



Republic of the Philippines  
Department of Environment and Natural Resources  
**Provincial Environment and Natural Resources Office**  
**MIMAROPA Region**

Bgy. Sta. Monica, Puerto Princesa City, Palawan  
E-mail: [penropalawan@denr.gov.ph](mailto:penropalawan@denr.gov.ph)  
Telfax No. (048) 433-5638 / (048) 433-5638

Region

October 11, 2022

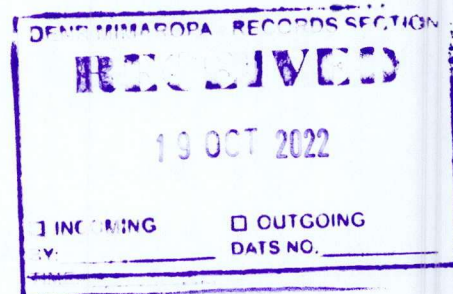
**MEMORANDUM**

**FOR** : The Regional Executive Director  
DENR MIMAROPA  
1515 L&S Bldg., Roxas Blvd.  
Ermita, Manila

**THRU** : The OIC, ARD for Technical Services

**FROM** : The Provincial Environment and  
Natural Resources Officer

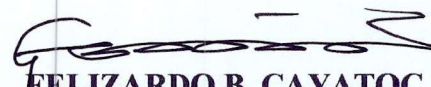
**SUBJECT** : **REPORT ON THE HIRING OF ENUMERATORS AND OFFICE  
SUPPORT STAFFS FOR THE GREEN ECONOMY MODEL  
(GEM) PROJECT FOR EL NIDO, PALAWAN**




Forwarded is the memorandum dated September 30, 2022 of CENRO Taytay along with the report on the hiring of Enumerators and Office Support Staffs under Green Economy Model (GEM) project that serves as **Means of Verification (MOV)** to the target activity under Green Economy Model (GEM).

Please be informed that said office hired ten (10) Enumerators and two (2) Office Support Staffs for the GEM Project in El Nido, Palawan composed of five (5) males and seven (7) females.

For information and record.

  
**FELIZARDO B. CAYATOC**



DENR-PALAWAN  
PENRO-RECORDS  
**RELEASED**  
By   
Date: 12 OCT 2022 CN 22-2722





Republic of the Philippines  
Department of Environment and Natural Resources  
MIMAROPA Region

**COMMUNITY ENVIRONMENT AND NATURAL RESOURCES OFFICE**

by the National Highway, Poblacion, Taytay, Palawan 5312

Mobile: 0926-505-9335 TM 0912-171-3889 TNT

Email: [cenrotaytay@denr.gov.ph](mailto:cenrotaytay@denr.gov.ph)

September 30, 2022

**MEMORANDUM**

**FOR :** The Provincial Environment and  
Natural Resources Officer  
Sta. Monica, Puerto Princesa City, Palawan

**FROM :** The Community Environment and  
Natural Resources Officer  
Taytay, Palawan

**SUBJECT :** **REPORT ON THE HIRING OF ENUMERATORS AND OFFICE  
SUPPORT STAFFS FOR THE GREEN ECONOMY MODEL  
(GEM) PROJECT FOR EL NIDO, PALAWAN**

Pertaining to the target activity on the Hiring of Enumerators and Office Support Staffs under SAA No. CO-R4B-101-2021-07-514 for FY 2021 Continuing Appropriations Work and Financial Plan, please be informed that this Office facilitated the hiring of 10 enumerators and two (2) Office Support Staffs for the GEM Project in El Nido, Palawan composed of five (5) males and seven (7) females. Hereunder is the list of names of Job Order personnel hired for the project including the period covered of their employment:

**A. ENUMERATORS**

<i>Name</i>	<i>Age</i>	<i>Sex</i>	<i>Civil Status</i>	<i>Adress</i>	<i>Period covered of contract</i>	<i>Place of assignment</i>
1. ADOPTANTE, Marlon V.	30	M	Single	Bgy. Aberawan, El Nido, Palawan	August 15 to December 31, 2022	Taytay and El Nido
2. APUSAGA, Nicka R.	25	F	Single	Bgy. Poblacion, Taytay, Palawan	August 16 to December 31, 2022	Taytay and El Nido
3. BALERITE, JAYVEE L.	24	M	Single	Bgy. Poblacion, Taytay, Palawan	August 26 to December 31, 2022	Taytay and El Nido
4. BIONA, Rose Mae T.	24	F	Single	Bgy. Poblacion, Taytay, Palawan	August 15 to December 31, 2022	Taytay and El Nido
5. CONDE, Mary Jane R.	25	F	Single	Roxas, Palawan	August 16 to December 31, 2022	Taytay and El Nido
6. DIZON, Henry M.	28	M	Single	Bgy. Pancol, Taytay, Palawan	August 15 to December 31, 2022	Taytay and El Nido
7. MACAPUBRE, Jomare R.	26	M	Single	Bgy. Poblacion, Taytay, Palawan	August 26 to December 31, 2022	Taytay and El Nido
8. OCAMPO, Valentina M.	33	F	Single	Bgy. Poblacion, Taytay, Palawan	August 15 to December 31, 2022	Taytay and El Nido
9. ORENDAIN, Nikolai Olivier G.	24	M	Single	Bgy. Poblacion, Taytay, Palawan	August 15 to December 31, 2022	Taytay and El Nido
10. SOLIVA, Krishelle V.	23	F	Single	Bgy. Poblacion, Taytay, Palawan	August 24 to December 31, 2022	Taytay and El Nido



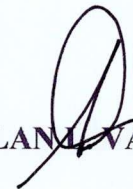
B. OFFICE SUPPORT STAFFS

<i>Name</i>	<i>Age</i>	<i>Sex</i>	<i>Civil Status</i>	<i>Adress</i>	<i>Period covered of contract</i>	<i>Place of assignment</i>
1. CABEBE, Reina Mia B.	29	F	Married	Bgy. Poblacion, Taytay, Palawan	August 23 to December 31, 2022	Taytay
2. BUENAVISTA, Josephine C.	55	F	Married	Bgy. San Pedro, Puerto Princesa City	August 1 to December 31, 2022	PENRO Palawan

Attached herewith are the notarized contracts of the above-named Job Order personnel.

This serves as our Means of Verification (MoV) for the target.

For information and record.

  
ALAN VALLE





## CONTRACT OF SERVICE

### KNOW TO ALL MEN BY THESE PRESENTS:

This Contract made and entered by and between:

2022-09-22-611

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

- and -

**KRISHELLE V. SOLIVA** of legal age, Filipino, and with residence address at Barangay Poblacion, Taytay, 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 which the First Party has accepted, to provide the services needed by the latter;

**WHEREAS**, the Second Party hereby attest that she 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 she has not been previously dismissed from government service by reason of an administrative offense; and she has not reached the compulsory retirement age of sixty five (65);

**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; and,

**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 from **August 23, 2022 to December 31, 2022** subject to Section 6 hereof;

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

- a. To assist in the review and evaluation of documents gathered from compliance monitoring on the delineated legal easement and inventoried affected establishment of El Nido, Palawan;
- b. To assist in the planting of markers for legal easement within five (5) barangays of El Nido;
- c. To assist in the conduct of inventory of business establishments and household connected built within easement zone and forestland;
- d. To assist in the inventory of business establishments and household connected and not connected to Sewage Treatment Plan (STP);
- e. To encode collected data during inventory of business establishments and households built within easement zone and forestland, and connected and not connected to STP;



- f. To prepare and submit progress report every after activity with attach geotagged photos and maps of the inventoried affected business establishment and households;
- g. To submit GPS reading of inventoried establishments to the Team Leader for consolidation and generation of maps; and;
- h. Perform other related functions as instructed or assigned by the team leader, immediate supervisor and the CENRO concerned.

**Section 3.** For every services rendered under this contract, the Second Party shall receive a monthly compensation of **Thirteen Thousand Five Hundred Pesos (P13, 500.00)**, inclusive of tax, to be paid on a monthly basis, chargeable against **SUB-ALLOTMENT ADVICE (SAA) NO. CO-R4B-101-2021-07-514 (CONTINUING OF 2021) FOR THE REHABILITATION AND PROTECTION OF MIMAROPA'S PRIME ECOTOURISM DESTINATION (EL NIDO, PALAWAN) – HIRING OF ENUMERATORS.**

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 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 Philhealth and Pag-ibig shall be voluntarily remitted by the Second Party.

**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 January 15, 2023.

For the purpose of payment of the demand for payment, the Second Party shall submit the following to the Administrative Division – Personnel Section:

- a. Detailed Accomplishment Report;
- b. Certified true copy of contract;
- c. Proof of Daily Record of Attendance; and
- d. Proof of Payment for PAG-IBIG and PHILHEALTH contributions.

**Section 5.** If travel is necessary and recommended by her immediate supervisor, the Second Party shall be entitled to actual transportation expenses only, chargeable to the **SUB-ALLOTMENT ADVICE (SAA) NO. CO-R4B-101-2021-07-514 (CONTINUING OF 2021) FOR THE REHABILITATION AND PROTECTION OF MIMAROPA'S PRIME ECOTOURISM DESTINATION (EL NIDO, PALAWAN)** subject to the usual accounting and auditing rules and procedures.


**Section 6.** This Contract may be terminated:

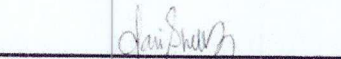
- a) By either party for any reason as may be deemed appropriate the Contract shall be pre-terminated by September 30, 2022 should there be instructions to continue until December 2022 before the expiration of the period indicated in Section 1 hereof, giving the other party prior written notice not less 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 August 23, 2022 in Puerto Princesa City, Philippines.

**Department of Environment and Natural Resources**

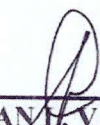
By:

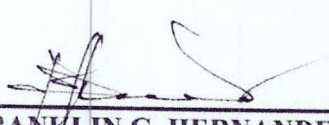
  
**FELIZARDO B. CAYATOC**  
 First Party

  
**KRISHELLE V. SOLIVA**  
 Second Party



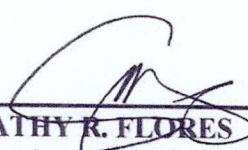
**SIGNED IN THE PRESENCE OF:**

  
\_\_\_\_\_  
**ALAN H. VALLE**  
CENRO

  
\_\_\_\_\_  
**FRANKLIN G. HERNANDEZ**  
Chief Administrative Officer/  
Management Services Division

**Certificate of Availability of Funds:**

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

  
\_\_\_\_\_  
**CATHY R. FLORES**  
Accountant I



ACKNOWLEDGEMENT

REPUBLIC OF THE PHILIPPINES  
PUERTO PRINCESA CITY) 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
FELIZARDO B. CAYATOC	135-057-174	/Puerto Princesa City
KRISHELLE V. SOLIVA	10921451	August 23, 2022/ Taytay, Palawan

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 Acknowledgement is written, and is signed by the parties and their instrumental witnesses on each and every page hereof.

WITNESS MY HAND AND SEAL, this 12 SEP 2022 day of \_\_\_\_\_, 2022  
at PUERTO PRINCESA CITY, Philippines.

NOTARY PUBLIC

Doc. No. 441 ;  
Page No. 90 ;  
Book No. I ;  
Series of: 2022

ATTY. JAZMIN D. ALTEA  
NOTARY PUBLIC FOR PALAWAN  
AND PUERTO PRINCESA CITY  
Notarial Commission No. 2021-025 Until December, 31, 2022  
PTR No. 1633659; January 07, 2022; Puerto Princesa City  
IBP No. 168243; December 16, 2021; Palawan Chapter  
MCLE Compliance No. VI (admitted to legal profession on 6/14/2019)  
Roll No. 72565







August 22, 2022

**JOB ORDER**

**KRISHELLE V. SOLIVA**

Barangay Poblacion, Taytay, Palawan

Ma'am:

Please perform the following job/work activities on a daily basis for the period from August 23, 2022 to December 31, 2022 per specifications indicated. We reserve the right to reject any or all work done which are not in accordance with our specifications.

<b>JOB SPECIFICATIONS</b>	<b>TOTAL COST: P 58, 296.00 or P 13, 500.00/ month</b>
<p>a. To assist in the review and evaluation of documents gathered from compliance monitoring on the delineated legal easement and inventoried affected establishment of El Nido, Palawan;</p> <p>b. To assist in the planting of markers for legal easement within five (5) barangays of El Nido;</p> <p>c. To assist in the conduct of inventory of business establishments and household connected built within easement zone and forestland;</p> <p>d. To assist in the inventory of business establishments and household connected and not connected to Sewage Treatment Plan (STP);</p> <p>e. To encode collected data during inventory of business establishments and households built within easement zone and forestland, and connected and not connected to STP;</p> <p>f. To prepare and submit progress report every after activity with attach geotagged photos and maps of the inventoried affected business establishment and households;</p> <p>g. To submit GPS reading of inventoried establishments to the Team Leader for consolidation and generation of maps; and,</p> <p>h. Perform other related functions as instructed or assigned by the team leader, immediate supervisor and the CENRO concerned.</p>	

It is hereby understood that in accepting this JOB ORDER you shall not be entitled to any other benefits and privileges.

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 **SUB-ALLOTMENT FOR THE REHABILITATION AND PROTECTION OF MIMAROPA'S PRIME ECOTOURISM DESTINATION (EL NIDO, PALAWAN)**, as per ABM/letter of advice of allotment No. **CO-R4B-101-2021-07-514 (CONTINUING OF 2021)** dated **July 16, 2021** and the requesting/recommending office shall assume full responsibility on the source of fund specified herein.

CONFORME:

  
**KRISHELLE V. SOLIVA**

REQUESTING/RECOMMENDING OFFICER:

  
**ALAN L. VALLE**  
CENRO

CERTIFIED AND RECORDED BY:

  
**FRANKLIN G. HERNANDEZ**

Chief Administrative Officer Management Services Division

CERTIFIED AS TO APPROPRIATION:

  
**MERLIE V. DE JESUS**

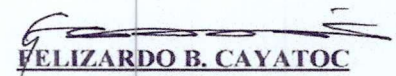
Budget Officer II

CERTIFIED AS TO FUND AVAILABILITY:

  
**CATHY R. FLORES**

Accountant I / In-charge, Acctg. Section

APPROVED:

  
**FELIZARDO B. CAYATOC**  
PENRO





## CONTRACT OF SERVICE

### KNOW TO ALL MEN BY THESE PRESENTS:

This Contract made and entered by and between:

2022-09-21-602

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

- and -

**NIKOLAI OLIVIER G. ORENDAIN** of legal age, Filipino, and with residence address at Barangay Poblacion, Taytay, 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 his intention, to which the First Party has accepted, to provide the services needed by the latter;

**WHEREAS**, the Second Party hereby attest 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);

**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; and,

**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 from **August 15, 2022 to December 31, 2022** subject to Section 6 hereof;

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

- To assist in the review and evaluation of documents gathered from compliance monitoring on the delineated legal easement and inventoried affected establishment of El Nido, Palawan;
- To assist in the planting of markers for legal easement within five (5) barangays of El Nido;
- To assist in the conduct of inventory of business establishments and household connected built within easement zone and forestland;
- To assist in the inventory of business establishments and household connected and not connected to Sewage Treatment Plan (STP);
- To encode collected data during inventory of business establishments and households built within easement zone and forestland, and connected and not connected to STP;



- f. To prepare and submit progress report every after activity with attach geotagged photos and maps of the inventoried affected business establishment and households;
- g. To submit GPS reading of inventoried establishments to the Team Leader for consolidation and generation of maps; and;
- h. Perform other related functions as instructed or assigned by the team leader, immediate supervisor and the CENRO concerned.

**Section 3.** For every services rendered under this contract, the Second Party shall receive a monthly compensation of **Thirteen Thousand Five Hundred Pesos (P13, 500.00)**, inclusive of tax, to be paid on a monthly basis, chargeable against **SUB-ALLOTMENT ADVICE (SAA) NO. CO-R4B-101-2021-07-514 (CONTINUING OF 2021) FOR THE REHABILITATION AND PROTECTION OF MIMAROPA'S PRIME ECOTOURISM DESTINATION (EL NIDO, PALAWAN) – HIRING OF ENUMERATORS.**

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 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 Philhealth and Pag-ibig shall be voluntarily remitted by the Second Party.

**Section 4.** The Second Party shall perform the tasks herein specified with supervision by a regular employee of this Office. He will be subjected for the submission of the Performance Evaluation Sheet on or before January 15, 2023.

For the purpose of payment of the demand for payment, the Second Party shall submit the following to the Administrative Division – Personnel Section:

- a. Detailed Accomplishment Report;
- b. Certified true copy of contract;
- c. Proof of Daily Record of Attendance; and
- d. Proof of Payment for PAG-IBIG and PHILHEALTH contributions.

**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 **SUB-ALLOTMENT ADVICE (SAA) NO. CO-R4B-101-2021-07-514 (CONTINUING OF 2021) FOR THE REHABILITATION AND PROTECTION OF MIMAROPA'S PRIME ECOTOURISM DESTINATION (EL NIDO, PALAWAN)** subject to the usual accounting and auditing rules and procedures.

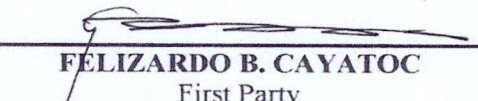
**Section 6.** This Contract may be terminated:

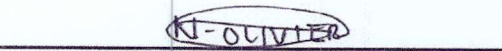
- a) By either party for any reason as may be deemed appropriate the Contract shall be pre-terminated by August 31, 2022 should there be instructions to continue until December 2022 before the expiration of the period indicated in Section 1 hereof, giving the other party prior written notice not less 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 August 15, 2022 in Puerto Princesa City, Philippines.

**Department of Environment and Natural Resources**

By:

  
**FELIZARDO B. CAYATOC**  
First Party

  
**NIKOLAI OLIVIER G. ORENDAIN**  
Second Party



**SIGNED IN THE PRESENCE OF:**

  
\_\_\_\_\_  
**ALAN L. VALLE**  
CENRO

  
\_\_\_\_\_  
**FRANKLIN G. HERNANDEZ**  
Chief Administrative Officer/  
Management Services Division

**Certificate of Availability of Funds:**

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

  
\_\_\_\_\_  
**CATHY R. FLORES**  
Accountant I

REPUBLIC OF THE PHILIPPINES  
PUERTO PRINCESA CITY) 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
FELIZARDO B. CAYATOC	135-057-174	/Puerto Princesa City
NIKOLAI OLIVIER G. ORENDAIN	10894286	August 19, 2022 / Taytay, Palawan

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 Acknowledgement is written, and is signed by the parties and their instrumental witnesses on each and every page hereof.

WITNESS MY HAND AND SEAL, this 12 SEP 2022 day of \_\_\_\_\_, 2022  
at QUINTO DOMINGO CITY, Philippines.

Doc. No. 437 :  
Page No. 89 :  
Book No. I :  
Series of: 2022



NOTARY PUBLIC FOR PALAWAN  
AND PUERTO PRINCESA CITY

Notarial Commission No. 2021-025, Until December 31, 2022  
PTR No. 1633659; January 37, 2022; Puerto Princesa City  
IBP No. 158243; December 16, 2021; Palawan Chapter  
MCLE Compliance No. VI (admitted to legal profession on 6/14/2019)  
Roll No. 72565





August 11, 2022

**JOB ORDER**

**NIKOLAI OLIVIER G. ORENDAIN**  
Barangay Poblacion, Taytay, Palawan

Sir:

Please perform the following job/work activities on a daily basis for the period from August 15, 2022 to December 31, 2022 per specifications indicated. We reserve the right to reject any or all work done which are not in accordance with our specifications.

**JOB SPECIFICATIONS**

**TOTAL COST: P 61, 977.00 or P 13, 500.00/ month**

- To assist in the review and evaluation of documents gathered from compliance monitoring on the delineated legal easement and inventoried affected establishment of El Nido, Palawan;
- To assist in the planting of markers for legal easement within five (5) barangays of El Nido;
- To assist in the conduct of inventory of business establishments and household connected built within easement zone and forestland;
- To assist in the inventory of business establishments and household connected and not connected to Sewage Treatment Plan (STP);
- To encode collected data during inventory of business establishments and households built within easement zone and forestland, and connected and not connected to STP;
- To prepare and submit progress report every after activity with attach geotagged photos and maps of the inventoried affected business establishment and households;
- To submit GPS reading of inventoried establishments to the Team Leader for consolidation and generation of maps; and,
- Perform other related functions as instructed or assigned by the team leader, immediate supervisor and the CENRO concerned.

It is hereby understood that in accepting this JOB ORDER you shall not be entitled to any other benefits and privileges.

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 **SUB-ALLOTMENT FOR THE REHABILITATION AND PROTECTION OF MIMAROPA'S PRIME ECOTOURISM DESTINATION (EL NIDO, PALAWAN)**, as per ABM/letter of advice of allotment No. **CO-R4B-101-2021-07-514 (CONTINUING OF 2021)** dated **July 16, 2021** and the requesting/recommending office shall assume full responsibility on the source of fund specified herein.

CONFORME:

  
**NIKOLAI OLIVIER G. ORENDAIN**


REQUESTING/RECOMMENDING OFFICER:

  
**ALAN L. VALLE**  
CENRO

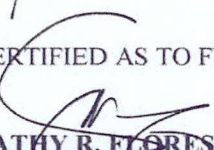
CERTIFIED AND RECORDED BY:

  
**FRANKLIN G. HERNANDEZ**  
Chief Administrative Officer Management Services Division

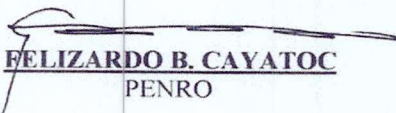
CERTIFIED AS TO APPROPRIATION:

  
**MERLIE V. DE JESUS**  
Budget Officer II

CERTIFIED AS TO FUND AVAILABILITY:

  
**CATHY R. FLORES**  
Accountant I / In-charge, Acctg. Section

APPROVED:

  
**FELIZARDO B. CAYATOC**  
PENRO





## CONTRACT OF SERVICE

### KNOW TO ALL MEN BY THESE PRESENTS:

This Contract made and entered by and between:

2022-09-27-604

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

- and -

**VALENTINA M. OCAMPO** of legal age, Filipino, and with residence address at Barangay Buena Suerte, El Nido, 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 which the First Party has accepted, to provide the services needed by the latter;

**WHEREAS**, the Second Party hereby attest that she 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 she has not been previously dismissed from government service by reason of an administrative offense; and she has not reached the compulsory retirement age of sixty five (65);

**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; and,

**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 from **August 15, 2022 to December 31, 2022** subject to Section 6 hereof;

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

- a. To assist in the review and evaluation of documents gathered from compliance monitoring on the delineated legal easement and inventoried affected establishment of El Nido, Palawan;
- b. To assist in the planting of markers for legal easement within five (5) barangays of El Nido;
- c. To assist in the conduct of inventory of business establishments and household connected built within easement zone and forestland;
- d. To assist in the inventory of business establishments and household connected and not connected to Sewage Treatment Plan (STP);
- e. To encode collected data during inventory of business establishments and households built within easement zone and forestland, and connected and not connected to STP;



- f. To prepare and submit progress report every after activity with attach geotagged photos and maps of the inventoried affected business establishment and households;
- g. To submit GPS reading of inventoried establishments to the Team Leader for consolidation and generation of maps; and;
- h. Perform other related functions as instructed or assigned by the team leader, immediate supervisor and the CENRO concerned.

**Section 3.** For every services rendered under this contract, the Second Party shall receive a monthly compensation of **Thirteen Thousand Five Hundred Pesos (P13, 500.00)**, inclusive of tax, to be paid on a monthly basis, chargeable against **SUB-ALLOTMENT ADVICE (SAA) NO. CO-R4B-101-2021-07-514 (CONTINUING OF 2021) FOR THE REHABILITATION AND PROTECTION OF MIMAROPA'S PRIME ECOTOURISM DESTINATION (EL NIDO, PALAWAN) – HIRING OF ENUMERATORS.**

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 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 Philhealth and Pag-ibig shall be voluntarily remitted by the Second Party.

**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 January 15, 2023.

For the purpose of payment of the demand for payment, the Second Party shall submit the following to the Administrative Division – Personnel Section:

- a. Detailed Accomplishment Report;
- b. Certified true copy of contract;
- c. Proof of Daily Record of Attendance; and
- d. Proof of Payment for PAG-IBIG and PHILHEALTH contributions.

**Section 5.** If travel is necessary and recommended by her immediate supervisor, the Second Party shall be entitled to actual transportation expenses only, chargeable to the **SUB-ALLOTMENT ADVICE (SAA) NO. CO-R4B-101-2021-07-514 (CONTINUING OF 2021) FOR THE REHABILITATION AND PROTECTION OF MIMAROPA'S PRIME ECOTOURISM DESTINATION (EL NIDO, PALAWAN)** subject to the usual accounting and auditing rules and procedures.

**Section 6.** This Contract may be terminated:

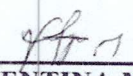
- a) By either party for any reason as may be deemed appropriate the Contract shall be pre-terminated by August 31, 2022 should there be instructions to continue until December 2022 before the expiration of the period indicated in Section 1 hereof, giving the other party prior written notice not less 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 August 15, 2022 in Puerto Princesa City, Philippines.

**Department of Environment and Natural Resources**

By:

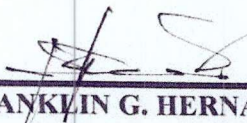
  
**FELIZARDO B. CAYATOC**  
First Party

  
**VALENTINA M. OCAMPO**  
Second Party



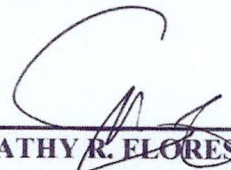
**SIGNED IN THE PRESENCE OF:**

  
\_\_\_\_\_  
**ALAN VALLE**  
CENRO 9

  
\_\_\_\_\_  
**FRANKLIN G. HERNANDEZ**  
Chief Administrative Officer/  
Management Services Division

**Certificate of Availability of Funds:**

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

  
\_\_\_\_\_  
**CATHY R. FLORES**  
Accountant I



ACKNOWLEDGEMENT

REPUBLIC OF THE PHILIPPINES  
PUERTO PRINCESA CITY) 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
FELIZARDO B. CAYATOC	135-057-174	/Puerto Princesa City
VALENTINA M. OCAMPO	10969819 TIN 421-290-401	August 12, 2022/ LGU-El Nido, Palawan

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 Acknowledgement is written, and is signed by the parties and their instrumental witnesses on each and every page hereof.

WITNESS MY HAND AND SEAL, this 12 SEP 2022 day of \_\_\_\_\_, 2022  
at PUERTO PRINCESA CITY, Philippines.

NOTARY PUBLIC

Doc. No. 434 ;  
Page No. 88 ;  
Book No. 1 ;  
Series of: 2022

ATTY. JAZMIN D. ALTEA  
NOTARY PUBLIC FOR PALAWAN  
AND PUERTO PRINCESA CITY  
Notarial Commission No. 2021-025 Until December. 31, 2022  
PTR No. 1633659; January 27, 2022; Puerto Princesa City  
IRP No. 158243; December 16, 2021; Palawan Chapter  
MCLE Compliance No. VI (admitted to legal profession on 6/14/2019)  
Roll No. 72565







August 11, 2022

**JOB ORDER**

**VALENTINA M. OCAMPO**

Barangay Buena Suerte, El Nido, Palawan

72209-22-604

Ma'am:

Please perform the following job/work activities on a daily basis for the period from August 15, 2022 to December 31, 2022 per specifications indicated. We reserve the right to reject any or all work done which are not in accordance with our specifications.

**JOB SPECIFICATIONS**

**TOTAL COST: P 61, 977.00 or P 13, 500.00/ month**


- To assist in the review and evaluation of documents gathered from compliance monitoring on the delineated legal easement and inventoried affected establishment of El Nido, Palawan;
- To assist in the planting of markers for legal easement within five (5) barangays of El Nido;
- To assist in the conduct of inventory of business establishments and household connected built within easement zone and forestland;
- To assist in the inventory of business establishments and household connected and not connected to Sewage Treatment Plan (STP);
- To encode collected data during inventory of business establishments and households built within easement zone and forestland, and connected and not connected to STP;
- To prepare and submit progress report every after activity with attach geotagged photos and maps of the inventoried affected business establishment and households;
- To submit GPS reading of inventoried establishments to the Team Leader for consolidation and generation of maps; and,
- Perform other related functions as instructed or assigned by the team leader, immediate supervisor and the CENRO concerned.

It is hereby understood that in accepting this JOB ORDER you shall not be entitled to any other benefits and privileges.


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 **SUB-ALLOTMENT FOR THE REHABILITATION AND PROTECTION OF MIMAROPA'S PRIME ECOTOURISM DESTINATION (EL NIDO, PALAWAN)**, as per ABM/letter of advice of allotment No. **CO-R4B-101-2021-07-514 (CONTINUING OF 2021)** dated **July 16, 2021** and the requesting/recommending office shall assume full responsibility on the source of fund specified herein.

CONFORME:

  
**VALENTINA M. OCAMPO**

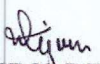
REQUESTING/RECOMMENDING OFFICER:

  
**ALAN VALLE**  
CENRO

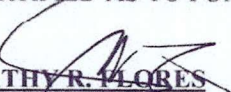
CERTIFIED AND RECORDED BY:

  
**FRANKLIN G. HERNANDEZ**  
Chief Administrative Officer Management Services Division

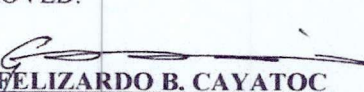
CERTIFIED AS TO APPROPRIATION:

  
**MERLIE V. DE JESUS**  
Budget Officer II

CERTIFIED AS TO FUND AVAILABILITY:

  
**CATHY R. FLORES**  
Accountant I / In-charge, Acctg. Section

APPROVED:

  
**FELIZARDO B. CAYATOC**  
PENRO





## CONTRACT OF SERVICE

### KNOW TO ALL MEN BY THESE PRESENTS:

This Contract made and entered by and between:

2022-09-22-612

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

- and -

**JOMARE R. MACAPUBRE** of legal age, Filipino, and with residence address at Barangay Poblacion, Taytay, 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 his intention, to which the First Party has accepted, to provide the services needed by the latter;

**WHEREAS**, the Second Party hereby attest 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);

**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; and,

**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 from **August 26, 2022 to December 31, 2022** subject to Section 6 hereof;

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

- a. To assist in the review and evaluation of documents gathered from compliance monitoring on the delineated legal easement and inventoried affected establishment of El Nido, Palawan;
- b. To assist in the planting of markers for legal easement within five (5) barangays of El Nido;
- c. To assist in the conduct of inventory of business establishments and household connected built within easement zone and forestland;
- d. To assist in the inventory of business establishments and household connected and not connected to Sewage Treatment Plan (STP);
- e. To encode collected data during inventory of business establishments and households built within easement zone and forestland, and connected and not connected to STP;



- f. To prepare and submit progress report every after activity with attach geotagged photos and maps of the inventoried affected business establishment and households;
- g. To submit GPS reading of inventoried establishments to the Team Leader for consolidation and generation of maps; and;
- h. Perform other related functions as instructed or assigned by the team leader, immediate supervisor and the CENRO concerned.

**Section 3.** For every services rendered under this contract, the Second Party shall receive a monthly compensation of **Thirteen Thousand Five Hundred Pesos (P13, 500.00)**, inclusive of tax, to be paid on a monthly basis, chargeable against **SUB-ALLOTMENT ADVICE (SAA) NO. CO-R4B-101-2021-07-514 (CONTINUING OF 2021) FOR THE REHABILITATION AND PROTECTION OF MIMAROPA'S PRIME ECOTOURISM DESTINATION (EL NIDO, PALAWAN) – HIRING OF ENUMERATORS.**

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 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 Philhealth and Pag-ibig shall be voluntarily remitted by the Second Party.

**Section 4.** The Second Party shall perform the tasks herein specified with supervision by a regular employee of this Office. He will be subjected for the submission of the Performance Evaluation Sheet on or before January 15, 2023.

For the purpose of payment of the demand for payment, the Second Party shall submit the following to the Administrative Division – Personnel Section:

- a. Detailed Accomplishment Report;
- b. Certified true copy of contract;
- c. Proof of Daily Record of Attendance; and
- d. Proof of Payment for PAG-IBIG and PHILHEALTH contributions.

**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 **SUB-ALLOTMENT ADVICE (SAA) NO. CO-R4B-101-2021-07-514 (CONTINUING OF 2021) FOR THE REHABILITATION AND PROTECTION OF MIMAROPA'S PRIME ECOTOURISM DESTINATION (EL NIDO, PALAWAN)** subject to the usual accounting and auditing rules and procedures.

**Section 6.** This Contract may be terminated:

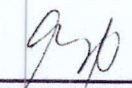
- a) By either party for any reason as may be deemed appropriate the Contract shall be pre-terminated by September 30, 2022 should there be instructions to continue until December 2022 before the expiration of the period indicated in Section 1 hereof, giving the other party prior written notice not less 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 August 26, 2022 in Puerto Princesa City, Philippines.

**Department of Environment and Natural Resources**

By:

  
**FELIZARDO B. CAYATOC**  
 First Party

  
**JOMARE R. MACAPUBRE**  
 Second Party



**SIGNED IN THE PRESENCE OF:**

  
\_\_\_\_\_  
**ALAN L. VALLE**  
CENRO

  
\_\_\_\_\_  
**FRANKLIN G. HERNANDEZ**  
Chief Administrative Officer/  
Management Services Division

**Certificate of Availability of Funds:**

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

  
\_\_\_\_\_  
**CATHY R. FLORES**  
Accountant I



ACKNOWLEDGEMENT

REPUBLIC OF THE PHILIPPINES  
PUERTO PRINCESA CITY) 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
FELIZARDO B. CAYATOC	135-057-174	/Puerto Princesa City
JOMARE R. MACAPUBRE	10921442	August 26, 2022/ Taytay, Palawan

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 Acknowledgement is written, and is signed by the parties and their instrumental witnesses on each and every page hereof.

WITNESS MY HAND AND SEAL, this 12 SEP 2022 day of \_\_\_\_\_, 2022  
at PUERTO PRINCESA CITY, Philippines.

NOTARY PUBLIC

Doc. No. 442 ;  
Page No. 90 ;  
Book No. I ;  
Series of: 2022



ATTY. JAZMIN D. ALTEA  
NOTARY PUBLIC FOR PALAWAN  
AND PUERTO PRINCESA CITY  
Notarial Commission No. 2021-025, until December 31, 2022  
PTR No. 1633659; January 07, 2022; Puerto Princesa City  
IBP No. 168243; December 16, 2021; Palawan Chapter  
MCLE Compliance No. VI (admitted to legal profession on 6/14/2019)  
Roll No. 72565





August 25, 2022

**JOB ORDER**

**JOMARE R. MACAPUBRE**  
Barangay Poblacion, Taytay, Palawan

Sir:

Please perform the following job/work activities on a daily basis for the period from August 26, 2022 to December 31, 2022 per specifications indicated. We reserve the right to reject any or all work done which are not in accordance with our specifications.

JOB SPECIFICATIONS	TOTAL COST: P 56, 455.00 or P 13, 500.00/ month
<p>a. To assist in the review and evaluation of documents gathered from compliance monitoring on the delineated legal easement and inventoried affected establishment of El Nido, Palawan;</p> <p>b. To assist in the planting of markers for legal easement within five (5) barangays of El Nido;</p> <p>c. To assist in the conduct of inventory of business establishments and household connected built within easement zone and forestland;</p> <p>d. To assist in the inventory of business establishments and household connected and not connected to Sewage Treatment Plan (STP);</p> <p>e. To encode collected data during inventory of business establishments and households built within easement zone and forestland, and connected and not connected to STP;</p> <p>f. To prepare and submit progress report every after activity with attach geotagged photos and maps of the inventoried affected business establishment and households;</p> <p>g. To submit GPS reading of inventoried establishments to the Team Leader for consolidation and generation of maps; and,</p> <p>h. Perform other related functions as instructed or assigned by the team leader, immediate supervisor and the CENRO concerned.</p>	

It is hereby understood that in accepting this JOB ORDER you shall not be entitled to any other benefits and privileges.

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 **SUB-ALLOTMENT FOR THE REHABILITATION AND PROTECTION OF MIMAROPA'S PRIME ECOTOURISM DESTINATION (EL NIDO, PALAWAN)**, as per ABM/letter of advice of allotment No. **CO-R4B-101-2021-07-514 (CONTINUING OF 2021)** dated **July 16, 2021** and the requesting/recommending office shall assume full responsibility on the source of fund specified herein.

CONFORME:

**JOMARE R. MACAPUBRE**

REQUESTING/RECOMMENDING OFFICER:

**ALAN L. VALLE**  
CENRO

CERTIFIED AND RECORDED BY:

**FRANKLIN G. HERNANDEZ**  
Chief Administrative Officer Management Services Division

CERTIFIED AS TO APPROPRIATION:

**MERLIE V. DE JESUS**  
Budget Officer II

CERTIFIED AS TO FUND AVAILABILITY:

**CATHY R. FLORES**  
Accountant I / In-charge, Acctg. Section

APPROVED:

**FELIZARDO B. CAYATOC**  
PENRO





## CONTRACT OF SERVICE

### KNOW TO ALL MEN BY THESE PRESENTS:

This Contract made and entered by and between:

2022-09-22-614  
✓

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

- and -

**HENRY M. DIZON** of legal age, Filipino, and with residence address at Barangay Pancol, Taytay, 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 his intention, to which the First Party has accepted, to provide the services needed by the latter;

**WHEREAS**, the Second Party hereby attest 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);

**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; and,

**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 from **August 15, 2022 to December 31, 2022** subject to Section 6 hereof;

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

- To assist in the review and evaluation of documents gathered from compliance monitoring on the delineated legal easement and inventoried affected establishment of El Nido, Palawan;
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- To assist in the conduct of inventory of business establishments and household connected built within easement zone and forestland;
- To assist in the inventory of business establishments and household connected and not connected to Sewage Treatment Plan (STP);
- To encode collected data during inventory of business establishments and households built within easement zone and forestland, and connected and not connected to STP;

\_\_\_\_\_



- f. To prepare and submit progress report every after activity with attach geotagged photos and maps of the inventoried affected business establishment and households;
- g. To submit GPS reading of inventoried establishments to the Team Leader for consolidation and generation of maps; and;
- h. Perform other related functions as instructed or assigned by the team leader, immediate supervisor and the CENRO concerned.

**Section 3.** For every services rendered under this contract, the Second Party shall receive a monthly compensation of **Thirteen Thousand Five Hundred Pesos (P13, 500.00)**, inclusive of tax, to be paid on a monthly basis, chargeable against **SUB-ALLOTMENT ADVICE (SAA) NO. CO-R4B-101-2021-07-514 (CONTINUING OF 2021) FOR THE REHABILITATION AND PROTECTION OF MIMAROPA'S PRIME ECOTOURISM DESTINATION (EL NIDO, PALAWAN) – HIRING OF ENUMERATORS.**

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 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 Philhealth and Pag-ibig shall be voluntarily remitted by the Second Party.

**Section 4.** The Second Party shall perform the tasks herein specified with supervision by a regular employee of this Office. He will be subjected for the submission of the Performance Evaluation Sheet on or before January 15, 2023.

For the purpose of payment of the demand for payment, the Second Party shall submit the following to the Administrative Division – Personnel Section:

- a. Detailed Accomplishment Report;
- b. Certified true copy of contract;
- c. Proof of Daily Record of Attendance; and
- d. Proof of Payment for PAG-IBIG and PHILHEALTH contributions.

**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 **SUB-ALLOTMENT ADVICE (SAA) NO. CO-R4B-101-2021-07-514 (CONTINUING OF 2021) FOR THE REHABILITATION AND PROTECTION OF MIMAROPA'S PRIME ECOTOURISM DESTINATION (EL NIDO, PALAWAN)** subject to the usual accounting and auditing rules and procedures.


**Section 6.** This Contract may be terminated:

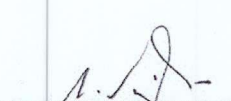
- a) By either party for any reason as may be deemed appropriate the contract shall be pre-terminated by August 31, 2022 should there be instructions to continue until December 2022 before the expiration of the period indicated in Section 1 hereof, giving the other party prior written notice not less 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 15th day of August 2022 in Puerto Princesa City, Philippines.

**Department of Environment and Natural Resources**

By:


  
**FELIZARDO B. CAYATOC**  
 First Party

  
**HENRY M. DIZON**  
 Second Party




**SIGNED IN THE PRESENCE OF:**

  
\_\_\_\_\_  
**ALAN L. VALLE**  
CENRO

  
\_\_\_\_\_  
**FRANKLIN G. HERNANDEZ**  
Chief Administrative Officer/  
Management Services Division

**Certificate of Availability of Funds:**

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

  
\_\_\_\_\_  
**CATHY R. FLORES**  
Accountant I

ACKNOWLEDGEMENT

REPUBLIC OF THE PHILIPPINES  
PUERTO PRINCESA CITY) 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
FELIZARDO B. CAYATOC	135-057-174	/Puerto Princesa City
HENRY M. DIZON	10903916	June 29, 2022/ Taytay, Palawan

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 Acknowledgement is written, and is signed by the parties and their instrumental witnesses on each and every page hereof.

WITNESS MY HAND AND SEAL, this 12 SEP 2022 day of \_\_\_\_\_, 2022  
at PUERTO PRINCESA CITY, Philippines.

Doc. No. 444 ;  
Page No. 90 ;  
Book No. 1 ;  
Series of: 2022



NOTARY PUBLIC

ATTY. JAZMIN D. ALTEA  
NOTARY PUBLIC FOR PALAWAN  
AND PUERTO PRINCESA CITY  
Notarial Commission No. 2021-025 Until December. 31, 2022  
PTR No. 1633659; January 07, 2022; Puerto Princesa City  
IBP No. 168243; December 16, 2021; Palawan Chapter  
MCLE Compliance No. VI (admitted to legal profession on 6/14/2019)  
Roll No. 72565





August 11, 2022

**JOB ORDER**

**HENRY M. DIZON**

Barangay Pancol, Taytay, Palawan

Sir:

2022-09-22-614

Please perform the following job/work activities on a daily basis for the period from August 15, 2022 to December 31, 2022 per specifications indicated. We reserve the right to reject any or all work done which are not in accordance with our specifications.

**JOB SPECIFICATIONS**

**TOTAL COST: P 61, 977.00 or P 13, 500.00/ month**

- To assist in the review and evaluation of documents gathered from compliance monitoring on the delineated legal easement and inventoried affected establishment of El Nido, Palawan;
- To assist in the planting of markers for legal easement within five (5) barangays of El Nido;
- To assist in the conduct of inventory of business establishments and household connected built within easement zone and forestland;
- To assist in the inventory of business establishments and household connected and not connected to Sewage Treatment Plan (STP);
- To encode collected data during inventory of business establishments and households built within easement zone and forestland, and connected and not connected to STP;
- To prepare and submit progress report every after activity with attach geotagged photos and maps of the inventoried affected business establishment and households;
- To submit GPS reading of inventoried establishments to the Team Leader for consolidation and generation of maps; and,
- Perform other related functions as instructed or assigned by the team leader, immediate supervisor and the CENRO concerned.

It is hereby understood that in accepting this JOB ORDER you shall not be entitled to any other benefits and privileges.

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 **SUB-ALLOTMENT FOR THE REHABILITATION AND PROTECTION OF MIMAROPA'S PRIME ECOTOURISM DESTINATION (EL NIDO, PALAWAN)**, as per ABM/letter of advice of allotment No. **CO-R4B-101-2021-07-514 (CONTINUING OF 2021)** dated **July 16, 2021** and the requesting/recommending office shall assume full responsibility on the source of fund specified herein.

CONFORME:

**HENRY M. DIZON**

REQUESTING/RECOMMENDING OFFICER:

**ALAN VALLE**  
CENRO

CERTIFIED AND RECORDED BY:

**FRANKLIN G. HERNANDEZ**

Chief Administrative Officer Management Services Division

CERTIFIED AS TO APPROPRIATION:

**MERLIE V. DE JESUS**  
Budget Officer II

CERTIFIED AS TO FUND AVAILABILITY:

**CATHY R. FLORES**

Accountant I / In-charge, Acctg. Section

APPROVED:

**FELIZARDO B. CAYATOC**  
PENRO





## CONTRACT OF SERVICE

### KNOW TO ALL MEN BY THESE PRESENTS:

This Contract made and entered by and between:

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

- and -

**MARY JANE R. CONDE** of legal age, Filipino, and with residence address at Barangay Poblacion, Taytay, 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 which the First Party has accepted, to provide the services needed by the latter;

**WHEREAS**, the Second Party hereby attest that she 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 she has not been previously dismissed from government service by reason of an administrative offense; and she has not reached the compulsory retirement age of sixty five (65);

**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; and,

**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 from **August 16, 2022 to December 31, 2022** subject to Section 6 hereof;

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

- a. To assist in the review and evaluation of documents gathered from compliance monitoring on the delineated legal easement and inventoried affected establishment of El Nido, Palawan;
- b. To assist in the planting of markers for legal easement within five (5) barangays of El Nido;
- c. To assist in the conduct of inventory of business establishments and household connected built within easement zone and forestland;
- d. To assist in the inventory of business establishments and household connected and not connected to Sewage Treatment Plan (STP);,
- e. To encode collected data during inventory of business establishments and households built within easement zone and forestland, and connected and not connected to STP;

9



- f. To prepare and submit progress report every after activity with attach geotagged photos and maps of the inventoried affected business establishment and households;
- g. To submit GPS reading of inventoried establishments to the Team Leader for consolidation and generation of maps; and;
- h. Perform other related functions as instructed or assigned by the team leader, immediate supervisor and the CENRO concerned.

**Section 3.** For every services rendered under this contract, the Second Party shall receive a monthly compensation of **Thirteen Thousand Five Hundred Pesos (P13, 500.00)**, inclusive of tax, to be paid on a monthly basis, chargeable against **SUB-ALLOTMENT ADVICE (SAA) NO. CO-R4B-101-2021-07-514 (CONTINUING OF 2021) FOR THE REHABILITATION AND PROTECTION OF MIMAROPA'S PRIME ECOTOURISM DESTINATION (EL NIDO, PALAWAN) – HIRING OF ENUMERATORS.**

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 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 Philhealth and Pag-ibig shall be voluntarily remitted by the Second Party.

**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 January 15, 2023.

For the purpose of payment of the demand for payment, the Second Party shall submit the following to the Administrative Division – Personnel Section:

- a. Detailed Accomplishment Report;
- b. Certified true copy of contract;
- c. Proof of Daily Record of Attendance; and
- d. Proof of Payment for PAG-IBIG and PHILHEALTH contributions.

**Section 5.** If travel is necessary and recommended by her immediate supervisor, the Second Party shall be entitled to actual transportation expenses only, chargeable to the **SUB-ALLOTMENT ADVICE (SAA) NO. CO-R4B-101-2021-07-514 (CONTINUING OF 2021) FOR THE REHABILITATION AND PROTECTION OF MIMAROPA'S PRIME ECOTOURISM DESTINATION (EL NIDO, PALAWAN)** subject to the usual accounting and auditing rules and procedures.

**Section 6.** This Contract may be terminated:

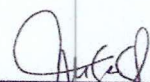
- a) By either party for any reason as may be deemed appropriate the Contract shall be pre-terminated by August 31, 2022 should there be instructions to continue until December 2022 before the expiration of the period indicated in Section 1 hereof, giving the other party prior written notice not less than fifteen (15) days before the intended date of termination; or,
- b) *Ipso 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 August 16, 2022 in Puerto Princesa City, Philippines.

**Department of Environment and Natural Resources**


By:

  
**FELIZARDO B. CAYATOC**  
First Party

  
**MARY JANE R. CONDE**  
Second Party



**SIGNED IN THE PRESENCE OF:**

---

**ALANE E. VALLE**  
CENRO

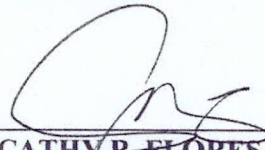
  

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**FRANKLIN G. HERNANDEZ**  
Chief Administrative Officer/  
Management Services Division

**Certificate of Availability of Funds:**

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

---

**CATHYR FLORES**  
Accountant I



ACKNOWLEDGEMENT

REPUBLIC OF THE PHILIPPINES  
PUERTO PRINCESA CITY) 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
FELIZARDO B. CAYATOC	135-057-174	/Puerto Princesa City
MARY JANE R. CONDE	10903338 Philhealth No. 09-252979835-0	June 6, 2022/ Taytay, Palawan

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 Acknowledgement is written, and is signed by the parties and their instrumental witnesses on each and every page hereof.

WITNESS MY HAND AND SEAL, this 12 SEP 2022 day of \_\_\_\_\_, 2022  
at PUERTO PRINCESA CITY, Philippines.

NOTARY PUBLIC

Doc. No. 439 ;  
Page No. 89 ;  
Book No. I ;  
Series of: 2022

ATTY. JAZMIN D. ALTEA  
NOTARY PUBLIC FOR PALAWAN  
AND PUERTO PRINCESA CITY  
Notarial Commission No. 2021-025 Until December 31, 2022  
PTR No. 1833659; January 07, 2022; Puerto Princesa City  
IBP No. 158243; December 16, 2021; Palawan Chapter  
MCLE Compliance No. VI (admitted to legal profession on 8/14/2019)  
Roll No. 72565







August 12, 2022

**JOB ORDER**

**MARY JANE R. CONDE**  
Barangay Poblacion, Taytay, Palawan

Ma'am:

Please perform the following job/work activities on a daily basis for the period from August 16, 2022 to December 31, 2022 per specifications indicated. We reserve the right to reject any or all work done which are not in accordance with our specifications.

**JOB SPECIFICATIONS**

**TOTAL COST: P 61,364.00 or P 13,500.00/ month**

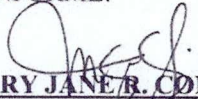
- To assist in the review and evaluation of documents gathered from compliance monitoring on the delineated legal easement and inventoried affected establishment of El Nido, Palawan;
- To assist in the planting of markers for legal easement within five (5) barangays of El Nido;
- To assist in the conduct of inventory of business establishments and household connected built within easement zone and forestland;
- To assist in the inventory of business establishments and household connected and not connected to Sewage Treatment Plan (STP);
- To encode collected data during inventory of business establishments and households built within easement zone and forestland, and connected and not connected to STP;
- To prepare and submit progress report every after activity with attach geotagged photos and maps of the inventoried affected business establishment and households;
- To submit GPS reading of inventoried establishments to the Team Leader for consolidation and generation of maps; and,
- Perform other related functions as instructed or assigned by the team leader, immediate supervisor and the CENRO concerned.

It is hereby understood that in accepting this JOB ORDER you shall not be entitled to any other benefits and privileges.

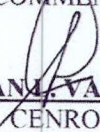
This job order may be terminated any time the job order as specified is not performed satisfactorily.

The source of fund of this job order is from **SUB-ALLOTMENT FOR THE REHABILITATION AND PROTECTION OF MIMAROPA'S PRIME ECOTOURISM DESTINATION (EL NIDO, PALAWAN)**, as per ABM/letter of advice of allotment No. **CO-R4B-101-2021-07-514 (CONTINUING OF 2021)** dated **July 16, 2021** and the requesting/recommending office shall assume full responsibility on the source of fund specified herein.

CONFORME:

  
**MARY JANE R. CONDE**


REQUESTING/RECOMMENDING OFFICER:

  
**ALAN L. VALLE**  
CENRO

CERTIFIED AND RECORDED BY:

  
**FRANKLIN G. HERNANDEZ**  
Chief Administrative Officer Management Services Division

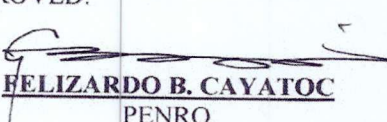
CERTIFIED AS TO APPROPRIATION:

  
**MERLIE V. DE JESUS**  
Budget Officer II

CERTIFIED AS TO FUND AVAILABILITY:

  
**CATHY R. FLORES**  
Accountant I / In-charge, Acctg. Section

APPROVED:

  
**FELIZARDO B. CAYATOC**  
PENRO





## CONTRACT OF SERVICE

### KNOW TO ALL MEN BY THESE PRESENTS:

This Contract made and entered by and between:

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

- and -

**ROSE MAE T. BIONA** of legal age, Filipino, and with residence address at Barangay Poblacion, Taytay, 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 which the First Party has accepted, to provide the services needed by the latter;

**WHEREAS**, the Second Party hereby attest that she 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 she has not been previously dismissed from government service by reason of an administrative offense; and she has not reached the compulsory retirement age of sixty five (65);

**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; and,

**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 from **August 15, 2022 to December 31, 2022** subject to Section 6 hereof;

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

- To assist in the review and evaluation of documents gathered from compliance monitoring on the delineated legal easement and inventoried affected establishment of El Nido, Palawan;
- To assist in the planting of markers for legal easement within five (5) barangays of El Nido;
- To assist in the conduct of inventory of business establishments and household connected built within easement zone and forestland;
- To assist in the inventory of business establishments and household connected and not connected to Sewage Treatment Plan (STP);
- To encode collected data during inventory of business establishments and households built within easement zone and forestland, and connected and not connected to STP;



- f. To prepare and submit progress report every after activity with attach geotagged photos and maps of the inventoried affected business establishment and households;
- g. To submit GPS reading of inventoried establishments to the Team Leader for consolidation and generation of maps; and;
- h. Perform other related functions as instructed or assigned by the team leader, immediate supervisor and the CENRO concerned.

**Section 3.** For every services rendered under this contract, the Second Party shall receive a monthly compensation of **Thirteen Thousand Five Hundred Pesos (P13, 500.00)**, inclusive of tax, to be paid on a monthly basis, chargeable against **SUB-ALLOTMENT ADVICE (SAA) NO. CO-R4B-101-2021-07-514 (CONTINUING OF 2021) FOR THE REHABILITATION AND PROTECTION OF MIMAROPA'S PRIME ECOTOURISM DESTINATION (EL NIDO, PALAWAN) – HIRING OF ENUMERATORS.**

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 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 Philhealth and Pag-ibig shall be voluntarily remitted by the Second Party.

**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 January 15, 2023.

For the purpose of payment of the demand for payment, the Second Party shall submit the following to the Administrative Division – Personnel Section:

- a. Detailed Accomplishment Report;
- b. Certified true copy of contract;
- c. Proof of Daily Record of Attendance; and
- d. Proof of Payment for PAG-IBIG and PHILHEALTH contributions.

**Section 5.** If travel is necessary and recommended by her immediate supervisor, the Second Party shall be entitled to actual transportation expenses only, chargeable to the **SUB-ALLOTMENT ADVICE (SAA) NO. CO-R4B-101-2021-07-514 (CONTINUING OF 2021) FOR THE REHABILITATION AND PROTECTION OF MIMAROPA'S PRIME ECOTOURISM DESTINATION (EL NIDO, PALAWAN)** subject to the usual accounting and auditing rules and procedures.


**Section 6.** This Contract may be terminated:


- a) By either party for any reason as may be deemed appropriate the Contract shall be pre-terminated by August 31, 2022 should there be instructions to continue until December 2022 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 August 15, 2022 in Puerto Princesa City, Philippines.

Department of Environment and Natural Resources


By:

  
**FELIZARDO B. CAYATOC**  
 First Party

  
**ROSE MAE T. BIONA**  
 Second Party



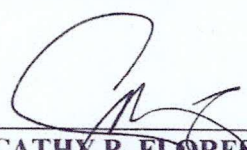
**SIGNED IN THE PRESENCE OF:**

  
\_\_\_\_\_  
**ALAN L. VALLE**  
CENRO

  
\_\_\_\_\_  
**FRANKLIN G. HERNANDEZ**  
Chief Administrative Officer/  
Management Services Division

**Certificate of Availability of Funds:**

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

  
\_\_\_\_\_  
**CATHY R. FLORES**  
Accountant I



ACKNOWLEDGEMENT

REPUBLIC OF THE PHILIPPINES  
PUERTO PRINCESA CITY) 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
FELIZARDO B. CAYATOC	135-057-174	/Puerto Princesa City
ROSE MAE T. BIONA	10920937 PIN 249-187-557	August 22, 2022/ Taytay, Palawan

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 Acknowledgement is written, and is signed by the parties and their instrumental witnesses on each and every page hereof.

WITNESS MY HAND AND SEAL, this 12 SEP 2022 day of \_\_\_\_\_, 2022  
at PUERTO PRINCESA CITY, Philippines.

NOTARY PUBLIC

Doc. No. 435 :  
Page No. 88 :  
Book No. I :  
Series of: 2022



ATTY. JAZMIN D. ALTEA  
NOTARY PUBLIC FOR PALAWAN  
AND PUERTO PRINCESA CITY  
Notarial Commission No. 2021-025 Until December 31, 2022  
PTR No. 1633659; January 07, 2022; Puerto Princesa City  
IBP No. 168243; December 16, 2021; Palawan Chapter  
MCLE Compliance No. VI (admitted to legal profession on 6/14/2019)  
Roll No. 72565





August 11, 2022

**JOB ORDER**

**ROSE MAE T. BIONA**  
Barangay Poblacion, Taytay, Palawan

Ma'am:

2022-09-22-605

Please perform the following job/work activities on a daily basis for the period from August 15, 2022 to December 31, 2022 per specifications indicated. We reserve the right to reject any or all work done which are not in accordance with our specifications.

**JOB SPECIFICATIONS**

**TOTAL COST: P 61, 977.00 or P 13, 500.00/ month**

- To assist in the review and evaluation of documents gathered from compliance monitoring on the delineated legal easement and inventoried affected establishment of El Nido, Palawan;
- To assist in the planting of markers for legal easement within five (5) barangays of El Nido;
- To assist in the conduct of inventory of business establishments and household connected built within easement zone and forestland;
- To assist in the inventory of business establishments and household connected and not connected to Sewage Treatment Plan (STP);
- To encode collected data during inventory of business establishments and households built within easement zone and forestland, and connected and not connected to STP;
- To prepare and submit progress report every after activity with attach geotagged photos and maps of the inventoried affected business establishment and households;
- To submit GPS reading of inventoried establishments to the Team Leader for consolidation and generation of maps; and,
- Perform other related functions as instructed or assigned by the team leader, immediate supervisor and the CENRO concerned.

It is hereby understood that in accepting this JOB ORDER you shall not be entitled to any other benefits and privileges.

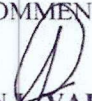
This job order may be terminated any time the job order as specified is not performed satisfactorily.

The source of fund of this job order is from **SUB-ALLOTMENT FOR THE REHABILITATION AND PROTECTION OF MIMAROPA'S PRIME ECOTOURISM DESTINATION (EL NIDO, PALAWAN)**, as per ABM/letter of advice of allotment No. **CO-R4B-101-2021-07-514 (CONTINUING OF 2021)** dated **July 16, 2021** and the requesting/recommending office shall assume full responsibility on the source of fund specified herein.


CONFORME:

  
**ROSE MAE T. BIONA**


REQUESTING/RECOMMENDING OFFICER:

  
**ALAN VALLE**  
CENRO

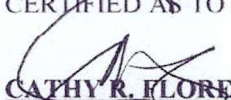
CERTIFIED AND RECORDED BY:

  
**FRANKLIN G. HERNANDEZ**  
Chief Administrative Officer Management Services Division


CERTIFIED AS TO APPROPRIATION:

  
**MERLIE V. DE JESUS**  
Budget Officer II

CERTIFIED AS TO FUND AVAILABILITY:

  
**CATHY R. FLORES**  
Accountant I / In-charge, Acctg. Section

APPROVED:

  
**FELIZARDO B. CAYATOC**  
PENRO





## CONTRACT OF SERVICE

### KNOW TO ALL MEN BY THESE PRESENTS:

This Contract made and entered by and between:

2022-09-22 612

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

- and -

**JAYVEE L. BALERITE** of legal age, Filipino, and with residence address at Barangay Poblacion, Taytay, 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 his intention, to which the First Party has accepted, to provide the services needed by the latter;

**WHEREAS**, the Second Party hereby attest 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);

**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; and,

**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 from **August 26, 2022 to December 31, 2022** subject to Section 6 hereof;

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

- To assist in the review and evaluation of documents gathered from compliance monitoring on the delineated legal easement and inventoried affected establishment of El Nido, Palawan;
- To assist in the planting of markers for legal easement within five (5) barangays of El Nido;
- To assist in the conduct of inventory of business establishments and household connected built within easement zone and forestland;
- To assist in the inventory of business establishments and household connected and not connected to Sewage Treatment Plan (STP);
- To encode collected data during inventory of business establishments and households built within easement zone and forestland, and connected and not connected to STP;



- f. To prepare and submit progress report every after activity with attach geotagged photos and maps of the inventoried affected business establishment and households;
- g. To submit GPS reading of inventoried establishments to the Team Leader for consolidation and generation of maps; and;
- h. Perform other related functions as instructed or assigned by the team leader, immediate supervisor and the CENRO concerned.

**Section 3.** For every services rendered under this contract, the Second Party shall receive a monthly compensation of **Thirteen Thousand Five Hundred Pesos (P13, 500.00)**, inclusive of tax, to be paid on a monthly basis, chargeable against **SUB-ALLOTMENT ADVICE (SAA) NO. CO-R4B-101-2021-07-514 (CONTINUING OF 2021) FOR THE REHABILITATION AND PROTECTION OF MIMAROPA'S PRIME ECOTOURISM DESTINATION (EL NIDO, PALAWAN) – HIRING OF ENUMERATORS.**

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 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 Philhealth and Pag-ibig shall be voluntarily remitted by the Second Party.

**Section 4.** The Second Party shall perform the tasks herein specified with supervision by a regular employee of this Office. He will be subjected for the submission of the Performance Evaluation Sheet on or before January 15, 2023.

For the purpose of payment of the demand for payment, the Second Party shall submit the following to the Administrative Division – Personnel Section:

- a. Detailed Accomplishment Report;
- b. Certified true copy of contract;
- c. Proof of Daily Record of Attendance; and
- d. Proof of Payment for PAG-IBIG and PHILHEALTH contributions.

**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 **SUB-ALLOTMENT ADVICE (SAA) NO. CO-R4B-101-2021-07-514 (CONTINUING OF 2021) FOR THE REHABILITATION AND PROTECTION OF MIMAROPA'S PRIME ECOTOURISM DESTINATION (EL NIDO, PALAWAN)** subject to the usual accounting and auditing rules and procedures.

**Section 6.** This Contract may be terminated:

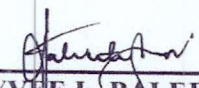
- a) By either party for any reason as may be deemed appropriate the Contract shall be pre-terminated by September 30, 2022 should there be instructions to continue until December 2022 before the expiration of the period indicated in Section 1 hereof, giving the other party prior written notice not less 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 August 26, 2022 in Puerto Princesa City, Philippines.

**Department of Environment and Natural Resources**

By:

  
**FELIZARDO B. CAYATOC**  
First Party

  
**JAYVEE L. BALERITE**  
Second Party




**SIGNED IN THE PRESENCE OF:**

  
\_\_\_\_\_  
**ALAN L. VALLE**  
CENRO

  
\_\_\_\_\_  
**FRANKLIN G. HERNANDEZ**  
Chief Administrative Officer/  
Management Services Division

**Certificate of Availability of Funds:**

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

  
\_\_\_\_\_  
**CATHY R. FLORES**  
Accountant I



ACKNOWLEDGEMENT

REPUBLIC OF THE PHILIPPINES  
PUERTO PRINCESA CITY) 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
FELIZARDO B. CAYATOC	135-057-174	/Puerto Princesa City
JAYVEE L. BALERITE	10921400	August 26, 2022/ Taytay, Palawan

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 Acknowledgement is written, and is signed by the parties and their instrumental witnesses on each and every page hereof.

WITNESS MY HAND AND SEAL, this 12 SEP 2022 day of \_\_\_\_\_, 2022  
at PUERTO PRINCESA CITY, Philippines.

NOTARY PUBLIC

Doc. No. 443 ;  
Page No. 90 ;  
Book No. 1 ;  
Series of: 2022

ATTY. JAZMIN D. ALTEA  
NOTARY PUBLIC FOR PALAWAN  
AND PUERTO PRINCESA CITY  
Notarial Commission No. 2021-025 Until December, 31, 2022  
PTR No. 1633659; January 27, 2022; Puerto Princesa City  
IBP No. 168243; December 16, 2021; Palawan Chapter  
MCLE Compliance No. VI (admitted to legal profession on 5/14/2019)  
Roll No. 72565







August 25, 2022

**JOB ORDER**

**JAYVEE L. BALERITE**

Barangay Poblacion, Taytay, Palawan

Sir:

Please perform the following job/work activities on a daily basis for the period from August 26, 2022 to December 31, 2022 per specifications indicated. We reserve the right to reject any or all work done which are not in accordance with our specifications.

**JOB SPECIFICATIONS**

**TOTAL COST: P 56, 455.00 or P 13, 500.00/ month**

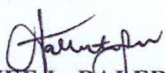
- To assist in the review and evaluation of documents gathered from compliance monitoring on the delineated legal easement and inventoried affected establishment of El Nido, Palawan;
- To assist in the planting of markers for legal easement within five (5) barangays of El Nido;
- To assist in the conduct of inventory of business establishments and household connected built within easement zone and forestland;
- To assist in the inventory of business establishments and household connected and not connected to Sewage Treatment Plan (STP);
- To encode collected data during inventory of business establishments and households built within easement zone and forestland, and connected and not connected to STP;
- To prepare and submit progress report every after activity with attach geotagged photos and maps of the inventoried affected business establishment and households;
- To submit GPS reading of inventoried establishments to the Team Leader for consolidation and generation of maps; and,
- Perform other related functions as instructed or assigned by the team leader, immediate supervisor and the CENRO concerned.

It is hereby understood that in accepting this JOB ORDER you shall not be entitled to any other benefits and privileges.


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 **SUB-ALLOTMENT FOR THE REHABILITATION AND PROTECTION OF MIMAROPA'S PRIME ECOTOURISM DESTINATION (EL NIDO, PALAWAN)**, as per ABM/letter of advice of allotment No. **CO-R4B-101-2021-07-514 (CONTINUING OF 2021)** dated **July 16, 2021** and the requesting/recommending office shall assume full responsibility on the source of fund specified herein.


CONFORME:

  
**JAYVEE L. BALERITE**


REQUESTING/RECOMMENDING OFFICER:

  
**ALAN L. VALLE**  
CENRO


CERTIFIED AND RECORDED BY:

  
**FRANKLIN G. HERNANDEZ**  
Chief Administrative Officer, Management Services Division

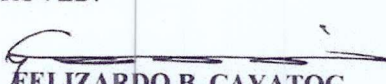
CERTIFIED AS TO APPROPRIATION:

  
**MERLIE V. DE JESUS**  
Budget Officer II

CERTIFIED AS TO FUND AVAILABILITY:

  
**CATHY R. FLORES**  
Accountant I / in-charge, Acctg. Section

APPROVED:

  
**FELIZARDO B. CAYATOC**  
PENRO





## CONTRACT OF SERVICE

### KNOW TO ALL MEN BY THESE PRESENTS:

This Contract made and entered by and between:

2022-09-22-608

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

- and -

**NIEKA R. APUSAGA** of legal age, Filipino, and with residence address at Barangay Poblacion, Taytay, 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 which the First Party has accepted, to provide the services needed by the latter;

**WHEREAS**, the Second Party hereby attest that she 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 she has not been previously dismissed from government service by reason of an administrative offense; and she has not reached the compulsory retirement age of sixty five (65);

**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; and,

**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 from **August 16, 2022 to December 31, 2022** subject to Section 6 hereof;

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

- a. To assist in the review and evaluation of documents gathered from compliance monitoring on the delineated legal easement and inventoried affected establishment of El Nido, Palawan;
- b. To assist in the planting of markers for legal easement within five (5) barangays of El Nido;
- c. To assist in the conduct of inventory of business establishments and household connected built within easement zone and forestland;
- d. To assist in the inventory of business establishments and household connected and not connected to Sewage Treatment Plan (STP);
- e. To encode collected data during inventory of business establishments and households built within easement zone and forestland, and connected and not connected to STP;



- f. To prepare and submit progress report every after activity with attach geotagged photos and maps of the inventoried affected business establishment and households;
- g. To submit GPS reading of inventoried establishments to the Team Leader for consolidation and generation of maps; and;
- h. Perform other related functions as instructed or assigned by the team leader, immediate supervisor and the CENRO concerned.

**Section 3.** For every services rendered under this contract, the Second Party shall receive a monthly compensation of **Thirteen Thousand Five Hundred Pesos (P13, 500.00)**, inclusive of tax, to be paid on a monthly basis, chargeable against **SUB-ALLOTMENT ADVICE (SAA) NO. CO-R4B-101-2021-07-514 (CONTINUING OF 2021) FOR THE REHABILITATION AND PROTECTION OF MIMAROPA'S PRIME ECOTOURISM DESTINATION (EL NIDO, PALAWAN) – HIRING OF ENUMERATORS.**

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 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 Philhealth and Pag-ibig shall be voluntarily remitted by the Second Party.

**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 January 15, 2023.

For the purpose of payment of the demand for payment, the Second Party shall submit the following to the Administrative Division – Personnel Section:

- a. Detailed Accomplishment Report;
- b. Certified true copy of contract;
- c. Proof of Daily Record of Attendance; and
- d. Proof of Payment for PAG-IBIG and PHILHEALTH contributions.

**Section 5.** If travel is necessary and recommended by her immediate supervisor, the Second Party shall be entitled to actual transportation expenses only, chargeable to the **SUB-ALLOTMENT ADVICE (SAA) NO. CO-R4B-101-2021-07-514 (CONTINUING OF 2021) FOR THE REHABILITATION AND PROTECTION OF MIMAROPA'S PRIME ECOTOURISM DESTINATION (EL NIDO, PALAWAN)** subject to the usual accounting and auditing rules and procedures.

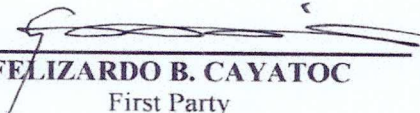
**Section 6.** This Contract may be terminated:


- a) By either party for any reason as may be deemed appropriate the Contract shall be pre-terminated by August 31, 2022 should there be instructions to continue until December 2022 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 August 16, 2022 in Puerto Princesa City, Philippines.

**Department of Environment and Natural Resources**


By:

  
**FELIZARDO B. CAYATOC**  
First Party

  
**NIEKA R. APUSAGA**  
Second Party




**SIGNED IN THE PRESENCE OF:**

  
\_\_\_\_\_  
**ALAN VALLE**  
CENRO

  
\_\_\_\_\_  
**FRANKLIN G. HERNANDEZ**  
Chief Administrative Officer/  
Management Services Division

**Certificate of Availability of Funds:**

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

  
\_\_\_\_\_  
**CATHY R. FLORES**  
Accountant I



ACKNOWLEDGEMENT

REPUBLIC OF THE PHILIPPINES  
PUERTO PRINCESA CITY) 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
FELIZARDO B. CAYATOC	135-057-174	/Puerto Princesa City
NIEKA R. APUSAGA	10892467 TIN 513-586-185	January 17, 2022/ Taytay, Palawan

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 Acknowledgement is written, and is signed by the parties and their instrumental witnesses on each and every page hereof.

WITNESS MY HAND AND SEAL, this 12 SEP 2022 day of \_\_\_\_\_, 2022  
at PUERTO PRINCESA CITY, Philippines.

NOTARY PUBLIC

Doc. No. 438 :  
Page No. 89 :  
Book No. 1 :  
Series of: 2022



ATTY. JAZMIN D. ALTEA  
NOTARY PUBLIC FOR PALAWAN  
AND PUERTO PRINCESA CITY  
Notarial Commission No. 2021-025 Until December. 31, 2022  
PTR No. 1633659; January 07, 2022; Puerto Princesa City  
IBP No. 168243; December 16, 2021; Palawan Chapter  
MCLE Compliance No. VI (admitted to legal profession on 6/14/2019)  
Roll No. 72565





August 12, 2022

**JOB ORDER**

**NIEKA R. APUSAGA**

Barangay Poblacion, Taytay, Palawan

Ma'am:

702-09-22-6081

Please perform the following job/work activities on a daily basis for the period from August 16, 2022 to December 31, 2022 per specifications indicated. We reserve the right to reject any or all work done which are not in accordance with our specifications.

**JOB SPECIFICATIONS**

**TOTAL COST: P 61, 364.00 or P 13, 500.00/ month**

- To assist in the review and evaluation of documents gathered from compliance monitoring on the delineated legal easement and inventoried affected establishment of El Nido, Palawan;
- To assist in the planting of markers for legal easement within five (5) barangays of El Nido;
- To assist in the conduct of inventory of business establishments and household connected built within easement zone and forestland;
- To assist in the inventory of business establishments and household connected and not connected to Sewage Treatment Plan (STP);
- To encode collected data during inventory of business establishments and households built within easement zone and forestland, and connected and not connected to STP;
- To prepare and submit progress report every after activity with attach geotagged photos and maps of the inventoried affected business establishment and households;
- To submit GPS reading of inventoried establishments to the Team Leader for consolidation and generation of maps; and,
- Perform other related functions as instructed or assigned by the team leader, immediate supervisor and the CENRO concerned.

It is hereby understood that in accepting this JOB ORDER you shall not be entitled to any other benefits and privileges.

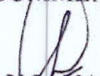
This job order may be terminated any time the job order as specified is not performed satisfactorily.

The source of fund of this job order is from **SUB-ALLOTMENT FOR THE REHABILITATION AND PROTECTION OF MIMAROPA'S PRIME ECOTOURISM DESTINATION (EL NIDO, PALAWAN)**, as per ABM/letter of advice of allotment No. **CO-R4B-101-2021-07-514 (CONTINUING OF 2021)** dated **July 16, 2021** and the requesting/recommending office shall assume full responsibility on the source of fund specified herein.

CONFORME:

  
**NIEKA R. APUSAGA**

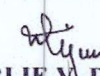
REQUESTING/RECOMMENDING OFFICER:

  
**ALAN L. VALLE**  
CENRO


CERTIFIED AND RECORDED BY:

  
**FRANKLIN G. HERNANDEZ**  
Chief Administrative Officer Management Services Division

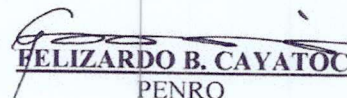
CERTIFIED AS TO APPROPRIATION:

  
**MERLIE V. DE JESUS**  
Budget Officer II

CERTIFIED AS TO FUND AVAILABILITY:

  
**CATHY R. FLORES**  
Accountant I / In-charge, Acctg. Section

APPROVED:

  
**FELIZARDO B. CAYATOC**  
PENRO





## CONTRACT OF SERVICE

### KNOW TO ALL MEN BY THESE PRESENTS:

This Contract made and entered by and between:

2022-09-22-610  
↗

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

- and -

**MARLON V. ADOPTANTE** of legal age, Filipino, and with residence address at Barangay Aberawan, El Nido, 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 his intention, to which the First Party has accepted, to provide the services needed by the latter;

**WHEREAS**, the Second Party hereby attest 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);

**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; and,

**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 from **August 15, 2022 to December 31, 2022** subject to Section 6 hereof;

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

- To assist in the review and evaluation of documents gathered from compliance monitoring on the delineated legal easement and inventoried affected establishment of El Nido, Palawan;
- To assist in the planting of markers for legal easement within five (5) barangays of El Nido;
- To assist in the conduct of inventory of business establishments and household connected built within easement zone and forestland;
- To assist in the inventory of business establishments and household connected and not connected to Sewage Treatment Plan (STP);
- To encode collected data during inventory of business establishments and households built within easement zone and forestland, and connected and not connected to STP;



- f. To prepare and submit progress report every after activity with attach geotagged photos and maps of the inventoried affected business establishment and households;
- g. To submit GPS reading of inventoried establishments to the Team Leader for consolidation and generation of maps; and;
- h. Perform other related functions as instructed or assigned by the team leader, immediate supervisor and the CENRO concerned.

**Section 3.** For every services rendered under this contract, the Second Party shall receive a monthly compensation of **Thirteen Thousand Five Hundred Pesos (P13, 500.00)**, inclusive of tax, to be paid on a monthly basis, chargeable against **SUB-ALLOTMENT ADVICE (SAA) NO. CO-R4B-101-2021-07-514 (CONTINUING OF 2021) FOR THE REHABILITATION AND PROTECTION OF MIMAROPA'S PRIME ECOTOURISM DESTINATION (EL NIDO, PALAWAN) – HIRING OF ENUMERATORS.**

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 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 Philhealth and Pag-ibig shall be voluntarily remitted by the Second Party.

**Section 4.** The Second Party shall perform the tasks herein specified with supervision by a regular employee of this Office. He will be subjected for the submission of the Performance Evaluation Sheet on or before January 15, 2023.

For the purpose of payment of the demand for payment, the Second Party shall submit the following to the Administrative Division – Personnel Section:

- a. Detailed Accomplishment Report;
- b. Certified true copy of contract;
- c. Proof of Daily Record of Attendance; and
- d. Proof of Payment for PAG-IBIG and PHILHEALTH contributions.

**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 **SUB-ALLOTMENT ADVICE (SAA) NO. CO-R4B-101-2021-07-514 (CONTINUING OF 2021) FOR THE REHABILITATION AND PROTECTION OF MIMAROPA'S PRIME ECOTOURISM DESTINATION (EL NIDO, PALAWAN)** subject to the usual accounting and auditing rules and procedures.

**Section 6.** This Contract may be terminated:

- a) By either party for any reason as may be deemed appropriate the contract shall be pre-terminated by August 31, 2022 should there be instructions to continue until December 2022 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) *Ipsso 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 August 11, 2022 in Puerto Princesa City, Philippines.

**Department of Environment and Natural Resources**

By:

  
**FELIZARDO B. CAYATOC**  
First Deputy

  
**MARLON V. ADOPTANTE**




**SIGNED IN THE PRESENCE OF:**

---

**ALAN E. VALLE**  
ZENRO

---

**FRANKLIN G. HERNANDEZ**  
Chief Administrative Officer/  
Management Services Division

**Certificate of Availability of Funds:**

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

---

**CATHY R. FLORES**  
Accountant I



ACKNOWLEDGEMENT

REPUBLIC OF THE PHILIPPINES  
PUERTO PRINCESA CITY) 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
FELIZARDO B. CAYATOC	135-057-174	/Puerto Princesa City
MARLON V. ADOPTANTE	10894287	August 19, 2022 / Taytay, Palawan
	Bay. Aburawan, El Nido 10 Mo. 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 Acknowledgement is written, and is signed by the parties and their instrumental witnesses on each and every page hereof.

WITNESS MY HAND AND SEAL, this 1 2 SEP 2022 day of \_\_\_\_\_, 2022  
at PUERTO PRINCESA CITY, Philippines.

NOTARY PUBLIC

Doc. No. 440 :  
Page No. 89 :  
Book No. 5 :  
Series of: 2022



ATTY. JAZMIN D. ALTEA  
NOTARY PUBLIC FOR PALAWAN  
AND PUERTO PRINCESA CITY  
Notarial Commission No. 2021-025 Until December. 31, 2022  
PTR No. 1633659; January 07, 2022; Puerto Princesa City  
IBP No. 169243; December 16, 2021; Palawan Chapter  
MCLE Compliance No. VI (admitted to legal profession on 6/14/2019)  
Roll No. 72565





August 11, 2022

**JOB ORDER**

**MARLON V. ADOPTANTE**

Barangay Aberawan, El Nido, Palawan

2022-09-22-6/10  
✓

Sir:

Please perform the following job/work activities on a daily basis for the period from August 15, 2022 to December 31, 2022 per specifications indicated. We reserve the right to reject any or all work done which are not in accordance with our specifications.

JOB SPECIFICATIONS	TOTAL COST: P 61, 977.00 or P 13, 500.00/ month
<p>a. To assist in the review and evaluation of documents gathered from compliance monitoring on the delineated legal easement and inventoried affected establishment of El Nido, Palawan;</p> <p>b. To assist in the planting of markers for legal easement within five (5) barangays of El Nido;</p> <p>c. To assist in the conduct of inventory of business establishments and household connected built within easement zone and forestland;</p> <p>d. To assist in the inventory of business establishments and household connected and not connected to Sewage Treatment Plan (STP);</p> <p>e. To encode collected data during inventory of business establishments and households built within easement zone and forestland, and connected and not connected to STP;</p> <p>f. To prepare and submit progress report every after activity with attach geotagged photos and maps of the inventoried affected business establishment and households;</p> <p>g. To submit GPS reading of inventoried establishments to the Team Leader for consolidation and generation of maps; and,</p> <p>h. Perform other related functions as instructed or assigned by the team leader, immediate supervisor and the CENRO concerned.</p>	

It is hereby understood that in accepting this JOB ORDER you shall not be entitled to any other benefits and privileges.

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 **SUB-ALLOTMENT FOR THE REHABILITATION AND PROTECTION OF MIMAROPA'S PRIME ECOTOURISM DESTINATION (EL NIDO, PALAWAN)**, as per ABM/letter of advice of allotment No. **CO-R4B-101-2021-07-514 (CONTINUING OF 2021)** dated **July 16, 2021** and the requesting/recommending office shall assume full responsibility on the source of fund specified herein.

CONFORME:

MARLON V. ADOPTANTE

CERTIFIED AND RECORDED BY:

FRANKLIN G. HERNANDEZ

Chief Administrative Officer Management Services Division

CERTIFIED AS TO FUND AVAILABILITY:

CATHY E. FLORES

Accountant I / In-charge, Acctg. Section

REQUESTING/RECOMMENDING OFFICER:

ALAN V. VALLE  
CENRO

CERTIFIED AS TO APPROPRIATION:

MERLIE V. DE JESUS  
Budget Officer II

APPROVED:

FELIZARDO B. CAYATOC  
PENRO





## CONTRACT OF SERVICE

### KNOW TO ALL MEN BY THESE PRESENTS:

This Contract made and entered by and between:

782-09-22-406

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

- and -

**REINA MIA B. CABEBE** of legal age, Filipino, and with residence address at Barangay Poblacion, Taytay, 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 which the First Party has accepted, to provide the services needed by the latter;

**WHEREAS**, the Second Party hereby attest that she 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 she has not been previously dismissed from government service by reason of an administrative offense; and she has not reached the compulsory retirement age of sixty five (65);

**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; and,

**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 from **August 24, 2022 to December 31, 2022** subject to Section 6 hereof;

**Section 2.** The Second Party is hereby contracted as **OFFICE SUPPORT STAFF** and shall perform the following:

- To assist in the review and evaluation of documents gathered from compliance monitoring on the delineated legal easement and inventoried affected establishment of El Nido, Palawan;
- To prepare documents such as inventory forms, pencils, etc. that will be needed by the team prior to the deployment;
- To assist in the conduct of inventory of business establishments and household connected built within easement zone and forestland;
- To assist in the inventory of business establishments and household connected and not connected to Sewage Treatment Plan (STP);
- To encode collected data during inventory of business establishments and households built within easement zone and forestland, and connected and not connected to STP;



- f. To prepare and submit progress report every after activity with attach geotagged photos and maps of the inventoried affected business establishment and households;
- g. To submit GPS reading of inventoried establishments to the Team Leader for consolidation and generation of maps; and;
- h. Perform other related functions as instructed or assigned by the team leader, immediate supervisor and the CENRO concerned.

**Section 3.** For every services rendered under this contract, the Second Party shall receive a monthly compensation of **Thirteen Thousand Three Hundred Eighty Two Pesos (P13, 382.00)**, inclusive of tax, to be paid on a monthly basis, chargeable against **SUB-ALLOTMENT ADVICE (SAA) NO. CO-R4B-101-2021-07-514 (CONTINUING OF 2021) FOR THE REHABILITATION AND PROTECTION OF MIMAROPA'S PRIME ECOTOURISM DESTINATION (EL NIDO, PALAWAN) – HIRING OF OFFICE SUPPORT STAFF.**

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 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 Philhealth and Pag-ibig shall be voluntarily remitted by the Second Party.

**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 January 15, 2023.

For the purpose of payment of the demand for payment, the Second Party shall submit the following to the Administrative Division – Personnel Section:

- a. Detailed Accomplishment Report;
- b. Certified true copy of contract;
- c. Proof of Daily Record of Attendance; and
- d. Proof of Payment for PAG-IBIG and PHILHEALTH contributions.

**Section 5.** If travel is necessary and recommended by her immediate supervisor, the Second Party shall be entitled to actual transportation expenses only, chargeable to the **SUB-ALLOTMENT ADVICE (SAA) NO. CO-R4B-101-2021-07-514 (CONTINUING OF 2021) FOR THE REHABILITATION AND PROTECTION OF MIMAROPA'S PRIME ECOTOURISM DESTINATION (EL NIDO, PALAWAN)** subject to the usual accounting and auditing rules and procedures.

**Section 6.** This Contract may be terminated:

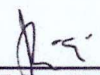
- a) By either party for any reason as may be deemed appropriate the Contract shall be pre-terminated by September 30, 2022 should there be instructions to continue until December 2022 before the expiration of the period indicated in Section 1 hereof, giving the other party prior written notice not less than fifteen (15) days before the intended date of termination; or,
- b) *Ipsso 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 August 24, 2022 in Puerto Princesa City, Philippines.

**Department of Environment and Natural Resources**

By:

  
**FELIZARDO B. CAYATOC**  
First Party

  
**REINA MIA B. CABEBE**  
Second Party



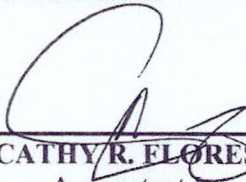
**SIGNED IN THE PRESENCE OF:**

  
\_\_\_\_\_  
**ALAN VALLE**  
CENRO

  
\_\_\_\_\_  
**FRANKLIN G. HERNANDEZ**  
Chief Administrative Officer/  
Management Services Division

**Certificate of Availability of Funds:**

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

  
\_\_\_\_\_  
**CATHY R. FLORES**  
Accountant I



ACKNOWLEDGEMENT

REPUBLIC OF THE PHILIPPINES  
PUERTO PRINCESA CITY) 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
FELIZARDO B. CAYATOC	135-057-174	/Puerto Princesa City
REINA MIA B. CABEBE	10921373	August 24, 2022/ Taytay, Palawan

Philhealth 09- 025412977-0

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 Acknowledgement is written, and is signed by the parties and their instrumental witnesses on each and every page hereof.

WITNESS MY HAND AND SEAL, this 12 SEP 2022 day of \_\_\_\_\_, 2022  
at PUERTO PRINCESA CITY, Philippines.

NOTARY PUBLIC

Doc. No. 434 ;  
Page No. 89 ;  
Book No. 1 ;  
Series of: 2022



ATTY. JAZMIN D. ALTEA  
NOTARY PUBLIC FOR PALAWAN  
AND PUERTO PRINCESA CITY  
Notarial Commission No. 2021-028 Until December. 31, 2022  
PTR No. 1633659; January 07, 2022; Puerto Princesa City  
IBP No. 160243; December 16, 2021; Palawan Chapter  
MCLE Compliance No. VI (admitted to legal profession on 6/14/2019)  
Roll No. 72565





August 23, 2022

**JOB ORDER**

**REINA MIA B. CABEBE**

Barangay Poblacion, Taytay, Palawan

Ma'am:

Please perform the following job/work activities on a daily basis for the period from August 24, 2022 to December 31, 2022 per specifications indicated. We reserve the right to reject any or all work done which are not in accordance with our specifications.

**JOB SPECIFICATIONS**

**TOTAL COST: P 57, 178.00 or P 13, 382.00/ month**

- To assist in the review and evaluation of documents gathered from compliance monitoring on the delineated legal easement and inventoried affected establishment of El Nido, Palawan;
- To prepare documents such as inventory forms, pencils, etc. that will be needed by the team prior to the deployment;
- To assist in the conduct of inventory of business establishments and household connected built within easement zone and forestland;
- To assist in the inventory of business establishments and household connected and not connected to Sewage Treatment Plan (STP);
- To encode collected data during inventory of business establishments and households built within easement zone and forestland, and connected and not connected to STP;
- To prepare and submit progress report every after activity with attach geotagged photos and maps of the inventoried affected business establishment and households;
- To submit GPS reading of inventoried establishments to the Team Leader for consolidation and generation of maps; and,
- Perform other related functions as instructed or assigned by the team leader, immediate supervisor and the CENRO concerned.

It is hereby understood that in accepting this JOB ORDER you shall not be entitled to any other benefits and privileges.

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 **SUB-ALLOTMENT FOR THE REHABILITATION AND PROTECTION OF MIMAROPA'S PRIME ECOTOURISM DESTINATION (EL NIDO, PALAWAN)**, as per ABM/letter of advice of allotment No. **CO-R4B-101-2021-07-514 (CONTINUING OF 2021)** dated **July 16, 2021** and the requesting/recommending office shall assume full responsibility on the source of fund specified herein.

CONFORME:

**REINA MIA B. CABEBE**

REQUESTING/RECOMMENDING OFFICER:

**ALAN L. VALLE**  
CENRO

CERTIFIED AND RECORDED BY:

**FRANKLIN G. HERNANDEZ**

Chief Administrative Officer Management Services Division

CERTIFIED AS TO APPROPRIATION:

**MERLIE V. DE JESUS**

Budget Officer II

CERTIFIED AS TO FUND AVAILABILITY:

**CATHY R. FLORES**

Accountant I / In-charge, Acctg. Section

APPROVED:

**FELIZARDO B. CAYATOC**

PENRO





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

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), PENRO, PALAWAN, a national government agency with office address at Brgy. Sta. Monica, Puerto Princesa City, Palawan, represented by **FELIZARDO B. CAYATOC**, in his capacity as Provincial Environment and Natural Resources Officer PENRO-PALAWAN, herein referred to as the FIRST PARTY.

-and-

**JOSEPHINE C. BUENAVISTA**, of legal age, Filipino, and with residence address at **PUROK PAG-IBIG**, Brgy. **SAN PEDRO**, 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 attest 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 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 July 1, 2022 to December 31, 2022 subject to Section 6 hereof;

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

- a) Checking the vouchers amount against the encoded List of Due and Demandable Accounts Payable-Auto Debit Account (LDDAP-ADA) to LBP Financial Data Entry System (FINDES)
- b) Filling up the vouchers with Check/ADA number, Date Issued and Serial Number of encoded LDDAP.
- c) Sorting of vouchers and the supporting documents for the Report of Advice to Debit Account (RADAI) and Monthly Report of Checks Issued from LDDAP 101



- d) Sorting compilation of receipts and order of payments
- e) Checking out vouchers and other documents, see to it that it will signed by the agency head
- f) Perform other duties that may be assigned from time to time

**Section 3.** For every services rendered under this contract, the Second Party shall receive **FIFTEEN THOUSAND THREE HUNDRED THIRTY EIGHT (P15,338.00)** for every 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.

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

The Second Party shall be entitled of a premium of five percent (5%) of his monthly compensation subject to the availability of fund which shall be paid at the middle and end of the year provided the he/she has rendered a minimum of four (4) months. Premium payment shall be computed in a pro-rated basis.

Monthly premiums such as Phil health and PAG-IBIG shall be voluntarily remitted by the First Party.

**Section 4.** The Second Party shall perform the tasks herein specified with supervision by a regular employee of this Office. He will be subjected for the submission of the Performance Evaluation Sheet on or before June 30, 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/her immediate supervisor, the Second Party shall be entitled to actual transportation expenses only, chargeable to the **101 Fund**, subject to the usual accounting and auditing rules and procedures.

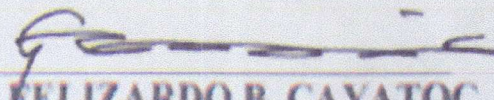
**Section 6.** This Contract may be terminated:

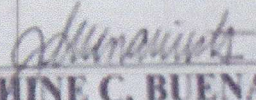
- a) By either party for any reason as may be deemed appropriate before the expiration of the period indicated in Section 1 hereof, giving the other party prior written notice not less than fifteen (15) days before the intended date of termination; or,
- b) *Ipsa facto*, by reason of supervening events such as the issuance of lawful orders, rules and regulations and similar issuances.

**IN WITNESS WHEREOF**, both parties have hereunto set their hands this July 1, 2022 in the City of Puerto Princesa, Philippines.

DENR-PENRO, PALAWAN

BY:

  
**FELIZARDO B. CAYATOC**  
FIRST PARTY

  
**JOSEPHINE C. BUENAVISTA**  
SECOND PARTY



Signed in the presence of:

Juvy B. Sarmiento  
PENRO Cashier

Wamalayda S. Talabucan  
PO II / Chief Planning Section

Certificate of Availability of Funds:

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

Cathy R. Fords  
Accountant I / Officer in Charge

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. FELIZARDO B. CAYATOC	TIN. NO. 135-057-174	
2. JOSEPHINE C. BUENAVISTA	TIN NO. 902-864-522	PPC

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 three (3) pages including this page wherein this acknowledgment is written, and is signed by the parties and their instrument witnesses on each and every page hereof.

JUL 26 2022

WITNESS MY HAND AND SEAL, this \_\_\_ day of \_\_\_\_\_ 2022 at  
PUERTO PRINCESA CITY Philippines.

NOTARY PUBLIC



ATTY. DINOS B. MANGOTARA  
Notary Public  
NPL No. 2022-005 Until Dec 31, 2023  
PTR No. 9891067/01.02.2022  
IBP No. 002047/12.01.2021  
Attorney's Roll No. 27750  
MCLE Compliance No. VII-0007106  
Valid Until April 14, 2025

Doc. No. 460  
Page No. 89  
Book No. XXX  
Series of 2022





**JOB ORDER**

July 1, 2022

To:  
**Ms. JOSEPHINE C. BUENAVISTA**  
Puerto Princesa City, Palawan

Sir/Madam:

Please perform the following job/work activities on a daily basis for the period from July 1, 2022 to December 31, 2022 per specification indicated. We reserve the right to reject any or all work done which are not in accordance with our specifications.

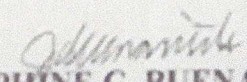
	<b>₱15,388.00</b>
<b>JOB SPECIFICATIONS</b>	<b>TOTAL COST: ₱92,328.00</b>
<p>a) Checking the vouchers amount against the encoded List of Due and Demandable Accounts Payable-Auto Debit Account (LDDAP-ADA) to LBP Financial Data Entry System (FINDES)</p> <p>b) Filling up the vouchers with Check/ADA number, Date Issued and Serial Number of encoded LDDAP.</p> <p>c) Sorting of vouchers and the supporting documents for the Report of Advice to Debit Account (RADAI) and Monthly Report of Checks Issued from LDDAP 101</p> <p>c) Encode updated data of payments incurred in this agency to cash receipt record and report of collections &amp; deposit</p> <p>d) Sorting compilation of receipts and order of payments</p> <p>e) Checking out vouchers and other documents, see to it that it will signed by the agency head</p> <p>f) Perform other duties that may be assigned from time to time</p>	

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

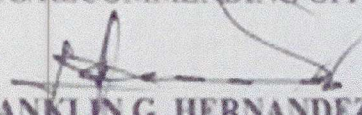
This Job Order may be terminated anytime the job order as specified is not performed Satisfactory.

The source of fund of this job order is from FUND 101 continuing appropriation and the requesting/Recommending officer shall assume full responsibility on the source of Fund specified herein.

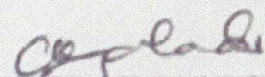
CONFORME:

  
**JOSEPHINE C. BUENAVISTA**  
Cashier-Clerk

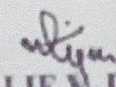
REQUESTING/RECOMMENDING OFFICER:

  
**FRANKLIN G. HERNANDEZ**  
Chief Administrative Officer/Mgt. Services Division

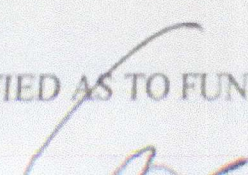
VERIFIED AND RECORDED BY:

  
**MAELAH L. REGALADO**  
AO IV-HRMO II

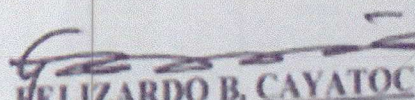
CERTIFIED AS TO APPROPRIATION:

  
**MERLIE V. DE JESUS**  
Budget Officer II

CERTIFIED AS TO FUND AVAILABILITY:

  
**CATHY R. FLORES**  
Accountant I / Officer in Charge

APPROVED:

  
**FELIZARDO B. CAYATOC**  
PENRO