



SPECIAL ORDER

No. 177

Series of 2023

**SUBJECT : ADDITIONAL FUNCTIONS OF ENGR. KRISTAN DEO RODRIGUEZ,
ADMINISTRATIVE ASSISTANT III, AT THE PROCUREMENT SECTION**

In the exigency of service and in order to respond to the need for additional staff complement, **ENGR. KRISTAN DEO RODRIGUEZ** is hereby instructed to perform additional functions at the Procurement Section, **in concurrent capacity** as the Administrative Assistant III to the Office of the Director.

As such, he shall perform the following additional duties and responsibilities inherent to his designation:

1. Prepare Annual Procurement Plan Non-CSE (Indicative and Actual APP);
2. Update Annual Procurement Plan Non-CSE (monthly and quarterly) to be submitted to the GPPB and COA periodically;
3. Prepare Agency Procurement Compliance and Performance Indicators (APCPI) for submission to the oversight;
4. Monitor the consolidated Project Procurement Management Plan (PPMP);
5. Prepare and process public bidding documents;
6. Prepare COA related documents in compliance to audit findings; and,
7. Perform other duties and related tasks that may be assigned by the Unit Head.

All officials and staff of the bureau are hereby advised of this designation and directed to give their full support and cooperation to Engr. Rodriguez in the performance of his duties and responsibilities.

This Order shall take effect on **November 6, 2023** and shall remain in force unless revoked in writing. All orders, memoranda, and issuances inconsistent herewith are deemed revoked.

Done this 3rd day of November, 2023.


JUNEL B. SORIANO, PhD
Director

