



Republic of the Philippines
Department of Environment and Natural Resources
Region IV- MIMAROPA REGION
PROVINCIAL ENVIRONMENT AND NATURAL
RESOURCES OFFICE

January 3, 2022

JOB ORDER

7022-01-14-0104

Ms. Edilita B. Demonguitan
Barangay Sta. Monica, Puerto Princesa City

Sir:

Approval for undertaking the job/work activities as indicated below for the period **FEBRUARY 01, 2022 - JUNE 30, 2022** is hereby requested:

JOB SPECIFICATIONS

TOTAL COST: ₱ 78,690.00
₱ 15,738.00/month

1. Assist in the implementation of program activities, research, monitoring and maintenance activities for CY 2022 as stipulated in the Snake Island Operational Plan;
2. Collect research data regarding Research and Development (R&D) programs of Snake Island as per Research Agenda;
3. Conduct statistical analyses and presentation of results and create posters of as output representation;
4. Assist in the supervising/monitoring of marine coastal resources of Snake Island such as mangroves, waterbirds, coral reefs, seagrass, fishes, and other related resources;
5. Assist in the conduct of CEPA activities in the coastal barangays and schools along Honda Bay;
6. Assist in the periodic marine resource assessment in Snake Island conducted by the BMB, ERDB and EMB;
7. Assist in the consolidation of reports and documentation of events in the area;
8. Consolidates accomplishment reports, vouchers, payrolls, documentation of events and other related documents of Snake Island for CY 2021 activities;
9. Perform other related functions as instructed or assigned by immediate supervisor.

It is hereby understood that in accepting this JOB ORDER you shall not be entitled to any other benefits and privileges except payment for the total costs of the job indicated above.

This job order may be terminated any time the job order as specified is not performed satisfactorily.

The source of fund of this JOB ORDER is from Fund 101 and the Requesting/Recommending Officer shall assume full responsibility on the source of Fund specified herein

CONFORME:

EDILITA B. DEMONGUITAN

REQUESTING OFFICER:

RHODORA B. UBANI
Supervising ECOMS/Chief, CDS

VERIFIED AND RECORDED BY:

MAILAH L. REGALADO
Administrative Officer IV (HRMO II)

CERTIFIED AS TO APPROPRIATION:

MERLIE V. DE JESUS
Budget Officer

CATHY R. FLORES
Accountant I

RECOMMENDING APPROVAL:

FRANKLIN G. HERNANDEZ
Chief, Management Services Division

JOHNNY P. LILANG
Supervising ECOMS/TSD Chief

APPROVED:

ERIBERTO B. SAÑOS, CESE
PENRO

CONTRACT OF SERVICE

KNOW ALL MEN BY THESE PRESENTS:

This contract made and entered into by and between:

The DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES (DENR), a national government agency with office address at Sta. Monica, Puerto Princesa City, represented by ERIBERTO B. SAÑOS, CESE in his capacity as Provincial Environment and Natural Resources Officer of PENRO Palawan, herein referred to as the **FIRST PARTY**.

-and-

EDILITA B. DEMONGUITAN, of legal age, Filipino, and with residence address at Barangay Sta. Monica, Puerto Princesa City, Palawan hereinafter referred to as the **SECOND PARTY**.

WITNESSETH:

WHEREAS, the First Party is in need of the services of the Second Party who shall perform the work **not performed by the permanent personnel** of the First Party;

WHEREAS, the Second Party possesses the education, experience, and skills required to render the services needed by the latter;

WHEREAS, the Second Party has signified her intention, to provide the services needed; to which the First Party has accepted

WHEREAS, the Second Party hereby attest that she is not related within the third degree of consanguinity of affinity to the 1) hiring authority; and or 2) representative of the First Party; that he has not been previously dismissed from government service by reason of an administrative offense; and he has not reached the compulsory retirement age of sixty-five (65) years;

WHEREAS, 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 credited as government service; and that the latter is not entitled to benefits enjoyed by the personnel of the First Party;

WHEREAS, the Second Party shall perform work at a time and schedule to be determined by the First Party including but not limited to conducting field work activities, attending trainings/workshops, meetings and other activities;

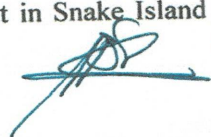
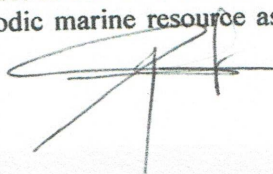
NOW, THEREFORE, both parties agree to the following;

Section 1. That this Contract shall cover the period February 01, 2022 to June 30, 2022 subject to Section 6 hereof;

Section 2. The Second Party is hereby contracted as **Research Assistant** and shall perform the following:

- a. Assist in the implementation of program activities, research, monitoring and maintenance activities for CY 2021 as stipulated in the Snake Island Operational Plan;
- b. Collect research data regarding Research and Development (R&D) programs of Snake Island as per Research Agenda;
- c. Conduct statistical analyses and presentation of results and create posters of as output representation;
- d. Assist in the supervising/monitoring of marine coastal resources of Snake Island such as mangroves, waterbirds, coral reefs, seagrass, fishes, and other related resources;
- e. Assist in the conduct of CEPA activities in the coastal barangays and schools along Honda Bay;
- f. Assist in the periodic marine resource assessment in Snake Island conducted by the BMB, ERDB and EMB;

Edilita B. Demonguitan



- g. Assist in the consolidation of reports and documentation of events in the area;
- h. Consolidates accomplishment reports, vouchers, payrolls, documentation of events and other related documents of Snake Island for CY 2021 activities;
- i. Perform other related functions as instructed or assigned by immediate supervisor.

Section 3. For every services rendered under this contract, the Second Party shall receive FIFTEEN THOUSAND SEVEN HUNDRED THIRTY-EIGHT PESOS ONLY (P 15,738) per month of service rendered inclusive of tax, to be paid on a monthly basis, chargeable against 101 fund.

In case of absence/s of the Second Party, the basis of deduction from the compensation shall be the daily rate.

In case of fund limitation, the compensation of the Second Party shall be reduced proportionately to accommodate the number of Job Orders needed and shall be paid within the first week of the succeeding month provided that all documentary requirements were submitted on time.

Section 4. The Second Party shall perform the tasks herein specified with supervision by a regular employee of this Office. She will be subjected for the submission of the Performance Evaluation Sheet on or before July 15, 2022.

For the purpose of payment for services rendered, the Second Party shall submit the following to the Administrative Division:

- a. Detailed accomplishment report;
- b. Certified true copy of contract;
- c. Proof of Daily Record of Attendance

Section 5. If travel is necessary and recommended by his immediate supervisor, the Second Party shall be entitled to actual transportation expenses only, chargeable to the Fund 101, subject to the usual accounting and auditing rules and procedures.

Section 6. This contract may be terminated by either party for any reason as may be deemed appropriate before the expiration of the period indicated in Section 1 hereof, giving the other party prior written notice not less than fifteen (15) days before the intended date of termination.

IN WITNESS WHEREOF, both parties have hereunto set their hands this January 03, 2022 in the City of Puerto Princesa, Philippines.


DENR-PENRO, PALAWAN

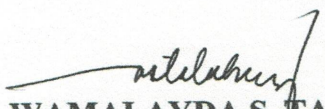
BY:


ERIBERTO B. SAÑOS, CESE
FIRST PARTY



EDILITA B. DEMONGUITAN
SECOND PARTY

Signed in the presence of:


RHODORA B. UBANI
Supervising Ecosystems Management Specialist
Chief, CDS/SIMO


WAMALAYDA S. TALABUCON
Planning Officer II

Certificate of Availability of Funds:


CATHY R. FLORES
Accountant I

ACKNOWLEDGMENT

REPUBLIC OF THE PHILIPPINES)
PROVINCE OF PALAWAN) S.S.

PUERTO PRINCESA CITY

BEFORE ME, a Notary Public for and in the above jurisdiction, personally appeared the following:

Name	Competent Evidence of Identity	Date/Place of Issue
1. ERIBERTO B. SAÑOS, CESE	TIN No. 138-325-812	
2. EDILITA B. DEMONGUITAN	TIN No. 351-324-956	

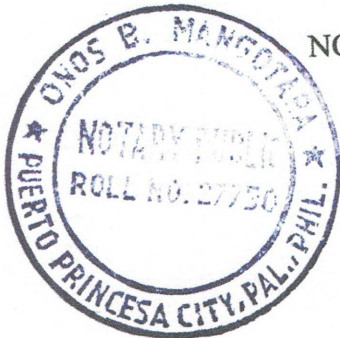
Known to me to be the same persons who executed the foregoing instrument and acknowledged to me that the same is their own free will and voluntary act and deed.

This instrument consists of four (4) pages including this page wherein this acknowledgment is written, and is signed by the parties and their instrumental witnesses on each and every page hereof.

WITNESS MY HAND AND SEAL, this JAN 06 2022 day of January 2022 at

PUERTO PRINCESA CITY

Doc. No. 93 ;
Page No. 20 ;
Book No. XVI ;
Series of 2022



NOTARY PUBLIC

ATTY. ONOS B. MANGOTARA
NOTARY PUBLIC
NPL NO. 2019-18 UNTIL APR 30, 2022
PTR NO. 0891767/01.08.2022
IBP NO. 002047/12.01.2021
ATTORNEY'S ROLL NO. 27750
MCLE COMPLIANCE NO. VI-0016501
VALID UNTIL APRIL 14, 2022

