



INDIVIDUAL CONSULTANCY CONTRACT

KNOW ALL BY THESE PRESENTS

This AGREEMENT made and 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 "**DA**"

-and-

EDELITA M. ALVAREZ of legal age, Filipino, and with residence at 79 Road 1, Bagong Pagasa, Quezon City, hereinafter also referred to as the "**CONSULTANT**"

WITNESSETH:

WHEREAS, the **Government of the Philippines (GOP)** has received a loan from the **International Bank for Reconstruction and Development (the "Bank")** in an amount equivalent to US \$ FIVE HUNDRED ONE MILLION TWO HUNDRED FIFTY THOUSAND ONLY (US\$501,250,000) and another loan from the same Bank in the amount of ONE HUNDRED AND SEVENTY MILLION UNITED STATES DOLLARS (\$170,000,000) under Loan Agreement IBRD Loan No. 8421 and 8816-PH dated September 8, 2014 and March 2, 2018, respectively, toward the cost of the **Philippine Rural Development Project (hereafter "PRDP" or "Project")**. Further, the Government of the Philippines (GOP) has received a grant from the "Global Environment Facility" (GEF) thru the Bank (documented as GEF Trust Grant Number TF017788), acting as implementing entity of the GEF, to assist in financing pertinent components of the Project, and intends to apply a portion of the proceeds of said loan and/or grant to eligible payments under this Contract;

WHEREAS, the IBRD-WB approved the two-year extension of both aforementioned loans and the GEF grant until May 31, 2023, and the Second Additional Financing (AF-2) with IBRD Loan Number 9271-PH amounting to **TWO HUNDRED EIGHTY MILLION U.S. DOLLARS (\$280,000,000.00)** to further scale up and support the Government's effort to reduce poverty and to ensure economic recovery and strong agricultural value chain in response to COVID-19 pandemic;

WHEREAS, the IBRD-WB, acting in its capacity as a bank and the administrator of the European Union (EU) Philippines Rural Development Project Single - Donor Trust Fund, in addition to the AF-2, extended a grant (EU co-financing grant) to GOP amounting to **EIGHTEEN MILLION THREE HUNDRED THOUSAND EURO (Euro 18,300,000)** with Grant Number TF0B5756 to expand the exclusiveness of PRDP by supporting and providing an incentive to LGUs in Mindanao with a higher incidence of poverty (4th-6th class LGUs), lower capacity, more conflict-affected areas, and larger number of indigenous people;

WHEREAS, the PRDP, which is designed to support government's efforts to reduce poverty among the rural communities in around eighty (80) provinces in the country, is being implemented by the DA specifically to increase agricultural productivity and improve the living standard of the people of the Philippines, through the building or enhancement of the capacity of **Local Government Units (LGUs)** in providing basic services, supporting the construction of basic infrastructure, and providing employment and income-earning opportunities within the country;

WHEREAS, the Project is also funded by the GOP through the DA and participating LGUs;

WHEREAS, the PRDP National Project Coordination Office (NPCO), which is tasked with the overall operational and financial management of the PRDP, recognizes the necessity of hiring consultants to supplement its support staff team and to strengthen its management capabilities;

WHEREAS, at this juncture, the NPCO requires Consultant who shall deliver tasks and services corresponding to the position of Finance Analyst I for and under the Information, Accounting Unit of the PRDP -- NPCO;

WHEREAS, following the applicable procedures in the procurement of services of consultants through the competitive "**Selection of Individual Consultants**" or "**SIC**" method under the World Bank guidelines on the procurement of consultancy services, the DA advertised a "Request for Expression of Interest" (REOI) and Terms of Reference (TOR) relative to the hiring of one (1) individual who will provide services corresponding to the position of Finance Analyst I for and under the Accounting Unit, PRDP-NPCO. This was done through a posting on the *PhilGEPS* and PRDP website of the said REOI and TOR, for twelve (12) days starting on April 8, 2022, with the deadline for the submission of expressions of interest and Curricula Vitae (CVs) set for April 19, 2022;

WHEREAS, by the time of the said deadline, six (6) expressions of interest (through letter-applications) and corresponding CVs were duly submitted to the PRDP **Special Bids and Awards Committee (SBAC)** respectively by 6 applicants to the position of Finance Analyst I;

WHEREAS, through its **Resolution No. 035, Series of 2022** done on **May 11, 2022** (*hereto attached as Annex "A" and made an integral part hereof*), the PRDP SBAC recommended the award of Consultancy Contract for the Position of Finance Analyst I, Accounting Unit, PRDP-NPCO (*Mode of Procurement: SIC*), and for the period commencing on **May 16, 2022 or the date of execution of the Individual Consultancy Contract, whichever is later, and ending on June 30, 2022**, to herein Consultant **EDELITA M. ALVAREZ**. Whereas, the said Resolution was duly approved by the Undersecretary for Operations and National Project Director, PRDP;

WHEREAS, in accordance with the said SBAC Resolution, the DA prepared a **Notice of Award (NOA)** dated **May 11, 2022** (*hereto attached as Annex "B" and made an integral part hereof*) in favor of the herein Consultant, stating that an individual consultancy contract for consultancy services corresponding to the position Finance Analyst I under the Accounting Unit, PRDP-NPCO under PRAS No. 2022-078 has been awarded the latter;

WHEREAS, the Consultant has signified acceptance and/or confirmation of the said award by appending her signature on the space under the term "**Conforme**" in the **NOA** on **May 12, 2022**;

WHEREAS, **EDELITA M. ALVAREZ**, having been determined by the DA to possess the education, training, skills, expertise and experience qualifications for a Consultant expected to deliver services pertinent to the position of Finance Analyst I for and under the PRDP-NPCO Accounting Unit, through the prescribed screening and procurement processes, is willing to pursue her engagement by the DA and deliver services to said institution in accordance with the Terms of Reference and this Contract;

WHEREAS, the hiring of Individual Consultants pursuant to 2011 WB Guidelines for the Selection and Employment of Consultants is no longer subject for review while submission of the WB No Objection Letter is inapplicable as per WB Letter dated March 4, 2014;



WHEREAS, the Chief Accountant of the DA has issued a Certification of Availability of Funds (CAF) sufficient to cover the cost of services as provided under this Consultancy Contract, with the said certification being attached hereto as **Annex "C"** and made an integral part hereof.

NOW THEREFORE, for and in consideration of the foregoing premises, the parties hereto have agreed, as they hereby agree, as follows:

1. SCOPE OF WORKS / SERVICES -- The **CONSULTANT** obligates herself to undertake and perform the following tasks and services as Finance Analyst I:

- a. Processes Disbursement Vouchers for reimbursement of travelling expenses of PRDP NPCO officials & employees (LP and GOP)
- b. Processes Liquidation Report of cash advances made through Procurements Service of PRDP NPCO (LP and GOP)
- c. Reviews, evaluates and processes request for NTA of various PSOs and RPCOs.
- d. Reviews and processes PAL T.O. for plane fares of PRDP NPCO officials & employees.
- e. Checks, reviews and prepares replenishment to Philippine Airlines for Billings of various dates for PRDP NPCO
- f. Maintains daily record of Notice of Cash Allocation for PRDP-NPCO (LP, GEF and GOP)
- g. Reviews, analyzes, checks and journalize disbursements, Receipt of NCA, Issuance of NTA, Remittance of taxes, Transfer from Dollar to Peso Account, liquidations and other adjustment for PRDP-NPCO.
- h. Prepares Monthly Bank Reconciliation Statement for MDS Account of Fund 102 and LCCA of PRDP-NPCO.
- i. Prepares Monthly Trial Balance for PRDP-NPCO (LP, GEF and GOP).
- j. Prepares Quarterly Consolidated Financial Statements of PRDP NPCO (LP, GEF and GOP)
- k. Prepares Monthly Summary of Disbursements of PRDP NPCO (LP, GEF and GOP)
- l. Prepared Monthly Alphalist of Payees from Whom Taxes are Withheld with Disbursement Voucher and filled-out BIR Form 1600 and BIR Form 1601-E for LP, GOP and GEF.
- m. Prepared Certificate of Creditable Tax Withheld at Source (BIR Form 2307) and Certificate of Final Tax Withheld at Source (BIR Form 2306) upon request of various PRDP-NPCO employees and suppliers.
- n. Prepares the Monthly Report of Disbursements (FAR 4) for PRDP - Fund 102.
- o. Prepares the Quarterly Budget and Financial Accountability Reports for PRDP - 102 - (FAR 1- Statement of Appropriations, Allotments, Obligations, Disbursements and Balances; and FAR 1A - Statement of Appropriations, Allotments, Obligations, Disbursements and Balances by Object of Expenditures).
- p. Prepares the Statement of Expenditures (SOE) and Statement of Receipts and Expenditures (SRE) for PRDP NPCO



- q. Prepares monthly Financial Report of Operation and Quarterly Interim Financial Report Designated Account Expenditures for Contracts Not subject to Prior Review
- r. Assists in the monitoring of disbursements of NPCO, PSOs and RPCOs;
- s. Assists in the monitoring and the maintenance of records of fund release to PSOs and RPCOs;
- t. Monitors liquidations of cash advances of officials and staff of PRDP;
- u. Checked and reviewed the Gross Amount, Withholding Taxes, Net Amount, UACS Code, Account Name and Account Number in the List of Due and Demandable Accounts Payable – Advice to Debit Account (LDDAP-ADA) of NPCO.
- v. Checked and reviewed the List of Payees of Dollar Transfers (LP and GEF) as to the correctness of Gross Amount, Withholding Tax and Net Amount.
- w. Prepares List of Journal Entry Vouchers for submission to COA.
- x. Maintained daily record of Index of Payments for PRDP NPCO
- y. Encoded all the Disbursement Vouchers (DV) received for various claims of NPCO in the Database Management System (DMS) for generation of DV Number and Logsheets for Tracking.
- z. Recorded all the PAL Travel Orders received for processing of PRDP-NPCO in the logbook for generation of control number and for tracking.
- aa. Performs other function as may be directed by immediate supervisor and Chief Accountant

2. **WORKSTATION/ATTENDANCE** -- For purposes of performing the above services and/or tasks, the **CONSULTANT** shall have the normal work hours of 8:00 a.m. to 5:00 p.m., Monday through Friday. She shall be required to provide her services at the **DA-PRDP-NPCO** office located at 4th Floor, DA New Building, Elliptical Road, Diliman/Quezon City, except in cases of field work as the **Consultant** may be directed to undertake by the **National Project Director**.

3. **CONSULTANCY FEE**

- a. **Compensation** -- The **CONSULTANT** shall receive a monthly fee of Philippine Pesos: **FIFTY SIX THOUSAND (P56,000.00)** effective on this contract's commencement date as provided under Paragraph 13 hereof, subject to withholding of taxes, and chargeable against PRDP funds. The **CONSULTANT** shall submit an Accomplishment Report duly approved by the Head of Office or Component/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 Consultancy Contract and hereby accepted by the proper authorities concerned, every fifteen (15) days, as the basis for the release of her salary. The **CONSULTANT** shall be paid of her services within five (5) days after the submission of the aforesaid documents and completion of the 15-day service period.

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- b. **Reimbursable Costs** -- When conducting fieldwork, the **Consultant** is entitled to claim travel expenses and per diems, subject to existing government accounting and auditing rules and procedures, and chargeable against PRDP funds.
- c. **Other Costs/Allowance** -- The **Consultant** is allowed to attend trainings, conventions, conferences, and like activities related to the project on official time, subject to prior approval by the National Project Director. Fees and travel expenses will be charged against the PRDP funds, subject to existing government accounting and auditing rules and procedures.

Also, the Consultant is entitled to communication allowance subject to the availability of funds and in compliance with the existing government accounting and auditing rules and procedures.

- 4. **PERFORMANCE STANDARDS** -- The **CONSULTANT** undertakes to perform the obligations above with highest standard of professional and ethical competence and integrity
- 5. **CONFLICT OF INTEREST CLAUSE** -- The **CONSULTANT** commits to provide professional, objective and impartial services to the **DA-PRDP-NPCO** and at all times hold the latter's interest paramount without any consideration for future assignments.

The **Consultant** shall not receive any remuneration in connection with the assignment except as provided in the Contract. She shall not engage in consulting or other activities that conflict with the interest of the **DA-PRDP**. In general, the **Consultant** shall strictly avoid conflicts of interest with her prior or current assignments and affirms to be able to carry out PRDP assignments or work in the best interest of the **DA-PRDP**.

The **Consultant** agrees that, during the term of this Contract and one (1) year after its termination, the Consultant and any entity closely associated with her, shall be disqualified from providing goods, works or services (other than the Services or any continuation thereof) for any project resulting from or closely related to the Services.

- 6. **CONFIDENTIALITY CLAUSE/NON-DISCLOSURE** - Except with prior written consent of the DA, the **CONSULTANT** shall not at any time communicate to any person or entity any confidential information acquired in the course of the performance of the Services, nor shall the **CONSULTANT** make public the performance of the Services, nor shall the **CONSULTANT** make public the recommendation of the Services, nor shall the **CONSULTANT** make public the recommendation formulated in the course of, or as a result of, the Services. For purposes of this clause, "Confidential Information" means any information or knowledge acquired by the **CONSULTANT** arising out of, or in connection with, the performance acquired by the **CONSULTANT** arising out, or in connection with, the performance of the Services under this **CONTRACT** that is not otherwise available to the public.

7. **GENERAL PROVISIONS** -

- a. The parties mutually agree to perform, fulfill and abide with all of the provisions, requirements, and all matters and objects contained in or could reasonably be inferred from the terms of this Contract.
- b. Nothing contained herein shall be construed as establishing or creating between the DA and the **CONSULTANT** the relationship of principal and agent, it being understood that the position of consultant and of anyone else performing the Services is that of an independent contractor.

- c. The implementation of this Agreement shall be subject to the World Bank Guidelines, Republic Act No. 9184, or the "Government Procurement Reform Act" and its implementing rules and regulations, the PRDP Administrative Guidelines, and other relevant issuances.

8. **PROHIBITIONS** -- Except with the prior written approval of the **DA**, the **CONSULTANT** shall not assign or transfer this Contract or any part thereof, nor engage any independent sub-professional service provider, sub-consultant, or sub-contractor to perform any part of the Services set forth herein.

In any case, the approval of the **DA** of the assignment of any part of this Contract by the **Consultant** to an independent sub-professional service provider, sub-consultant or sub-contractor to perform the agreed Services or any part or item thereof, shall not relieve the **Consultant** of any of his obligations under this Contract.

In the event that any of such independent service provider, sub-consultant or sub-contractor was found to be incompetent in discharging his/her duties, the **DA** may request the **Consultant** to forthwith replace him/her with a consultant / sub-contractor with qualifications and experience acceptable to the **DA** for the purpose of resuming the performance of the Services required.

No member of the **DA Personnel** assigned to, or in any way involved in the performance of the obligations under this Contract shall engage, directly or indirectly, either in his/her name or through the **Consultant**, in any business or professional activity that could be in conflict with the performance of the **Consultant's** duties and assignment under this Contract.

9. **INDEMNIFICATIONS** -- **CONSULTANT** will indemnify and hold harmless the DA-PRDP from any and all claims, actions and judgments arising from the performance of services subject matter of this Agreement.

The **CONSULTANT'S** liability under this Contract shall be limited to claims and/or actions for losses or damages directly caused by her failure to exercise skill and care, and shall not include liability for any action or claim for losses or damages arising from the inability of such party to perform obligations by reason of force majeure and occurrences merely incidental to such failure.

Provided, that in case of breach of this Contract, the **Consultant** contract shall be immediately terminated and Paragraph 5 of this contract automatically applies.

The term "force majeure" as employed herein shall mean acts of God, strikes, lockouts or other industrial disturbances, acts of the public enemy, wars, blockades, insurrection, riots, epidemics, landslide, earthquakes, storms, lightning, floods, washouts, civil disturbances, explosions, and any other similar events or risks beyond the reasonable control of the affected party, occurred or incurred not as a product or result of the negligence of the afflicted party, and which have a materially adverse effect on the ability of such party to perform his/her obligations.

10. MISCELLANEOUS PROVISIONS

- a. **Notice of Delay** -- In the event the **CONSULTANT** anticipates delays in the delivery of required services or facilities under this Contract, she shall promptly notify the DA of the same, and may request for an appropriate extension of time for the completion of services / facilities. This provision applies to cases where there is a change in the scope of work required by the DA.

- b. **Contractual Ethics** -- The parties affirm that no fees, gratuities, rebates, gifts, commissions or other payments, other than those shown in the proposal or under the Contract, have been given or received in connection with the selection process or in the contract execution.

11. TERMINATION OF CONTRACT

- a. **By the DA:** The DA may terminate this Contract should any of the following events happen and, with respect to item (1) below, if said event/s is/are determined to be continuing:

- 1) The occurrence of any condition or situation, which to any reasonable mind, could seriously interfere with or threaten the successful implementation of the Project and/or the fulfillment of the Staff/Contract's purpose(s) or has actually seriously interfered with or threatened the successful implementation of the Project and/or the fulfillment of the Contract's purpose(s);
- 2) Breach of contract, and/or the Consultant's failure to deliver or perform outputs and deliverables within the required or instructed period, or any other obligations under the contract.
- 3) As a result of Force Majeure, the Consultant is unable to perform a material portion of the services required of him/her for a period of not less than sixty (60) days. If, as the result of the Force Majeure, the Consultant is unable to perform a material portion of the Services for a period of not less than sixty (60) calendar days after the Consultant's receipt of the notice from DA stating that the circumstance of force majeure is deemed to have ceased.
- 4) Inability to report or perform for work for a period of thirty (30) working days; or
- 5) Engagement in any unlawful conduct.

- b. **By the CONSULTANT:**

b.1. If, by reason of any situation or of the occurrence of any event beyond the reasonable control of the **Consultant**, the performance of the obligations under this Contract is rendered or has become impossible, subject to the following procedure:

- 1) The **Consultant** shall promptly notify DA in writing of such situation or occurrence;
- 2) Upon confirmation in writing by the DA of the existence of any such situation or event, or upon failure of DA to respond to such notice within 30 days from receipt thereof, the **Consultant** shall be relieved from all liabilities on account of her failure to carry out her obligations as Consultant, and from the date of the DA's receipt of said notice (re: the infringing situation/ occurrence). The **Consultant** may thereupon terminate the Contract by giving not less than thirty (30) days prior written notice thereof.

b.2. In any other case, the **Consultant** may terminate this Contract by giving notice in writing thirty (30) days prior to the effective date of termination.


12. SETTLEMENT OF DISPUTES -- In cases of breach of contract or when conflicts or disagreement arise in the interpretation or implementation of the stipulations, terms and conditions of this agreement, the parties shall endeavor to settle the matter amicably, if possible and to the extent allowable by law.

Any dispute or difference arising out of this Contract that cannot be amicably settled between the parties shall be finally settled under the Philippine laws.

13. EFFECTIVE DATE AND DURATION OF CONTRACT -- This Contract shall be effective for the period commencing on **May 16, 2022** and ending on **June 30, 2022**.

IN WITNESS WHEREOF, the parties have hereto set their hands this 13 MAY 2022 at Elliptical Road, Diliman, Quezon City, Philippines.

DEPARTMENT OF AGRICULTURE
By:



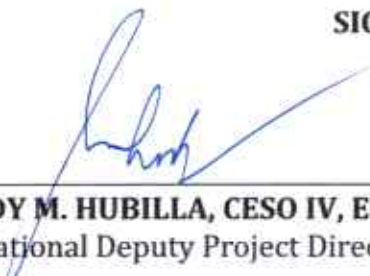
ENGR. ARIEL T. CAYANAN
Undersecretary for Operations
and National Project Director, PRDP

CONSULTANT
By:



EDELITA M. ALVAREZ

SIGNED IN THE PRESENCE OF:



SHANDY M. HUBILLA, CESO IV, EnP.
OIC, National Deputy Project Director



CHARIE SARAH D. SAQUING
Accounting Unit Head



ACKNOWLEDGEMENT

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

BEFORE ME, a Notary Public for and in Quezon City, this 13 MAY 2022 personally appeared Engr. Ariel T. Cayanan and Edelita M. Alvarez, whom I have identified through their respective competent evidence of identity that they presented to me, as follows:

Table with 2 columns: Name, COMPETENT EVIDENCE OF IDENTITY, DATE/PLACE OF ISSUE. Rows for ARIEL T. CAYANAN and EDELITA M. ALVAREZ with handwritten TIN 316126435.

The above-named persons represented to me that they executed the foregoing INDIVIDUAL CONSULTANCY CONTRACT, 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.

This Instrument consisting of nine (9) 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 APY. ROGELIO J. BOLIVAR
Notary Public, Quezon City
Commission Serial Number: Commission No. Adm. Matter No. NP 204 (2021-2022)
Office Address: 34 MD 2021 & IBP No. 13307 MD 2021
PTR O.P. No. 2463255D 1/3/2022
Roll No. 33832 / TIN No. 129-871-009
MCLE No. VI-0029583 Quezon City

Roll No. _____
IBP No. _____, Issued on _____, at _____
PTR No. _____, Issued on _____, at _____

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

SPECIAL BIDS AND AWARDS COMMITTEE
Resolution No. 035
Series of 2022

SUBJECT: RECOMMENDING THE AWARD OF CONTRACT FOR THE HIRING OF ONE (1) FINANCIAL ANALYST I FOR THE ACCOUNTING UNIT OF PHILIPPINE RURAL DEVELOPMENT PROJECT-NATIONAL PROJECT COORDINATION OFFICE (PRDP-NPCO)

REFERENCES

- Procurement Request Action Slip (PRAS) No. 2022-078 with an Estimated Project Cost (EPC) of Php 84,000.00
- Mode of Procurement: Selection of Individual Consultant (SIC)
- Approved 2022 Additional Financing II Procurement Plan
- Approved memorandum for the Request for Authority to Hire Technical Staff for PRDP-NPCO

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

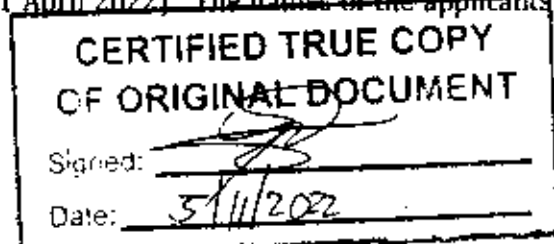
d. Selection of Individual Consultant (SIC)

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 twelve (12) days, starting on April 08, 2022, a Request for Expression of Interest (REOI) and Terms of Reference relative to the hiring of one (1) Financial Analyst I. The set deadline for the submission of Expressions of Interest with Curricula Vitae (CVs) was on 19 April 2022.

WHEREAS, in response to the said REOI and before the aforementioned deadline, a total of eight (6) individuals submitted their respective applications and CVs to the DA-PRDP SBAC through sealed envelopes and/or online submission (opened on 21 April 2022). The names of the applicants to the position advertised are as follows:



Position	No. of Applicants	Name of Applicant
Financial Analyst I	6	1. Rizalyn Nepomuceno 2. Aldrian Mercado 3. Phoebe Marie Flores 4. Brian John Carag 5. Ma. Bituin Bataler 6. Edelita M. Alvarez

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		
I. Evaluation of CVs and other Pertinent Documents		Weighted Percentage
a) Educational Attainment	20%	50%
b) Years of Experience	50%	
c) Knowledge/Competencies/Skills	30%	
Sub-total for Criteria No. I	100%*	
II. Panel Interview		25%
III. Written Exam		25%
TOTAL PERCENTAGE/RATING		100%

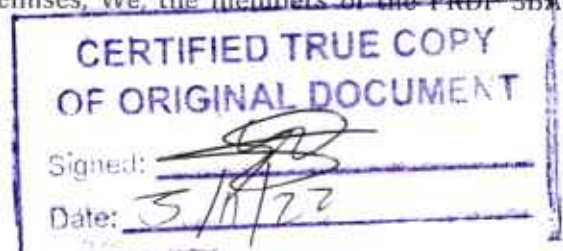
WHEREAS, upon the endorsement of the SBACs, the PSC facilitated the necessary screening and selection processes, which culminated in the evaluation of the qualifications of the applicants in accordance with the above criteria;

OVERALL EVALUATION						
No.	Name of Applicant	CRITERIA 1 (CV 50%)	CRITERIA 2 (Interview 25%)	CRITERIA 3 (Exam 25%)	Total Ave	Rank
1.	Rizalyn Nepomuceno	50	17	18	85	2
2.	Aldrian Mercado	45	10	6	61	
3.	Phoebe Marie Flores	30	Not applicable	Not applicable	30	
4.	Brian John Carag	45	16	21	82	3
5.	Ma. Bituin Bataler	35	18	18	71	4
6.	Edelita M. Alvarez	45	23	20	88	1

WHEREAS, on 05 May 2022, the committee issued PSC Resolution No. 22-19, Series of 2022 [**Annex "C" hereof**], recommending the hiring of Ms. Edelita M. Alvarez who have accordingly been selected for having obtained the highest rate in the applicants' evaluation for the subject position/assignment.

WHEREAS, the SBAC, upon appraisal and validation of the said PSC Resolution alongside its supporting documents, and through its Memorandum dated 05 May 2022 [**Annex "D" hereof**], agreed with the recommendation of the PSC and itself recommended the award of contract to Ms. Edelita M. Alvarez 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. Edelita M. Alvarez to be the Highest Rated Consultant for the position/ assignment correspondingly provided, under the Accounting Unit, PRDP-NPCO; and

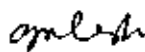
(b) Recommend the award of contract – pursuant to the rules on competitive Selection of Individual Consultant (SIC) procurement method under the World Bank PRDP Procurement Guidelines -- to the said individual with contract rate (monthly) and period commencing as specified in the table below;

Table A - Details of the recommended award of contract:

Award in Favor of	For consultancy services corresponding to the Position of:	With a Monthly Compensation Rate of:	For the Inclusive Period:
1. Edelita M. Alvarez	Financial Analyst I	PhP 56,000.00	16 May 2022 or the date of execution of the Individual Consultancy Contract, whichever is later, until 30 June 2022

Done this 11th day of May 2022 at D.A. office, Elliptical Road, Diliman, Quezon City, Philippines.

Undersecretary KRISTINE Y. EVANGELISTA
Chairperson



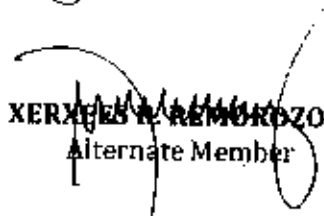
ENGR. CRISTY CECILIA P. POLIDO
Vice Chairperson



ATTY. ARMANDO R. CROBALDE, JR.
Regular Member

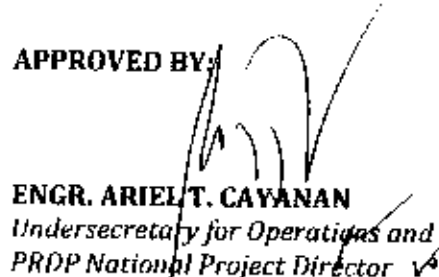


CHERYL C. SUAREZ
Regular Member

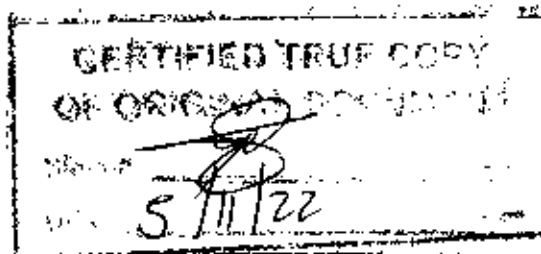


XERXES A. REMOROZO
Alternate Member

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
4th Floor, DA Building, Elliptical Road, Diliman
Quezon City 1100, Philippines

11 May 2022

NOTICE OF AWARD

EDELITA M. ALVAREZ

79 RD. 1 Bagong Pagasa- Q.C.

Mobile Number: 09451094644

Email Address: alvarezedelita@gmail.com

Dear *Ms. Alvarez*:

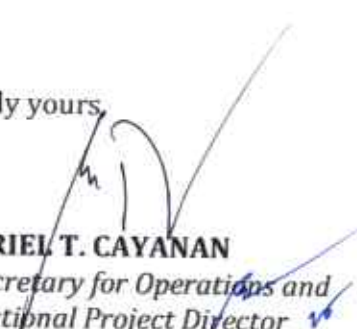
Please be informed that, upon the recommendation of the Special Bids and Awards Committee in its Resolution No. 035, S. 2022, The Hiring of One (1) Financial Analyst I for Accounting Unit of PRDP - NPCO under PRAS No. 2022-078 with particulars as provided in the table below, has been awarded to you:

Position	Monthly Compensation	Total Contract Amount (Total Compensation for Approx. One and Half (1.5) Month)	Contract Period
Financial Analyst I	Php56,000.00	Php 84,000.00	16 May 2022 or the date of execution of the Individual Consultancy Contract, whichever is later, until 30 June 2022

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:



EDELITA M. ALVAREZ

05/12/2022

DATE RECEIVED