



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**

# 2022-01-18-0048

**Mr. Genesis Z. Ustares**  
Barangay Sta. Monica, Puerto Princesa City

Sir:

Approval for undertaking the job/work activities as indicated below for the period JANUARY 03, 2022 - JUNE 30, 2022 is hereby requested:

**JOB SPECIFICATIONS**

**TOTAL COST: ₱ 201,450.00**  
**₱ 33,575.00/month**

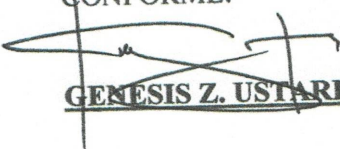
1. Perform field work activities in support to the achievement of the target activities for the year 2022 of Snake Island;
2. Conduct data gathering regarding Research & Development (R&D) programs of Snake Island as per Research Agenda and write scientific reports and communication materials;
3. Perform and facilitate program activities for CY 2022 as stipulated in Snake Island Operational Plan;
4. Prepare and facilitate the review of Snake Island Operational Plan for the next 5-year implementation;
5. Conduct monitoring activities of coastal and marine resources of Snake Island such as mangroves, seabirds, coral reefs, fishes, seagrass and other related resources;
6. Assist to both research and management works and programs set forth by ERDB and BMB for Snake Island;
7. Supervise the day-to-day operations and protection of resources of Snake Island;
8. Conduct Communication, Education and Community Awareness (CEPA) activities to the coastal barangays and schools along Honda Bay regarding Snake Island;
9. Monitor the Autonomous Reef Monitoring Structure (ARMS) deployed at Snake Island;
10. Act and serve as secretariat, technical and administrative arm of Technical Working Group of Snake Island Management Office (SIMO);
11. Supervises cleanliness and seaworthiness of existing facilities, infrastructures and watercrafts of Snake Island;
12. 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.

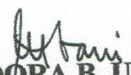
This job order may be terminated any time the job order as specified is not performed satisfactorily.

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:

  
**GENESIS Z. USTARES**


REQUESTING OFFICER:

  
**RHODORA B. UBANI**  
Supervising ECOMS/Chief, CDS

VERIFIED AND RECORDED BY:

  
**MAILAH L. REGALADO**  
Administrative Officer IV (HRMO II)

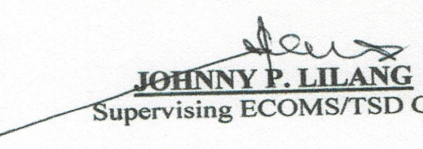
CERTIFIED AS TO APPROPRIATION:

  
**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. SANOS, 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-

GENESIS Z. USTARES, 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 January 03, 2022 to June 30, 2022 subject to Section 6 hereof;

**Section 2.** The Second Party is hereby contracted as **Marine Biologist II** and shall perform the following:

- a. Perform field work activities in support to the achievement of the target activities for the year 2022 of Snake Island;
- b. Conduct data gathering regarding Research & Development (R&D) programs of Snake Island as per Research Agenda and write scientific reports and communication materials;
- c. Perform and facilitate program activities for CY 2022 as stipulated in Snake Island Operational Plan;
- d. Prepare and facilitate the review of Snake Island Operational Plan for the next 5-year implementation;
- e. Conduct monitoring activities of coastal and marine resources of Snake Island such as mangroves, seabirds, coral reefs, fishes, seagrass and other related resources;
- f. Assist to both research and management works and programs set forth by ERDB and BMB for Snake Island;
- g. Supervise the day-to-day operations and protection of resources of Snake Island;
- h. Conduct Communication, Education and Community Awareness (CEPA) activities to the coastal barangays and schools along Honda Bay regarding Snake Island;
- i. Monitor the Autonomous Reef Monitoring Structure (ARMS) deployed at Snake Island;



- j. Act and serve as secretariat, technical and administrative arm of Technical Working Group of Snake Island Management Office (SIMO);
- k. Supervises cleanliness and seaworthiness of existing facilities, infrastructures and watercrafts of Snake Island;
- l. 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 THIRTY-THREE THOUSAND FIVE HUNDRED SEVENTY-FIVE PESOS ONLY (P 33,575.00) 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 3, 2022 in the City of Puerto Princesa, Philippines.

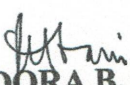
DENR-PENRO, PALAWAN

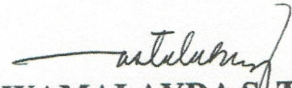
BY:

  
**ERIBERTO B. SAÑOS, CESE**  
FIRST PARTY

  
**GENESIS Z. USTARES**  
SECOND PARTY

**Signed in the presence of:**

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

  
**WAMALAYDA S. TALABUCAN**  
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, <i>CESE</i>	TIN No. 138-325-812	
2. GENESIS Z. USTARES	TIN No. 478-470-434	

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, Philippines.

Doc. No. 95;  
Page No. 10;  
Book No. XXI;  
Series of 2022



NOTARY PUBLIC

**ATTY. ONOS B. MANGOTARA**  
NOTARY PUBLIC  
NPL NO. 2019-18 UNTIL JUNE 30, 2022  
PTR NO. 0391057/01.03.2022  
IBP NO. 002047/12.01.2021  
ATTORNEY'S ROLL NO. 27750  
MCLE COMPLIANCE NO. VI-0016501  
VALID UNTIL APRIL 14, 2022

