



## CONTRACT OF SERVICE

### KNOW ALL BY THESE PRESENTS:

This Contract of Service entered into by and between:

The **DEPARTMENT OF AGRICULTURE**, an executive department with principal office at Elliptical Road, Diliman, Quezon City, represented by **ENGR. ARIEL T. CAYANAN** in his official capacity as Undersecretary for Operations and National Project Director, Philippine Rural Development Project (PRDP), hereinafter referred to as the "**First Party**"

-- and --

**MARIBEL A. MONSALUD**, of legal age, Filipino, and with residence at Isabel Tower, #11 Judge Jimenez St., Barangay Kristong Hari, Quezon City, hereinafter also referred to as the "**Second Party**"

### WITNESSETH:

**WHEREAS**, the Philippine Rural Development Project (PRDP) is being implemented by the Department of Agriculture (DA) to support government's effort to reduce poverty by increasing agricultural productivity through provision of agricultural infrastructures and income-earning opportunities within the country;

**WHEREAS**, PRDP is jointly funded by the World Bank (WB) under IBRD Loan Nos. 8421 and 8816-PH, the DA and the participating Local Government Units (LGU);

**WHEREAS**, the National Project Coordination Office (NPCO) which is tasked with the financial and operational management of the PRDP, recognizes its need to supplement its staff to strengthen its management capabilities;

**WHEREAS**, the National Project Advisory Board (NPAB) during the meeting on October 19, 2018 has approved Resolution No. 2, series of 2018 titled "Revised Staffing Structure of the PRDP";

**WHEREAS**, the PRDP Special Bids and Awards Committee (SBAC) Resolution No. 020 dated March 31, 2021 recommended the hiring of the engagement for the services of the herein Contracted Staff;

**NOW, THEREFORE**, for and in consideration of the foregoing premises, the parties have agreed as follows:

1. The **First Party** is in need of the services of a Administrative Assistant to provide administrative support to the Components/Units to ensure effective, efficient and timely delivery services of the Project;
2. The **Second Party** has signified his/her intention to which the **First Party** has accepted to provide the services needed by the latter;
3. The **Second Party** attest that a) he/she possesses the education, experience and skills required to perform the job as described herein b) he/she has not been

previously dismissed from government service by reason of an administrative offense;

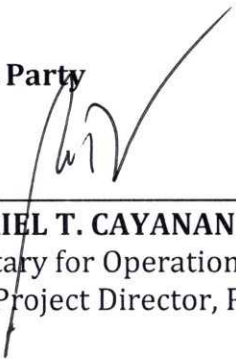
4. The **Second Party** is hereby contracted as Cash Clerk for the period of **April 15, 2021 to June 30, 2021**, in consideration of a monthly rate of **Thirty Thousand Pesos (P30,000,00)** subject to withholding taxes as provided under existing and prevailing laws, Commission on Audit Rules and Regulations;
5. The **Second Party** is expected to perform the following actual functions:
  - a. Prepare correspondence of the component/unit he/she assigned into;
  - b. Assist in the preparation of vouchers and other financial documents needed by the component/unit in its official transactions/activities;
  - c. Maintain an e-filing system of all correspondence related to the project and establish an easy retrieval methods;
  - d. Transcribe and prepare minutes of meetings, dialogue and post activity reports for review and approval of the immediate superiors;
  - e. Maintain schedules and calendar of activities of the component/unit he/she is assigned into and keep tracks of on-going and completed activities for proper documents;
  - f. Provide secretarial assistance during the conduct of meetings, workshops and other activities of the Project;
  - g. Operate and maintain business/office machines in its usable/serviceable status; and
  - h. Perform other functions as may be directed by the Deputy Project Director and/or Supervisors.
6. The **Second Party** shall perform work at regular official time and shall be obliged to register his/her time on the Biometric Machine;
7. The **Second Party** shall submit an Accomplishment Report duly approved by the Head of Office or Unit concerned and shall attach hereto a Certification of Job Acceptance stating that the work rendered was satisfactory and in accordance with all stipulations called for in this Contract of Service and hereby accepted by the proper authorities concerned, every fifteen (15) days, as the basis for the release of his/her salary. The **Second Party** shall be paid of his/her services within five (5) days after the submission of the aforesaid documents and completion of the 15-day service period.
8. The **Second Party** may terminate this Contract by giving notice in writing, thirty days (30) days prior to termination;
9. The **Second Party** shall abide with office rules and regulations of the Department of Agriculture and of the PRDP as contained in its Administrative Guidelines;
10. The **Second Party** shall be assigned to Administrative Unit and that if in the exigency of the service so required, the First Party may authorize the **Second Party** to travel locally, provided such is supported by a Travel Order and approved by proper authorities;
11. The **Second Party** may claim corresponding travelling allowance in accordance with the prevailing government accounting and auditing rules and regulations;
12. The **Second Party** is entitled to communication allowance subject to the availability of funds and in compliance with the existing government accounting and auditing rules and procedures;



13. It is understood that this contract does not create an employer-employee relationship between the **First Party** and the **Second Party**; that the services rendered hereunder are not considered and will not be accredited as government service and that the latter is not entitled to the benefits enjoyed by the regular personnel of the **First Party** and that this service contract is subject to applicable laws and regulations issued by the COA and DBM.

**IN WITNESS WHEREOF**, the parties have hereto set their hands this \_\_\_\_\_ at Elliptical Road, Diliman, Quezon City, Philippines.

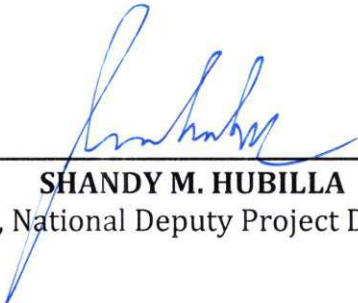
**First Party**

  
\_\_\_\_\_  
**ENGR. ARIEL T. CAYANAN**  
Undersecretary for Operations  
and National Project Director, PRDP

**Second Party**

  
\_\_\_\_\_  
**MARIBEL A. MONSALUD**

**SIGNED IN THE PRESENCE OF:**

  
\_\_\_\_\_  
**SHANDY M. HUBILLA**  
OIC, National Deputy Project Director

  
\_\_\_\_\_  
**JUNIBERT E. DE SAGUN**  
Administrative Unit Head



**ACKNOWLEDGEMENT**

Republic of the Philippines)  
Quezon City )S.S.

14 APR 2021

BEFORE ME, a Notary Public for and in Quezon City, this \_\_\_\_\_, personally appeared Engr. Ariel T. Cayanan and Maribel A. Monsalud, whom I have identified through their respective competent evidence of identity that they presented to me, as follows:

	COMPETENT EVIDENCE OF IDENTITY	DATE/PLACE OF ISSUE
ARIEL T. CAYANAN	<u>GSCC BP 2004192833</u>	_____
MARIBEL A. MONSALUD	<u>SSS 33-4731169-5</u>	_____

The above-named persons **represented** to me that they executed the foregoing CONTRACT OF SERVICE, **affirmed** that their signatures thereon were respectively voluntarily affixed by them for the purposes stated in the instrument and **declared and acknowledged** that they have executed the same as their free and voluntary act and deed. With respect to Engr. Ariel T. Cayanan, he acknowledged that he appended his signature as the representative of the Department of Agriculture – PRDP in the foregoing instrument and **declared** that he has the authority to sign in that capacity.

This Instrument consisting of four (4) pages, including this page on which this Acknowledgement is written, has been signed by the parties and witnesses on each and every page thereof.

**IN WITNESS WHEREOF**, I have hereunto set my hand and affixed my notarial seal at the place and on the day above written.

**NOTARY PUBLIC**

Notary Public, Quezon City  
Commission Serial Number: \_\_\_\_\_  
Office Address: \_\_\_\_\_  
My Commission Expires on \_\_\_\_\_

Roll No. \_\_\_\_\_  
IBP No. \_\_\_\_\_, Issued on \_\_\_\_\_, at \_\_\_\_\_  
PTR No. \_\_\_\_\_, Issued on \_\_\_\_\_, at \_\_\_\_\_

Doc. No. 305  
Page No. 01  
Book No. XIII  
Series of 2021

**ATTY. ELISEO S. CALMA, JR.**  
Notary Public Quezon City  
Until December 31, 2021  
PTR NO. 0594702/ 01-04-2021/QC  
IBP NO. 095280/ROLL NO. 50183  
MCLE COMP. NO. VI-0042817  
ADM MATTER NO. NP-067



Department of Agriculture  
**PHILIPPINE RURAL DEVELOPMENT PROJECT**  
National Project Coordination Office  
4<sup>th</sup> Floor, DA Building, Elliptical Road, Diliman,  
Quezon City 1100, Philippines

**SPECIAL BIDS AND AWARDS COMMITTEE**  
**Resolution No. 020**  
**Series of 2021**

**SUBJECT: RECOMMENDING THE AWARD OF CONTRACT FOR INDIVIDUAL CONSULTANCY FOR THE HIRING OF ONE (1) ADMINISTRATIVE ASSISTANT FOR I-SUPPORT COMPONENT NATIONAL PROJECT COORDINATION OFFICE (NPCO)**

**REFERENCES**

- Procurement Request Action Slip (PRAS) No. 2020-185 with an Estimated Project Cost (EPC) of Php 288,000.00
- Mode of Procurement: Selection of Individual Consultant (SIC)
- Approved 2021 Additional Financing Procurement Plan
- Approved memorandum for the Request for Authority to Hire Technical Staff for PRDP-NPCO dated December 15, 2020

**WHEREAS**, under the World Bank PRDP procurement guidelines the mode "Selection of Individual Consultants" (SIC) may be availed of, to wit:

**d. Selection of Individual Consultant (SIC)**

*Individual consultants are employed on assignments for which (a) a team of experts is not required, (b) no additional outside (home office) professional support is required, and (c) the experience and qualifications of the individual are the paramount requirement. When coordination, administration, or collective responsibility may become difficult because of the number of individuals, it would be advisable to employ a firm.*

*Individual consultants are selected on the basis of their relevant experience, qualifications, and capability to carry out the assignment. The selection shall be carried out through the comparison of the relevant overall capacity of at least three qualified candidates among those who have, directly or through a firm, expressed interest in the assignment or have been approached directly by the DA. When the Project has not been able to compare at least three qualified candidates before hiring, it shall provide the reasons such as but not limited to specific assignment being required and qualifications being sought for is not common. It could still proceed for the award based on PRDP threshold of \$300,000.00 per contract, without the Bank's Prior Review but subject to Post Procurement Review of the Bank.*

**WHEREAS**, the Department of Agriculture-Philippine Rural Development Project (DA-PRDP) through its Special Bids and Award Committee (SBAC), caused the advertisement through the Philippine Electronic Procurement System (PhilGEPS) and PRDP website for eight (8) days, starting on February 18, 2021, a Request for Expression of Interest (REOI) and Terms of Reference relative to the hiring of one (1) Administrative Assistant. The set deadline for the submission of Expressions of Interest with Curricula Vitae (CVs) was on 26 February, 2021 and was moved on 03 March 2021 through a Supplemental/Bid Bulletin No.1;

**WHEREAS**, in response to the said REOI and before the aforementioned deadline, a total of four (4) individuals submitted their respective applications and CVs to the DA-PRDP SBAC through sealed envelopes and/or online submission (opened on 05 March 2021). The names of the applicants to the position advertised are as follows:

*jk*

Position	No. of Applicants	Name of Applicant
Administrative Assistant	4	1. Alma Unica L. Loreto 2. Leslie Marie Funcion 3. Arlynn T. Lee 4. Maribel Monsalud

Copy of Matrix of EOIs is attached marked as **Annexes "A"** and made an integral part hereof;

**WHEREAS**, The Special Bids and Awards Committee Secretariat (SBACs) endorsed the applicants to Personnel Selection Committee for evaluation, exam and interview. Copy of endorsement is hereto attached marked as **Annex "B"** and made an integral part hereof;

**WHEREAS**, the PSC has set the criteria for evaluation and selection among qualified applicants for positions or assignments in the PRDP as follows:

SELECTION CRITERIA		
<b>I.</b>	<b>Evaluation of CVs and other Pertinent Documents</b>	<b>Weighted Percentage</b>
a.	Educational Attainment	20%
b.	Years of Experience	50%
c.	Knowledge/Skills Applicable in the Field of Assignment	30%
	Sub-total for Criteria No. 1	<b>100%</b>
<b>II.</b>	<b>Panel Interview</b>	<b>25%</b>
<b>III.</b>	<b>Written Exam</b>	<b>25%</b>
	<b>TOTAL PERCENTAGE/RATING</b>	<b>100%</b>

**WHEREAS**, upon the endorsement of the SBACs, the PSC facilitated the necessary screening and selection processes, which culminated in the evaluation of the qualifications of the applicants in accordance with the above criteria;

**WHEREAS**, on 24 March 2021, the committee issued PSC Resolution No. 21-10, Series of 2021 [**Annex "C" hereof**], recommending the hiring of Ms. Maribel Monsalud who have accordingly been selected for having obtained the highest rate in the applicants' evaluation for the subject position/assignment:

OVERALL EVALUATION						
No	Name of Applicant	CRITERIA 1 (CV 50%)	CRITERIA 2 (Interview 25%)	CRITERIA 3 (Exam 25%)	Total Ave	Rank
1.	Alma Unica L. Loreto	40	N/A	N/A	40	N/A
2.	Leslie Marie Funcion	45	17	15	77	2
3.	Arlynn T. Lee	40	18	16	74	3
4.	<b>Maribel Monsalud</b>	<b>40</b>	<b>24</b>	<b>18</b>	<b>82</b>	<b>1</b>

**WHEREAS**, the SBAC, upon appraisal and validation of the said PSC Resolution alongside its supporting documents, and through its Memorandum dated 24 March 2021 [**Annex "D" hereof**], agreed with the recommendation of the PSC and itself recommended the award of a consultancy contract to the **individual** named above relative to the **assignment/position** correspondingly stated;

**NOW THEREFORE**, in view of the foregoing premises, We, the members of the PRDP SBAC HEREBY RESOLVE to:

(a) Declare Ms. Maribel Monsalud to be the Highest Rated Consultant for the position / assignment correspondingly provided, under the I-Support Component, PRDP-NPCO; and

(b) Recommend the award of consultancy contract - pursuant to the rules on competitive Selection of Individual Consultant (SIC) procurement method under the World Bank PRDP Procurement Guidelines

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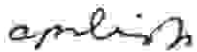
-- to the said individual with contract rate (monthly) and period commencing as specified in the table below;

Table A - Details of the recommended award of consultancy contract:

Award in Favor of	For consultancy services corresponding to the Position of:	With a Monthly Compensation Rate of:	For the Inclusive Period:
1. Maribel Monsalud	Administrative Assistant	Php 30,000.00	15 April 2021 or the date of execution of the Individual Consultancy Contract, whichever is later, until 30 June 2021

Done this 21st day of March 2021 at D.A. office, Elliptical Road, Diliman, Quezon City, Philippines.

**Assistant Secretary KRISTINE Y. EVANGELISTA**  
Chairperson

  
**ENGR. CRISTY CECILIA P. POLIDO**  
Vice Chairperson

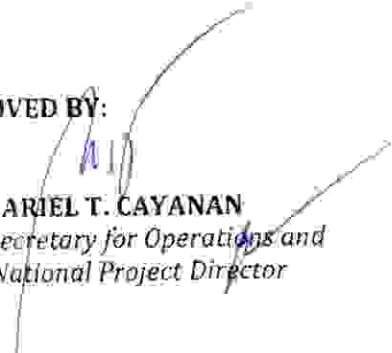
  
**JEAN R. CALDINO, CPA, MPA**  
Regular Member

**ATTY. ARMANDO R. CROBALDE, JR.**  
Regular Member

  
**CHERYL C. SUAREZ**  
Regular Member

  
**XERXES R. REMONZO**  
Alternate Member

APPROVED BY:

  
**ENGR. ARIEL T. CAYANAN**  
Undersecretary for Operations and  
PRDP National Project Director





Republic of the Philippines  
Department of Agriculture  
PHILIPPINE RURAL DEVELOPMENT PROJECT  
**National Project Coordination Office**  
4<sup>th</sup> Floor, DA Building, Elliptical Road, Diliman  
Quezon City 1100, Philippines

31 March 2021

### NOTICE OF AWARD

**MARIBEL MONSALUD**

Isabel Tower #11 Judge Jimenez St.,  
Brgy. Kristong Hari, Quezon City  
09777265304  
monsaludmaribel@gmail.com

Dear *Ms. Monsalud*:

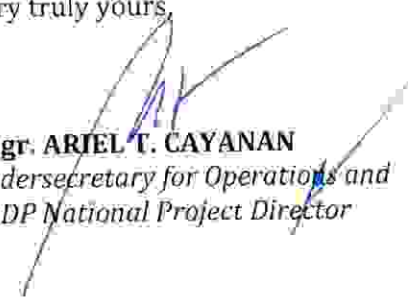
Please be informed that, upon the recommendation of the Special Bids and Awards Committee in its Resolution No. 020, S. 2021, The Hiring of Consultancy Service for One (1) Administrative Assistant for the I-Support Component, PRDP - NPCO under PRAS No. 2020-185 with particulars as provided in the table below, has been awarded to you:

Position	Monthly Compensation	Total Contract Amount (Total Compensation for Approx. Three (3) Month)	Contract Period
Administrative Assistant	Php30,000.00	Php 90,000.00	15 April 2021 or the date of execution of the Individual Consultancy Contract, whichever is later, until 30 June 2021

Kindly signify your confirmation and/or acceptance of the award and its terms, as above-detailed, by affixing your signature on the space provided below and returning a signed conformed copy of this notice within two (2) days from receipt hereof.

Please give this matter your preferential attention.

Very truly yours,

  
**Engr. ARIEL T. CAYANAN**  
Undersecretary for Operations and  
PRDP National Project Director

CONFORME:

  
\_\_\_\_\_  
**MARIBEL MONSALUD**

\_\_\_\_\_  
DATE RECEIVED