

0-1176

OUT - 1645



July 13, 2023

MEMORANDUM

FOR : The Regional Executive Director
DENR MIMAROPA Region

THRU : The Assistant Regional Director for Management Services

ATTENTION : The OIC Chief, Planning and Management Division

FROM : The OIC – PENR Officer

SUBJECT : **STATUS REPORT ON THE ISSUED SUB-ALLOTMENT
ADVICE (SAA) NO. R4B-101-2023-06-018 DATED
JUNE 07, 2023**

Respectfully submitted is the Status Report on the issued Sub-Allotment Advice (SAA) No. R4B-101-2023-06-018 dated June 07, 2023 amounting to Two Hundred Seventy Thousand Pesos (Php270,000.00) received by our Office on June 08, 2023 to cover the release of allotment intended for ICT Maintenance of PENRO Marinduque as per approved FY 2023 Work and Financial Plan (WFP) chargeable against Data Management Including Systems Development and Maintenance (200000100001000) Activities as authorized in the FY 2023 General Appropriations Act (GAA) R.A. 11936 Current Appropriations.

Likewise, attached are Breakdown of Expenditures of R4B-101-2023-06-018, copy of scanned and notarized Contract of Service.

For information and record.


IMELDA M. DIAZ



**STATUS REPORT ON THE ISSUED SUB-ALLOTMENT ADVICE (SAA)
NO. R4B-101-2023-06-018 DATED JUNE 07, 2023**

DATE/PERIOD	MILESTONE ACTIVITIES
June 08, 2023	<ul style="list-style-type: none">The Office received the copy of SAA No. R4B-101-2023-06-018
FOR HIRING OF IT PERSONNEL	
June 08, 2023	<ul style="list-style-type: none">The ICT Unit prepared the Request for Hiring of Contract of Service of the IT Personnel from July to December, CY 2023 together with all the necessary supporting documents for approval by the OIC-PENR OfficerThe Request for Hiring of Contract of Service of the IT Technical Support was approved by the OIC-PENR OfficerThe Notice of Hiring was posted to all conspicuous places within the Municipality of BoacA Request for Posting of Notice of Job Hiring to the official Facebook page of the DENR MIMAROPA Region, as well as to the official website of DENR-PENRO Marinduque for the information of the public was emailed to DENR MIMAROPA Regional Office together with all the necessary supporting documentsNotice of Job Hiring was posted at the official Facebook page of the DENR MIMAROPA Region
June 22, 2023	<ul style="list-style-type: none">The Office conducted screening (examination and panel interview)
June 30, 2023	<ul style="list-style-type: none">The Office was able to hire one (1) IT Technical Support with contract period from July 03, 2023 to December 31, 2023
July 03-04, 2023	<ul style="list-style-type: none">Signing of Contract of Service between the DENR-PENRO Marinduque and Mr. Harold M. Mogol and was duly notarized
July 05, 2023	<ul style="list-style-type: none">Obligation of Payment for the services of IT Technical Support (Contractual) covering the period from July 03, 2023 to December 31, 2023 amounting to Php90,000.00.
FOR PROCUREMENT ACTIVITIES	
June 21, 2023	<ul style="list-style-type: none">The ICT Unit prepared the Purchase Request, Supplemental Annual Procurement Plan (APP), and Request for Pre-Procurement Conference for the Supply and Delivery of Branded and Brand-New ICT Equipment and Supplies for official use of DENR-PENRO Marinduque (by lot) with a total Approved Budget Contract (ABC) of Eight Hundred Eighty Nine Thousand Pesos (Php74,800.00)
June 29, 2023	<ul style="list-style-type: none">The ICT Unit prepared the Purchase Request, Supplemental Annual Procurement Plan (APP), and Request for Pre-Procurement Conference for the Procurement of License ICT Software for official use of DENR-PENRO Marinduque (by lot) with a total Approved Budget Contract (ABC) of Sixty Five Thousand Pesos (Php65,000.00)
July 04, 2023	<ul style="list-style-type: none">The Request for Pre-Procurement Conference for the Supply and Delivery of Branded and Brand-New ICT Equipment and Supplies for official use of DENR-PENRO Marinduque (by lot) and Request for Pre-Procurement Conference for the Procurement of License ICT Software for official use of DENR-PENRO Marinduque (by lot) were discussed during the PBAC Meeting



DATE/PERIOD	MILESTONE ACTIVIES
FOR PROCUREMENT ACTIVITIES	
July 05, 2023	<ul style="list-style-type: none">▪ The Supply and Delivery of Branded and Brand-New ICT Equipment and Supplies for official use of DENR-PENRO Marinduque (by lot) and the Procurement of License ICT Software for official use of DENR-PENRO Marinduque (by lot) were posted in the PhilGEPS website through Small Value Procurement (SVP) and Shopping, respectively
July 10, 2023	<ul style="list-style-type: none">▪ Schedule of the Opening of Quotations for the Supply and Delivery of Branded and Brand-New ICT Equipment and Supplies for official use of DENR-PENRO Marinduque (by lot) and Opening of Quotations for the Procurement of License ICT Software for official use of DENR-PENRO Marinduque (by lot)▪ The Supply and Delivery of Branded and Brand-New ICT Equipment and Supplies for official use of DENR-PENRO Marinduque (by lot) was awarded to S.E.G Non Specialized Wholesale Trading with a total quotation of Php71,840.00, while the Procurement of License ICT Software for official use of DENR-PENRO Marinduque (by lot) was awarded to WFM Enterprises Corporation with a total quotation of Php53,000.00



BREAKDOWN OF EXPENDITURES OF SAA NO. R4B-101-2023-06-018

Item	Allotment	Obligation	Disbursement	Balance	Remarks
Travelling Expenses – Local (50201010-00)	10,000.00	330.00	330.00	9,670.00	To be utilized before end of December 2023
Other Subscription Expenses (50202010-02)	65,000.00			65,000.00	To be utilized as payment for Procurement of License ICT Software for official use of DENR-PENRO Marinduque (by lot) which was awarded to WFM Enterprises Corporation with a total quotation of Php53,000.00
Other Professional Services (50211990-00)	90,000.00	90,000.00			Payment for the services of IT Technical Support (Contractual) covering the period from July 03, 2023 to December 31, 2023 amounting to Php90,000.00 was obligated
Semi-Expendable ICT Equipment (50203210-03)	105,000.00	33,000.00	33,000.00	72,000.00	To be utilized as payment for Branded and Brand-New ICT Equipment and Supplies for official use of DENR-PENRO Marinduque (by lot) was which awarded to S.E.G Non Specialized Wholesale Trading with a total quotation of Php71,840.00
TOTAL	270,000.00	123,330.00	33,330.00	146,670.00	

Prepared by:

MARK RYAN S. LOZADA
Information Systems Analyst II

Reviewed by:

JHONNA LIZA S. MEDENILLA
Planning Officer II/
In-Charge, Planning Section

Noted by:

GEMMA P. DELOS REYES
In-Charge, Management Service Division



Republic of the Philippines
Department of Environment and Natural Resources
PENRO Marinduque

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 - PROVINCIAL ENVIRONMENT AND NATURAL RESOURCES OFFICE (DENR-PENRO) Marinduque**, a national government agency with office address at Capitol Compound, Barangay Bangbangalon, Boac, Marinduque, represented by **IMELDA M. DIAZ**, in her capacity as OIC – PENR Officer of DENR-PENRO Marinduque, herein referred to as the **“FIRST PARTY”**;

and

HAROLD M. MOGOL, of legal age, Filipino and with residence address at Barangay Magapua, Mogpog, Marinduque 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 his intention, to which the First Party has accepted, to provide the services needed by the latter;

WHEREAS, the Second Party hereby attests that he is not related within the third degree of consanguinity or 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 accredited 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 the time and schedule to be agreed upon by both parties;

NOW, THEREFORE, both parties agree to the following:

Section 1. That this Contract shall cover the period **from July 3, 2023 to December 31, 2023**, subject to Section 5 hereof.

Section 2. The Second Party is hereby contracted as **IT Technical Support** and shall perform the following:

- a. Maintenance of ICT hardware and facilities such as desktop and laptop computers, network infrastructure and CCTV system
- b. Installation and configuration of new ICT hardware and software
- c. Troubleshooting of system and network related problems
- d. Conduct ICT inventory
- e. Troubleshooting of information systems
- f. Assist in the deployment of information systems; and
- g. Perform other needed IT technical support as requested by the supervisor or client.

Section 3. For services rendered under this Contract, the Second Party shall receive the amount of **Six Hundred Eighty One Pesos and 82/100 (P681.82)** as the daily compensation rate for every eight (8) hours of service inclusive of tax and 10% premium, to be paid on a semi-monthly basis, chargeable against **Sub-Allotment Advice (SAA) No. R4B 101-2023-06-018 of Data Management including Systems Development and Maintenance of Support to Operations funds.**

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

Subject to the availability of funds, the salary of the Second Party shall be paid within the first week of the succeeding month provided that all documentary requirements were submitted on time.

Monthly premiums such as SSS, Philhealth and PAG-IBIG shall be voluntarily remitted by the Second Party.

Section 4. The Second Party shall perform the task herein specified under the supervision by a regular employee of this Office.

For the purpose of payment of the demand for payment, the Second Party shall submit the following to the Management Services Division – Planning Section – Information and Communication Technology Unit:

- a. Detailed Accomplishment Report;
- b. Certified true copy of Contract;
- c. Proof of Daily Record of Attendance.

Section 5. In view of the nature as well as the necessity of his task, the Second Party shall not be entitled to Transportation Allowances.

Section 6. This Contract may be terminated:

- a) 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; or,
- b) *Ipsa facto*, by reason of supervening events such as the issuance of lawful orders, rules and regulations and similar issuances.

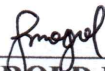
IN WITNESS WHEREOF both parties have hereunto set their hands this ____day
of _____, 2023 at _____.

DENR PENRO Marinduque

By:

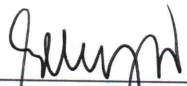


IMELDA M. DIAZ
OIC – PENR Officer
First Party




HAROLD M. MOGOL
Second Party

Signed in the presence of:



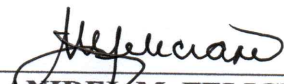
GEMMA P. DELOS REYES
In-Charge,
Management Services Division



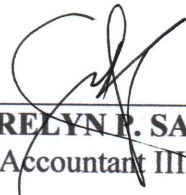
EDEN P. PALACIOS
Administrative Officer IV
(HRMO II)

Certificate of Availability of Funds:

This is to certify that a fund for this purpose is available:



ANIDEL M. FELICIANO
Administrative Officer IV
(Budget Officer II)



LORELYN R. SAET
Accountant III

ACKNOWLEDGMENT

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

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

Name	Competent Evidence of Identity	Date/Place of Issue
IMELDA M. DIAZ	29821677	Bang bangalan 1 Bone
HAROLD M. MOGOL	CIC 202026393857	07/03/2023

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.

JUL 04 2023

WITNESS MY HAND AND SEAL, this _____ day of _____, 2023
at BOAC, MARINDUQUE, Philippines.

Doc. No. _____;
Page No. _____;
Book No. _____;
Series of 2023

NOTARY PUBLIC
ATTY. CARLO D. RODAS
PUBLIC ATTORNEY III
rsuant to P A 9405