITEER U. HUERTA**  
PA-IV/OIC-Administrative Service









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24 February 2023

**ATTY. MARLON BUAN**  
Chairperson, PBAC  
Regional Public Attorney  
PAO-NCR

**RE: Request for Small Value Procurement of  
(ONE HUNDRED (100) BOXES CONTINUOUS FORM 11X19 1/2  
3ply) for PAO-(Cash Section)**


ATTY. BUAN:

In compliance with the Implementing Rules and Regulations of Republic Act No. 9184, the Public Attorney's Office through the undersigned respectfully requests for the small value procurement of the following item detailed as follows:

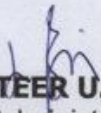
Item No.	DESCRIPTION	QTY.	ABC TOTAL PRICE	UNIT PRICE	TOTAL PRICE
1	Continuous Form 11x9 1/2 3 ply (PLAIN-Carbonless)	30 boxes			
Grand Total			36,000.000		

For your consideration.

Respectfully yours,

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

Noted by:

  
**ATTY. DEMITEER U. HUERTA**  
PA IV, OIC – Administrative Service