



Department of Budget and Management
GOVERNMENT PROCUREMENT POLICY BOARD
TECHNICAL SUPPORT OFFICE

NPM No. 15-2011

23 September 2011

DR. CECILIA P. REYES

Executive Director

NATIONAL RESEARCH COUNCIL OF THE PHILIPPINES (NRCP)

DEPARTMENT OF SCIENCE AND TECHNOLOGY

Gen. Santos Ave., Bicutan, Taguig City

Re : Ranking for Purposes of Designation to the Bids and Awards Committee

Dear Director Reyes:

We refer to the letter of former NRCP Officer-in-Charge, Executive Director Alicia C. Mercado dated 27 April 2011, addressed to Director Myrna S. Chua of the Department of Budget and Management, Organization, Position, Classification and Compensation Bureau, which was forwarded to our office on 5 May 2011, inquiring as to what constitutes third ranking positions at the NRCP to determine who among its personnel are qualified to serve as Chairperson of the Bids and Awards Committee (BAC).

Please note that, as we have discussed in previous non-policy opinions, the term "permanent" refers to a position within the *plantilla*¹ of the procuring entity concerned. It does not qualify whether the *plantilla* position should be contractual, regular, or appointed; rather, the term specifically refers to whether the position exists within the organizational structure of the procuring entity.²

Section 11.2.2 (a) of the IRR prescribes that the BAC Chairperson must be at least a third ranking permanent official of the procuring entity. In this regard, we wish to note that the determination of the ranking of positions based on the approved *plantilla* position lies within the concerned procuring entity.

Reckoning from the highest position in the *plantilla*, the procuring entity may identify which positions are qualified for membership in the BAC. Among the factors that may be considered in establishing the ranking are the organizational structure, salary grade

¹ Refers to the list of positions authorized to be created by the Department of Budget and Management in the agency concerned.

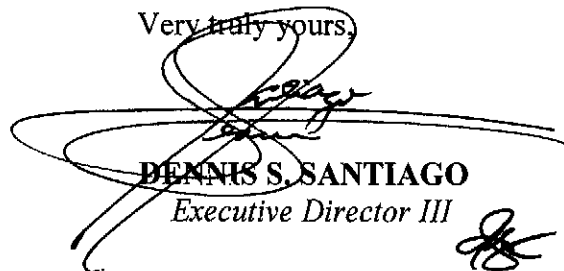
² Non Policy Matter No. 24-2009 dated 22 May 2009.

allocation, nature of work, degree of responsibility, and classification and functional relationship of positions.

Based on the established ranking of positions, the procuring entity may designate any personnel occupying at least a third ranking position as its BAC Chairperson. We wish to emphasize, however, that designation of the BAC Chairperson is subject to the disqualifications provided in Section 11.2.5 of the Implementing Rules and Regulations of Republic Act 9184 and Commission on Audit Circular 2003-004, *i.e.*, Head of the Procuring Entity, Approving Authority, and Chief Accountant and its staff.

We hope we have provided sufficient guidance on the matter. Should you have further questions, please do not hesitate to contact us.

Very truly yours,



DENNIS S. SANTIAGO
Executive Director III