



Republic of the Philippines
Bangsamoro Autonomous Region in Muslim Mindanao
OFFICE OF THE CHIEF MINISTER

Bangsamoro Government Center, Governor Gutierrez Avenue, Rosary Heights VII, Cotabato City 9600

MEMORANDUM

Order No. **03054**
Series of 2022

TO : HEADS OF OFFICES AND ATTACHED AGENCIES
HEADS OF SERVICES, DIVISIONS AND SECTIONS
ALL CONCERNED
Office of the Chief Minister
Bangsamoro Autonomous Region in Muslim Mindanao

SUBJECT : RECONSTRUCTION AND DESIGNATION OF THE OFFICE OF THE CHIEF
MINISTER BIDS AND AWARDS COMMITTEE SECRETARIAT

DATE : May 06, 2022 | *Shawwal 04, 1443*

This is to inform all concerned of the designation of the following as Members of the Office of the Chief Minister (OCM) Bids and Awards Committee (BAC) Secretariat for Fiscal Year 2022:

Reconstruction:

Head Secretariat

Richard M. Sanlocan
Chief, Property and Supply Division, OCM – BARMM

Abdul Haque G. Barakat
Administrative Officer V, Procurement Service, OCM – BARMM

Salema A. Manalao – Salakub
Administrative Officer V, IGR Secretariat Office, OCM – BARMM

Amirah Y. Gayak
Executive Assistant III, Office of the Cabinet Secretariat, OCM – BARMM

Mohammad Shwaeli J. Hadji Ebrahim **(New)**
Information Systems Analyst II, Information and Communications Office,
OCM – BARMM

Nurwahid N. Lakim **(New)**
Attorney V, Bangsamoro Attorney General Office, OCM – BARMM

Hasmin M. Shyfullah **(New)**
Administrative Officer III, Office of the Cabinet Secretariat, OCM – BARMM

Shahata Umaya B. Tagtagan **(New)**
Executive Assistant II, Office of the Cabinet Secretariat, OCM – BARMM

Functions and Responsibilities of the Secretariat:

1. Provide administrative support to the BAC and the TWG;
2. Organize and make all necessary arrangements for BAC and the TWG meetings and conferences;
3. Prepare minutes of meetings and resolutions of the BAC;
4. Take custody of procurement documents and other records and ensure that all procurements undertaken by the Procuring Entity are properly documented;
5. Manage the sale and distribution of Bidding Documents to interested bidders;
6. Advertise and/or post bidding opportunities, including Bidding Documents, and notices of awards;
7. Assist in managing the procurement processes;
8. Monitor procurement activities and milestones for proper reporting to relevant agencies when required;
9. Act as the central channel of communications for the BAC with end-user or implementing units, PMOs and the general public;

This Memorandum Order shall take effect immediately and shall remain effective until December 31, 2022, unless earlier modified or revoked by competent authority. This Memorandum Order supersedes all other issuances, memoranda or orders inconsistent herewith.

For immediate and strict compliance.

By Authority of the Chief Minister
AHOD B. EBRAHIM


ABDULRAOF A. MACACUA
Senior Minister

OCM-BARMM RD-AMS
AAA127005



Bangsamoro Autonomous Region in Muslim Mindanao
Office of the Chief Minister
OFFICE OF THE SENIOR MINISTER
RELEASED
Name: ABDUL AZIS LU ALI
Date: MAY 17 2022 Time: 8:40 AM

Bangsamoro Autonomous Region in Muslim Mindanao
OFFICE OF THE CHIEF MINISTER
Records Division - AMS
RELEASED
BY: Bhai Elham M. Hadji Guialil
DATE: 17 MAY 2022
TIME: 9:15 AM

RECEIVED FOR ROUTING

By: FATIMA
Date: 17 MAY 2022
Time: 9:08 AM