

Date _____

HON. MYRNA Q. MALLARI

Commissioner, Commission on Higher Education
Chair-designate, PSU Board of Regents
This University

Dear Madam Chair:

Greetings from the premier University in the MIMAROPA Region!

This is to respectfully seek the APPROVAL of the PSU Board of Regents via Referendum the hereinafter quoted resolution:

RESOLUTION NO. __ (R), S. OF 2026

A RESOLUTION RECOMMENDING TO THE PSU BOARD OF REGENTS THE DELEGATION OF AUTHORITY TO THE OFFICER-IN-CHARGE (OIC), OFFICE OF THE UNIVERSITY PRESIDENT, TO APPROVE PURCHASE ORDERS WITH A CONTRACT PRICE NOT EXCEEDING THREE HUNDRED THOUSAND PESOS (P300,000.00) TO EXPEDITE CRITICAL UNIVERSITY OPERATIONS.

Thank you.

Truly yours,

MARISSA S. PONTILLAS
OIC, Office of the President

_____ Subject matter ALLOWED for Referendum
_____ Subject matter NOT ALLOWED for Referendum

REMARKS:

HON. MYRNA Q. MALLARI

Chair-designate, PSU Board of Regents

BOR RESOLUTION NO. __, S. 2026

A RESOLUTION APPROVING GRANT OF DELEGATION OF AUTHORITY TO PROF. MARISSA S. PONTILLAS, OFFICER-IN-CHARGE (OIC), OFFICE OF THE UNIVERSITY PRESIDENT, TO APPROVE PURCHASE ORDERS WITH A CONTRACT PRICE NOT EXCEEDING THREE HUNDRED THOUSAND PESOS (P300,000.00) TO EXPEDITE CRITICAL UNIVERSITY OPERATIONS.

XXX

WHEREAS, following the early resignation of Dr. Ramon M. Docto effective December 31, 2025, the Board of Regents (BOR), through Resolution No. 181, s. 2025, appointed Prof. Marissa S. Pontillas as Officer-in-Charge (OIC) of the Office of the University President, effective January 11, 2026;

WHEREAS, pursuant to Item “c,” Section 13 of the 2025 Omnibus Rules on Appointment and Other Human Resource Actions, an OIC’s authority is generally limited to administrative functions and ensuring the continuity of operations, unless discretionary powers are expressly delegated by the appointing authority;

WHEREAS, during the 255th Special BOR Meeting on February 12, 2026, it was established that in the absence of an express grant of delegated authority, all procurement contracts must be elevated to the Board of Regents for approval (Please refer to attached BOR Reso No. 8, s. 2026);

WHEREAS, Annex “B” (Functions requiring Board of Regents action) of BOR Reso No. 8, s. 2026 lists down the proposals that **must** be submitted to the BOR for its action, which includes, among others, “**Authority to Approve Contract Awards for Goods and Services, and Infrastructure projects.**”;

WHEREAS, all procurements require contract agreement that differ in form, e.g. Contract Agreement Form for Contracts awarded through bidding, and Purchase Orders (POs) for simple transactions of goods, such as those under other methods of procurement.

WHEREAS, Article 1305 of the Civil Code of the Philippines defines a **contract** as a: “*meeting of minds between two persons whereby one binds himself, with respect to the other, to give something or to render some service*”, requiring consent, a certain object, and a cause for obligation to be valid. Thus, a purchase order, meeting all these criteria are therefore generally considered “**contracts**”;

WHEREAS, the Bids and Awards Committee (BAC) recognizes that the bulk of the University’s daily transactions involve the implementation of Projects, Activities, and Programs (PAPs) already identified in the approved FY 2026 Annual Procurement Plan (APP);

WHEREAS, the BAC anticipates that requiring BOR approval for routine, low-value procurements may result in significant administrative bottlenecks, potentially hampering the University’s delivery of services and its overall Fund Utilization performance;

WHEREAS, the following table shows the comparison of procurement thresholds under RA12009 (RA12009) and the threshold being requested for OIC Pontillas:

Procurement Modality (under RA12009)	Threshold Under 12009	Requested Delegated Authority/Contract
Small Value Procurement (Sec. 34)	P2,000,000.00	P300,000.00;
Direct Acquisition (Sec. 32.1)	P200,000.00	

WHEREAS, to balance the need for Board oversight with the necessity of operational fluidity, the Board welcomes the proposal of the BAC to grant OIC Pontillas to approve procurement of goods and services with a contract ceiling of P300,000.00 for delegated approval, ensuring that "Small Value Procurements" and urgent requirements are addressed promptly, subject to information, confirmation, or appropriate action of the BOR during its immediately following regular meeting from the date of OIC's action on these contracts;

NOW, THEREFORE, BE IT RESOLVED, as it is hereby **RESOLVED**, that the Bids and Awards Committee respectfully recommends to the Board of Regents the grant of delegated authority to Prof. Marissa S. Pontillas, OIC, Office of the University President, to approve and sign Purchase Orders with a contract price of P300,000.00 and below.

RESOLVED FURTHER, that purchase orders acted upon by OIC Pontillas will be reported to the PSU Board of Regents for its information, confirmation, and/or appropriate action, during its immediately following regular meeting from the date of OIC's action on these contracts;

RESOLVED FURTHER, that this delegation shall remain effective for the duration of her term as OIC, or until such time as the **Board deems it necessary to revoke or amend said authority**.

RESOLVED FINALLY, that copies of this Resolution be furnished to the Resident COA Auditor, the Vice President for Finance and Administration (VPFA), the Chief Administrative Officer (CAO) for Finance, and the University Accountant for their information and guidance;

APPROVED this ____ day of February, 2026, during the ____ meeting of the Board of Regents.

BAC RESOLUTION NO. 037, S. 2026

A RESOLUTION RECOMMENDING TO THE PSU BOARD OF REGENTS THE DELEGATION OF AUTHORITY TO PROF. MARISSA S. PONTILLAS, OFFICER-IN-CHARGE (OIC), OFFICE OF THE UNIVERSITY PRESIDENT, TO APPROVE PURCHASE ORDERS (FOR GOODS AND SERVICES ONLY) WITH A CONTRACT PRICE NOT EXCEEDING THREE HUNDRED THOUSAND PESOS (P300,000.00) TO EXPEDITE CRITICAL UNIVERSITY OPERATIONS.

XXX

WHEREAS, following the early resignation of Dr. Ramon M. Docto effective December 31, 2025, the Board of Regents (BOR), through Resolution No. 181, s. 2025, appointed Prof. Marissa S. Pontillas as Officer-in-Charge (OIC) of the Office of the University President, effective January 11, 2026;

WHEREAS, pursuant to Item “c,” Section 13 of the 2025 Omnibus Rules on Appointment and Other Human Resource Actions, an OIC’s authority is generally limited to administrative functions and ensuring the continuity of operations, unless discretionary powers are expressly delegated by the appointing authority;

WHEREAS, during the 255th Special BOR Meeting on February 12, 2026, it was established that in the absence of an express grant of delegated authority, all procurement contracts must be elevated to the Board of Regents for approval (*BOR Resolution No. 8, s. 2026 is attached as Annex “A”*);

WHEREAS, Annex “B” (Functions requiring Board of Regents action) of BOR Reso No. 8, s. 2026 lists down the proposals that **must** be submitted to the BOR for its action, which includes, among others, “***Authority to Approve Contract Awards for Goods and Services, and Infrastructure projects.***”;

WHEREAS, all procurements require contract agreement that differ in form, e.g. Contract Agreement Form for Contracts awarded through bidding, and Purchase Orders (POs) for simple transactions of goods, such as those under other methods of procurement.

WHEREAS, Article 1305 of the Civil Code of the Philippines defines a **contract** as a: “*meeting of minds between two persons whereby one binds himself, with respect to the other, to give something or to render some service*”, requiring consent, a certain object, and a cause for obligation to be valid. Thus, a purchase order, meeting all these requirements are therefore generally considered “contracts”;

WHEREAS, the Bids and Awards Committee (BAC) recognizes that the bulk of the University’s daily transactions involve the implementation of Projects, Activities, and Programs (PAPs) already identified in the approved FY 2026 Annual Procurement Plan (APP), including among others, the procurement/payment of: petroleum, oil, and gasoline; as well as supplies and materials, food, and snacks for official University events and activities, and other small value supplies and materials which may be procured through either “direct acquisition”, “small value procurement”, or other

applicable modalities in accordance with RA12009 (New Government Procurement Act) and as provided in the BOR-approved APP 2026;

WHEREAS, the following table shows the comparison of procurement thresholds under RA12009 (RA12009) and the threshold being requested for OIC Pontillas:

Procurement Modality (under RA12009)	Threshold Under 12009	Requested Delegated Authority/Contract
Small Value Procurement (Sec. 34)	P2,000,000.00	P300,000.00;
Direct Acquisition (Sec. 32.1)	P200,000.00	

WHEREAS, the BAC anticipates that requiring BOR approval for routine, low-value procurements may result in significant administrative bottlenecks, potentially hampering the University's delivery of services and its overall Fund Utilization performance;

WHEREAS, to balance the need for Board oversight with the necessity of operational fluidity, the BAC respectfully proposes a ceiling of P300,000.00 for delegated approval, ensuring that "Small Value Procurements" and urgent requirements are addressed promptly;

NOW, THEREFORE, BE IT RESOLVED, as it is hereby RESOLVED, that the Bids and Awards Committee respectfully **recommends to the Board of Regents the grant of delegated authority to Prof. Marissa S. Pontillas, OIC, Office of the University President, to approve and sign Purchase Orders for the procurement of Goods and Services with a contract price of P300,000.00 and below;**

RESOLVED FURTHER, that purchase orders acted upon by OIC Pontillas will be reported to the PSU Board of Regents for its information, confirmation, and/or appropriate action;

RESOLVED FURTHER, that this delegation shall remain effective for the duration of her term as OIC, or until such time as the **Board deems it necessary to revoke or amend said authority.**

RESOLVED FINALLY, that copies of this Resolution be furnished to the Resident COA Auditor, the Vice President for Finance and Administration (VPFA), the Chief Administrative Officer (CAO) for Finance, and the University Accountant for their information and guidance;

APPROVED this **24th** day of February, 2026, during the **4th** meeting of the Bids and Awards Committee.

MERLINA G. RAGO
Member

NELLY I. MENDOZA
Vice Chairperson

MARJORIE A. ESPAÑOLA
Chairperson

EXECUTIVE BRIEF

<p>Title of the Proposal</p>	<p>REQUEST FOR THE PSU BOARD OF REGENTS TO GRANT PROF. MARISSA S. PONTILLAS, OFFICER-IN-CHARGE (OIC), OFFICE OF THE UNIVERSITY PRESIDENT, DELEGATED AUTHORITY TO APPROVE PURCHASE ORDERS (FOR GOODS AND SERVICES ONLY) WITH A CONTRACT PRICE NOT EXCEEDING THREE HUNDRED THOUSAND PESOS (P300,000.00) TO EXPEDITE CRITICAL UNIVERSITY OPERATIONS.</p>
<p>Legal Basis</p>	<p>In lieu of the early resignation of Dr. Ramon M. Docto as President of Palawan State University effective December 31, 2025, Prof. Marissa S. Pontillas was appointed by the BOR as OIC of the Office of the President effective January 11, 2026 until July 6, 2026 pursuant to the BOR Resolution No. 181, s. 2025;</p> <p>Item “c”, Section 13, of 2025 Omnibus Rules on Appointment and Other Human Resource Actions states that:</p> <p style="text-align: center;"><i>“Officials designated as Officer-in-Charge (OIC) enjoy limited powers which are confined to functions of administration and ensuring that the office continues its usual activities. The OIC may not be deemed to possess the power to appoint employees as the same involves the exercise of discretion which is beyond the power of an OIC, unless the designation order issued by the proper appointing officer or authority expressly includes the power to issue appointment.”</i></p> <p>Upon clarification during its 255th special BOR meeting held on February 12, 2026, among the expressed delegated authority sought by OIC Pontillas, it was resolved that all Purchase Orders (POs) shall be elevated to the BOR approval.</p> <p>All procurements require contract agreement that differ in form, e.g. Contract Agreement Form for Contracts awarded through bidding, and POs for simple transactions of goods, such as those under other methods of procurement.</p> <p>Foregoing stated, all Purchase Orders regardless of contract amount shall be elevated to the BOR for approval in the absence of a duly appointed University President, or an expressed delegated authority to the designated Officer-In-Charge.</p>

<p>Background</p>	<p>The bulk of daily transactions of the University is in pursuance of a Project/Activity/Program (PAPs) for the relevant Fiscal year as identified in the approved PRE and APP. The execution of most of these PAPs require the procurement of supplies, materials, and incurrence of other expenses that normally concludes with the execution of a purchase order.</p> <p>In an effort to religiously comply with the limitations granted to the OIC, OUP and minimize its potential impact on the Fund Utilization performance of the University, the management will implement the following strategies:</p> <ol style="list-style-type: none"> 1. Mandatory Lead Time for Procurement: Formal directives have been issued to all constituent offices mandating the submission of purchase requests and all supporting procurement instruments no less than sixty (60) days prior to the scheduled commencement of any event or activity. 2. Structured Board of Regents (BOR) Review: A standardized weekly schedule for the processing of requests requiring BOR intervention has been established—to be facilitated via Special Meeting or Referendum—to ensure the expeditious resolution of matters essential to PAP implementation. 3. Digital Transformation of Procurement Instruments: To ensure strict compliance with prescribed deadlines and to facilitate the timely disposition of BOR actions, all procurement documentation intended for referendum shall be digitized and electronically processed to optimize administrative efficiency. <p>Nevertheless, despite the foregoing planned efforts and due respect to the authorities of the BOR, the BAC anticipates that requiring BOR approval for routine, low-value procurements may result in significant administrative bottlenecks, potentially hampering the University’s delivery of services and its overall Fund Utilization performance;</p> <p>Thus, to balance the need for Board oversight with the necessity of operational fluidity, the BAC respectfully proposes for the BOR to grant OIC Pontillas authority to approve procurement of goods and services with a contract ceiling of P300,000.00, ensuring that "Small Value Procurements" and urgent requirements are addressed promptly, subject to information, confirmation, or appropriate action of the BOR during its immediately following regular meeting from the date of OIC’s action on these contracts;</p>
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Endorsement	<ol style="list-style-type: none"> 1. Endorsement of the Administrative Council 2. Endorsement of the BOR Finance Committee
Requested Action	APPROVAL OF GRANT OF DELEGATED AUTHORITY TO THE OIC, OUP
Proposed Resolution	A RESOLUTION RECOMMENDING TO THE PSU BOARD OF REGENTS THE DELEGATION OF AUTHORITY TO PROF. MARISSA S. PONTILLAS, OFFICER-IN-CHARGE (OIC), OFFICE OF THE UNIVERSITY PRESIDENT, TO APPROVE PURCHASE ORDERS (FOR GOODS AND SERVICES ONLY) WITH A CONTRACT PRICE NOT EXCEEDING THREE HUNDRED THOUSAND PESOS (P300,000.00) TO EXPEDITE CRITICAL UNIVERSITY OPERATIONS.

Prepared by:

Reviewed by:

Dr. Marjorie Española
BAC Chair, Goods and Services

Dr. Venzon Limpiada
VP for Finance and Administration