



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

Telfax No. (048) 433-5638 / (048) 433-5638

DENR MIMAROPA
RECORDS SECTION
RECEIVED

FEB 20 2023

☐ INCOMING ☐ OUTGOING

BY:

DATE NO.

TIME:

February 13, 2023

MEMORANDUM

FOR : The Regional Executive Director
DENR MIMAROPA
1515 DENR By the Bay Bldg., Roxas Boulevard,
Barangay 668, Ermita Manila

THRU : The OIC, Assistant Regional Director for Technical Services

FROM : The Provincial Environment and
Natural Resources Officer

SUBJECT : **REPORT ON THE HIRING OF PAMO STAFF FOR
MALAMPAYA SOUND PROTECTED LANDSCAPE AND
SEASCAPE (MSPLS), TAYTAY-SAN VICENTE, PALAWAN**

Forwarded is the memorandum dated January 23, 2023 from CENRO Taytay regarding the above subject.

Please be informed that the Protected Area Management Office (PAMO) of Malampaya Sound Protected Landscape and Seascape (MSPLS) hired five (5) Park Rangers and one (1) CMEMP Extension Officer based on the Work and Financial Plan (WFP) for CY 2023.

Attached are the approved and notarized contracts of the said hired personnel of MSPLS-PAMO.

For information and record.


FELIZARDO B. CAYATOC



DENR-PALAWAN
PENRO-RECORDS
RELEASED
By 
Date: **14 FEB 2023** **23-411**



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

PALAWAN RECORDS

RECEIVED

January 23, 2023

MEMORANDUM

BY: *[Signature]*

DATE: *01-24-2023* **CN 23-0692**

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

FROM : The Community Environment and Natural Resources Officer

SUBJECT : **PROGRESS REPORT ON THE HIRING OF PAMO STAFF
FOR MALAMPAYA SOUND PROTECTED LANDSCAPE AND
SEASCAPE (MSPLS), TAYTAY-SAN VICENTE, PALAWAN**

Respectfully forwarded is the Memorandum dated January 17, 2023 of In Charge, CDS/Protected Area Superintendent (PASu) Clarissa P. Pador being a partial accomplishment on the target activity of PAMO Operationalization - For Proclaimed PA, Hiring of PAMO Staff of Malampaya Sound Protected Landscape and Seascape (MSPLS), Taytay-San Vicente, Palawan.

Please be informed that PAMO-MSPLS hired five (5) Park Rangers charged to CY 2023 Work and Financial Plan (WFP) of MSPLS under approved NEP and the Contract of the said personnel with attached supporting documents was already forwarded to PENR Office-Palawan for review, evaluation and approval.

For his information and record.

[Signature]
CONRADO M. CORPUZ

Cc: PAMO-MSPLS

**DENR CENRO
TAYTAY, PALAWAN
RELEASED**

BY: *[Signature]*
DATE: **JAN 24 2023** *195*



Republic of the Philippines
Department of Environment and Natural Resources
MIMAROPA Region
PROTECTED AREA MANAGEMENT OFFICE
MALAMPAYA SOUND PROTECTED LANDSCAPE AND SEASCAPE (MSPLS)
Taytay-San Vicente, Palawan
Barangay Old Guinlo, Taytay, Palawan
Email add: pamomspls@gmail.com/Contact #: 0938-786-3728 (SMART)



DENR CENRO
TAYTAY, PALAWAN
RECEIVED
BY: *GA*
DATE: *1-18-23* CH *0286*

January 17, 2023

MEMORANDUM

FOR : The Community Environment and Natural Resources Officer
Taytay, Palawan

FROM : The In Charge, CDS/Protected Area Superintendent
Malampaya Sound Protected Landscape and Seascape (MSPLS)
Taytay-San Vicente, Palawan

SUBJECT : **REPORT ON HIRING OF PAMO STAFF OF MALAMPAYA
SOUND PROTECTED LANDSCAPE AND SEASCAPE (MSPLS),
TAYTAY-SAN VICENTE, PALAWAN**

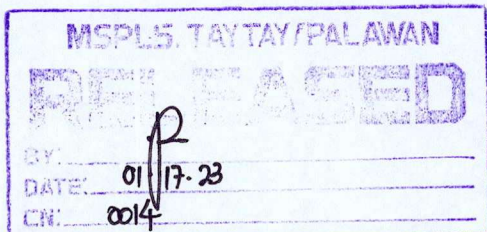
This pertains to the target activity of Hiring of PAMO Staff under Protected Area Management Office (PAMO) Operationalization for Proclaimed PA of Malampaya Sound protected Landscape and Seascape (MSPLS). Taytay-San Vicente, Palawan.

Please be informed that for the month of January to June CY 2023, this Office hired five (5) Park Rangers to augment the activities particularly in the conduct of forest patrol including surveillance and detection of illegal activities and assist in the apprehension of illegally cut/gathered/collected forest products including equipment and conveyances used within the 200,115 hectares of MSPLS marine and terrestrial areas namely,

1. Agbisit, Joseph C.
2. Armenia, Ricben R.
3. Balvin, Erwin C.
4. Valente, Cyril K.
5. Valones, Richard M.

For information and record.

Clarissa P. Pador
CLARISSA P. PADOR





Republic of the Philippines
Department of Environment and Natural Resources
MIMAROPA Region
PROVINCIAL ENVIRONMENT AND NATURAL RESOURCES OFFICE
Sta. Monica, Puerto Princesa City

January 03, 2023

JOB ORDER

TO: Ms. Maria Lilibeth E. Arojo
Taytay, Palawan

2023-02-03-04 ✓

Ma'am,

Please perform the following job/work activities on a daily basis for the period from January 03, 2023 to June 30, 2023 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: P162,000.00 or 27,000.00/ month

- Document, record and track all Coastal and Marine Ecosystems Management Program (CMEMP) activities of MSPLS and take note of the best practices and gaps for planning consideration and further improvement;
- Assist in the preparation of monthly accomplishment report/progress report on CMEMP implementation of MSPLS;
- Assist in the preparation of other documents such as draft policies, powerpoint presentations, work and financial plans, etc. of MSPLS;
- Assist in the data gathering for the inventory of coastal habitats for potential livelihood opportunities including vulnerability to pressure and driver within MSPLS;
- Assist in the field monitoring activities and mapping of selected areas of MSLS;
- Assist in the regular monitoring of MPAs in relation to MPA maintenance and protection within MSPLS;
- Assist in the monitoring of water quality and violations of relevant environmental laws within MSPLS;
- Assist in the general activities of Office related to CMEMP of MSPLS;
- Prepares and submit monthly accomplishment report to the PASu of MSPLS; and
- Perform other related functions as instructed or assigned by immediate supervisor or CENRO.

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

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 **001 MANAGEMENT OF COASTAL AND MARINE RESOURCES- PROGRAM SUPPORT AND MANAGEMENT, HIRING OF CMEMP EXTENSION OFFICER FOR MSPLS TAYTAY-SAN VICENTE** fund of **DENR-CENRO TAYTAY, PALAWAN**, as per ABM/letter of advice of allotment No. _____ dated _____ and the requesting/Recommending office shall assume full responsibility on the source of Fund specified herein.

CONFORME:

REQUESTING/RECOMMENDING OFFICER:

MARIA LILIBETH E. AROJO

CONRADO M. CORPUZ
CENRO

VERIFIED AND RECORDED BY:

CERTIFIED AS TO APPROPRIATION:

WAMALAYDA S. TALABUCON

MERLIE V. DE JESUS
Budget Officer II

Planning Officer III/Officer-In-Charge, Management Services
Division and Chief, Planning Section

CERTIFIED AS TO FUND AVAILABILITY:

APPROVED:

CATHY R. FLORES

Accountant I/In-charge, Acctg. Section

FELIZARDO B. CAYATOC
PENRO



CONTRACT OF SERVICE

KNOW ALL MEN BY THESE PRESENTS

This Contract made and entered by and between:

2023-02-02-095

The DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES (DENR), MIMAROPA, a national government agency with office 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 PENRO Palawan, herein referred to as the FIRST PARTY,

- And -

MARIA LILIBETH E. AROJO of legal age, Filipino and with residence address at Barangay Poblacion, Taytay, Palawan hereinafter referred to as "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 latter;

WHEREAS, the Second Party hereby attests 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; that 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 accredited as government service; and that the latter is not entitled to benefits enjoyed by the personnel of the First Party.

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

NOW, THEREFORE, both parties agree to the following;

Section 1. That this Contract shall cover the period **January 03, 2023 to June 30, 2023** subject to Section 6 hereof.

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

- Document, record and track all Coastal and Marine Ecosystems Management Program (CMEMP) activities of MSPLS and take note of the best practices and gaps for planning consideration and further improvement;
- Assist in the preparation of monthly accomplishment report/progress report on CMEMP implementation of MSPLS;
- Assist in the preparation of other documents such as draft policies, powerpoint presentations, work and financial plans, etc. of MSPLS;
- Assist in the data gathering for the inventory of coastal habitats for potential livelihood opportunities including vulnerability to pressure and driver within MSPLS;

- e. Assist in the field monitoring activities and mapping of selected areas of MSLS;
- f. Assist in the regular monitoring of MPAs in relation to MPA maintenance and protection within MSPLS;
- g. Assist in the monitoring of water quality and violations of relevant environmental laws within MSPLS;
- h. Assist in the general activities of Office related to CMEMP of MSPLS;
- i. Prepares and submit monthly accomplishment report to the PASu of MSPLS; and
- j. Perform other related functions as instructed or assigned by immediate supervisor or CENRO.

Section 3. For every services rendered under this Contract, the Second Party shall receive a monthly compensation of **Twenty-seven Thousand Pesos (P27,000.00)**, inclusive of tax, to be paid on monthly basis, chargeable against **001 MANAGEMENT OF COASTAL AND MARINE RESOURCES- PROGRAM SUPPORT AND MANAGEMENT, HIRING OF CMEMP EXTENSION OFFICER FOR MSPLS TAYTAY-SAN VICENTE** fund of **DENR-CENRO TAYTAY, PALAWAN.**

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

Subject of the availability of funds, the salary of Second Party shall be paid with in the first week of the succeeding month. Provided that all documentary requirements will submitted on time.

Monthly premium 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 July 15, 2023.

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; and
- d. Proof of Payment for PAG-IBIG and PHILHEALTH contribution

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 **MSPLS** fund of **DENR-CENRO TAYTAY, PALAWAN,** subject to the usual accounting and auditing rules and procedures.

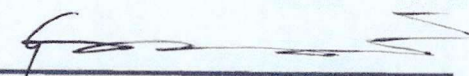
Section 6. This Contract may be terminated:

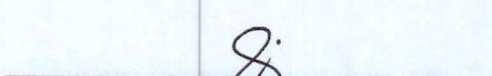
- a) By either party for any reason as may be deemed appropriate before the expiration of the period indicated in Section 1 hereof, giving the other party prior written notice not less than fifteen (15) days before the intended date of termination; or,
- b) *Ipsa facto*, by reason of supervening events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

IN WITNESS WHEREOF, both parties have hereunto set their hands this January 03, 2023 in Puerto Princesa City, Philippines.

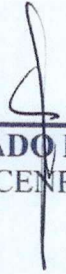
Department of Environment and Natural Resources

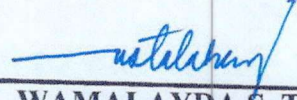
By:


FELIZARDO B. CAYATOC
 First Party


MARIA LILIBETH E. AROJO
 Second Party

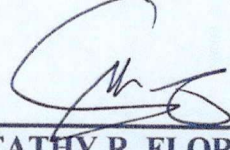
SIGNED IN THE PRESENCE OF:


CONRADO M. CORPUZ
CENRO


WAMALAYDA S. TALABUCON
Planning Officer III/Officer-In-Charge, Management
Services Division and Chief, Planning Section

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 Issued
1. FELIZARDO B. CAYATOC	135 - 057 - 174 (TN)	
2. MARIA LILIBETH E. AROJO	10927469	January 06, 2023 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 02 FEB 2023 day of _____, 2023 at _____
Puerto Princesa City, Philippines.

NOTARY PUBLIC

Doc No: 483
Page No: 99
Book No: 11
Series of: 2023




ATTY. MARK ANTHONY D. GARRAEZ
NOTARY PUBLIC - PPC & PALAWAN
NPL NO. 2022-048; UNTIL 12/31/23
ROLL NO. 76593
IBP OR NO. 259100; 01/03/2023; PASIG CITY
PTR NO. 2950218L; 01/03/2023; PPC
MCLE NO. Newly Admitted 05/05/22
SAN PEDRO, PPC/ 09171863513



Republic of the Philippines
Department of Environment and Natural Resources
MIMAROPA Region
PROVINCIAL ENVIRONMENT AND NATURAL RESOURCES OFFICE
Sta. Monica, Puerto Princesa City

January 03, 2023

JOB ORDER

TO: Mr. Joseph C. Agbisit
Taytay, Palawan

2023-02-03-107

Sir,

Please perform the following job/work activities on a daily basis for the period from January 03, 2023 to June*30, 2023 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: P90,000.00 or 15,000.00/month

- Conduct forest patrol including surveillance and detection of illegal activities within MSPLS Taytay and San Vicente, Palawan;
- Assist in the apprehension of illegally cut/gathered/collected forest products including equipment and conveyances used;
- Assist in the conduct of survey of fishery structures and BLGUs projects within MSPLS;
- Assist in the conduct of Biodiversity Monitoring activity in terrestrial and marine ecosystem;
- Assist in the conduct of Monitoring of Corals, Mangroves and Seagrass in the established monitoring sites within MSPLS;
- Assist in the conduct of community meetings and focus group discussion for information dissemination regarding the existing environmental policies, laws, and regulation;
- Monitor and inventory all apprehended fishing equipment, materials and forest products at PAMO-MSPLS at Old Guinlo and Visitor's Center at Pancol;
- Ensure an organized, cleaned and tidy workplace and manned the FPMS VI/PAMO-MSPLS in Barangay Old Guinlo, Taytay, Palawan and Visitor's Center at Barangay Pancol, Taytay, Palawan;
- Deliver official communication to BLGUs and other stakeholder and post "Notice to the Public" in the barangays within MSPLS;
- Prepares and submit monthly accomplishment report to the PASu of MSPLS;
- Perform other related functions as instructed or assigned by immediate supervisor or the CENRO.

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

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 **001 PROTECTED AREA MANAGEMENT-PAMO OPERATIONALIZATION, HIRING OF PAMO STAFF**, as per ABM/letter of advice of allotment No. _____ dated _____ and the requesting/Recommending office shall assume full responsibility on the source of Fund specified herein.

CONFORME:

JOSEPH C. AGBISIT

REQUESTING/RECOMMENDING OFFICER:

CONRADO M. CORPUZ
CENRO

VERIFIED AND RECORDED BY:

WAMALAYDA S. TALABUCON

Planning Officer III/Officer-In-Charge, Management Services
Division and Chief, Planning Section

CERTIFIED AS TO APPROPRIATION:

MERLIE V. DE JESUS
Budget Officer II

CERTIFIED AS TO FUND AVAILABILITY:

CATHY E. FLORES

Accountant I/In-charge, Acctg. Section

APPROVED:

FELIZARDO B. CAYATOC
PENRO



CONTRACT OF SERVICE

KNOW ALL MEN BY THESE PRESENTS

This Contract made and entered by and between:

2023-02-03-107

The DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES (DENR), MIMAROPA, a national government agency with office 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 PENRO Palawan, herein referred to as the FIRST PARTY,

- And -

JOSEPH C. AGBISIT of legal age, Filipino and with residence address at Narra, Palawan hereinafter referred to as "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 latter;

WHEREAS, the Second Party hereby attests that he is not related within the third degree of consanguinity or affinity to the: 1) hiring authority and/or 2) representative of the First Party; that he has not been previously dismissed from government service by reason of an administrative offense; that 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 accredited as government service; and that the latter is not entitled to benefits enjoyed by the personnel of the First Party.

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

NOW, THEREFORE, both parties agree to the following;

Section 1. That this Contract shall cover the period **January 03, 2023 to June 30, 2023** subject to Section 6 hereof.

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

- a. Conduct forest patrol including surveillance and detection of illegal activities within MSPLS Taytay and San Vicente, Palawan;
- b. Assist in the apprehension of illegally cut/gathered/collected forest products including equipment and conveyances used;
- c. Assist in the conduct of survey of fishery structures and BLGUs projects within MSPLS;
- d. Assist in the conduct of Biodiversity Monitoring activity in terrestrial and marine ecosystem;
- e. Assist in the conduct of Monitoring of Corals, Mangroves and Seagrass in the established monitoring sites within MSPLS;
- f. Assist in the conduct of community meetings and focus group discussion for information dissemination regarding the existing environmental policies, laws, and regulation;

- g. Monitor and inventory all apprehended fishing equipment, materials and forest products at PAMO-MSPLS at Old Guinlo and Visitor's Center at Pancol;
- h. Ensure an organized, cleaned and tidy workplace and manned the FPMS VI/PAMO-MSPLS in Barangay Old Guinlo, Taytay, Palawan and Visitor's Center at Barangay Pancol, Taytay, Palawan;
- i. Deliver official communication to BLGUs and other stakeholder and post "Notice to the Public" in the barangays within MSPLS;
- j. Prepares and submit monthly accomplishment report to the PASu of MSPLS;
- k. Perform other related functions as instructed or assigned by immediate supervisor or the CENRO.

Section 3. For services rendered under this Contract, the Second Party shall receive a monthly compensation of **Fifteen Thousand Pesos (P15,000.00)**, inclusive of tax, to be paid on monthly basis, chargeable against **001 PROTECTED AREA MANAGEMENT-PAMO OPERATIONALIZATION, HIRING OF PAMO STAFF** fund of **DENR-CENRO TAYTAY, PALAWAN**.

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

Subject of the availability of funds, the salary of Second Party shall be paid with in the first week of the succeeding month. Provided that all documentary requirements will submitted on time.

Monthly premium 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 July 15, 2023.

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; and
- d. Proof of Payment for PAG-IBIG and PHILHEALTH contribution

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 **MSPLS** fund of **DENR-CENRO TAYTAY, PALAWAN**, subject to the usual accounting and auditing rules and procedures.

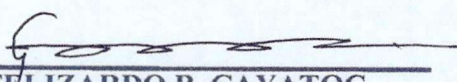
Section 6. This Contract may be terminated:

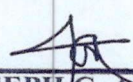
- a) By either party for any reason as may be deemed appropriate before the expiration of the period indicated in Section 1 hereof, giving the other party prior written notice not less than fifteen (15) days before the intended date of termination; or,
- b) *Ipso facto*, by reason of supervening events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

IN WITNESS WHEREOF, both parties have hereunto set their hands this January 03, 2023 in Puerto Princesa City, Philippines.

Department of Environment and Natural Resources

By:


FELIZARDO B. CAYATOC
 First Party


JOSEPH C. AGRISIT
 Second Party

SIGNED IN THE PRESENCE OF:

CONRADO M. CORPUZ
CENRO

WAMALAYDA S. TALABUCON

Planning Officer III/Officer-In-Charge, Management
Services Division and Chief, Planning Section

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 Issued
1. FELIZARDO B. CAYATOC	135-057-174 (TN)	
2. JOSEPH C. AGBISIT	10921234	January 04, 2023 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.

02 FEB 2023

WITNESS MY HAND AND SEAL, this _____ day of _____, 2023 at _____
Puerto Princesa City, Philippines.

Doc No: 42
Page No: 76
Book No: 11
Series of: 2023



ATTY. MARK ANTHONY D. GARRAEZ
NOTARY PUBLIC - PPC & PALAWAN
NPL NO. 2022-048; UNTIL 12/31/23
ROLL NO. 76593

IBP OR NO. 259100; 01/03/2023; PASIG CITY
PTR NO. 2950218L; 01/03/2023; PPC
MCLE NO. Newiy Admitted 05/05/22
SAN PEDRO, PPC/ 09171863513



Republic of the Philippines
Department of Environment and Natural Resources
MIMAROPA Region
PROVINCIAL ENVIRONMENT AND NATURAL RESOURCES OFFICE
Sta. Monica, Puerto Princesa City

January 03, 2023

JOB ORDER

TO: Mr. Ricben R. Armenia
Taytay, Palawan

2023-02-03-100

Sir,

Please perform the following job/work activities on a daily basis for the period from January 03, 2023 to June 30, 2023 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: P90,000.00 or 15,000.00/month

- Conduct forest patrol including surveillance and detection of illegal activities within MSPLS Taytay and San Vicente, Palawan;
- Assist in the apprehension of illegally cut/gathered/collected forest products including equipment and conveyances used;
- Assist in the conduct of survey of fishery structures and BLGUs projects within MSPLS;
- Assist in the conduct of Biodiversity Monitoring activity in terrestrial and marine ecosystem;
- Assist in the conduct of Monitoring of Corals, Mangroves and Seagrass in the established monitoring sites within MSPLS;
- Assist in the conduct of community meetings and focus group discussion for information dissemination regarding the existing environmental policies, laws, and regulation;
- Monitor and inventory all apprehended fishing equipment, materials and forest products at PAMO-MSPLS at Old Guinlo and Visitor's Center at Pancol;
- Ensure an organized, cleaned and tidy workplace and manned the FPMS VI/PAMO-MSPLS in Barangay Old Guinlo, Taytay, Palawan and Visitor's Center at Barangay Pancol, Taytay, Palawan;
- Deliver official communication to BLGUs and other stakeholder and post "Notice to the Public" in the barangays within MSPLS;
- Prepares and submit monthly accomplishment report to the PASu of MSPLS;
- Perform other related functions as instructed or assigned by immediate supervisor or the CENRO.

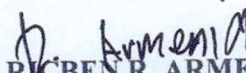
It is hereby understood that in accepting this JOB ORDER you shall not be entitled to any other benefits and privileges except payment for the total costs of the job.


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 **001 PROTECTED AREA MANAGEMENT-PAMO OPERATIONALIZATION, HIRING OF PAMO STAFF** fund of **DENR-CENRO TAYTAY, PALAWAN**, as per ABM/letter of advice of allotment No. _____ dated _____ and the requesting/Recommending office shall assume full responsibility on the source of Fund specified herein.

CONFORME:


REQUESTING/RECOMMENDING OFFICER:



RICBEN R. ARMENIA


CONRADO M. CORPUZ
CENRO

VERIFIED AND RECORDED BY:

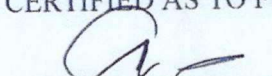
CERTIFIED AS TO APPROPRIATION:



WAMALAYDA S. TALABUCON
Planning Officer III/Officer-In-Charge, Management Services
Division and Chief, Planning Section


MERLIE V. DE JESUS
Budget Officer II

CERTIFIED AS TO FUND AVAILABILITY:

APPROVED:


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


FELIZARDO B. CAYATOC
PENRO



CONTRACT OF SERVICE

KNOW ALL MEN BY THESE PRESENTS

2023-02-03-100

This Contract made and entered by and between:

The DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES (DENR), MIMAROPA, a national government agency with office 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 PENRO Palawan, herein referred to as the **FIRST PARTY**,

- And -

RICBEN R. ARMENIA of legal age, Filipino and with residence address at Barangay New Guinlo, Taytay, Palawan hereinafter referred to as "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 latter;

WHEREAS, the Second Party hereby attests that he is not related within the third degree of consanguinity or affinity to the: 1) hiring authority and/or 2) representative of the First Party; that he has not been previously dismissed from government service by reason of an administrative offense; that 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 accredited as government service; and that the latter is not entitled to benefits enjoyed by the personnel of the First Party.

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

NOW, THEREFORE, both parties agree to the following:

Section 1. That this Contract shall cover the period **January 03, 2023 to June 30, 2023** subject to Section 6 hereof.

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

- Conduct forest patrol including surveillance and detection of illegal activities within MSPLS Taytay and San Vicente, Palawan;
- Assist in the apprehension of illegally cut/gathered/collected forest products including equipment and conveyances used;
- Assist in the conduct of survey of fishery structures and BLGUs projects within MSPLS;
- Assist in the conduct of Biodiversity Monitoring activity in terrestrial and marine ecosystem;
- Assist in the conduct of Monitoring of Corals, Mangroves and Seagrass in the established monitoring sites within MSPLS;
- Assist in the conduct of community meetings and focus group discussion for information dissemination regarding the existing environmental policies, laws, and regulation;

- g. Monitor and inventory all apprehended fishing equipment, materials and forest products at PAMO-MSPLS at Old Guinlo and Visitor's Center at Pancol;
- h. Ensure an organized, cleaned and tidy workplace and manned the FPMS VI/PAMO-MSPLS in Barangay Old Guinlo, Taytay, Palawan and Visitor's Center at Barangay Pancol, Taytay, Palawan;
- i. Deliver official communication to BLGUs and other stakeholder and post "Notice to the Public" in the barangays within MSPLS;
- j. Prepares and submit monthly accomplishment report to the PASu of MSPLS;
- k. Perform other related functions as instructed or assigned by immediate supervisor or the CENRO.

Section 3. For services rendered under this Contract, the Second Party shall receive a monthly compensation of **Fifteen Thousand Pesos (P15,000.00)**, inclusive of tax, to be paid on monthly basis, chargeable against **001 PROTECTED AREA MANAGEMENT-PAMO OPERATIONALIZATION, HIRING OF PAMO STAFF** fund of **DENR-CENRO TAYTAY, PALAWAN**.

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

Subject of the availability of funds, the salary of Second Party shall be paid with in the first week of the succeeding month. Provided that all documentary requirements will submitted on time.

Monthly premium 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 July 15, 2023.

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; and
- d. Proof of Payment for PAG-IBIG and PHILHEALTH contribution

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 **MSPLS** fund of **DENR-CENRO TAYTAY, 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 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 January 03, 2023 in Puerto Princesa City, Philippines.

Department of Environment and Natural Resources

By:


FELIZARDO B. CAYATOC

First Party


RICBEN R. ARMENIA

Second Party

SIGNED IN THE PRESENCE OF:

CONRADO M. CORPUZ
CENRO

WAMALAYDA S. TALABUCON
Planning Officer III/Officer-In-Charge, Management
Services Division and Chief, Planning Section

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 Issued
1. FELIZARDO B. CAYATOC	135 - 057 - 174 (71A)	January 03, 2023
2. RICBEN R. ARMENIA	10924667	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 02 FEB 2023 day of _____, 2023 at _____

Puerto Princesa City, Philippines.

Doc No: 482
Page No: 78
Book No: 111
Series of: 2023



ATTY. MARK ANTHONY D. GARRAEZ
NOTARY PUBLIC - PPC & PALAWAN
NPL NO. 2022-048; UNTIL 12/31/23
ROLL NO. 76593
IBP OR NO. 259100; 01/03/2023; PASIG CITY
PTR NO. 2950218L; 01/03/2023; PPC
MCLE NO. Newly Admitted 05/05/22
SAN PEDRO, PPC/ 09171863513



Republic of the Philippines
Department of Environment and Natural Resources
MIMAROPA Region
PROVINCIAL ENVIRONMENT AND NATURAL RESOURCES OFFICE
Sta. Monica, Puerto Princesa City

January 03, 2023

JOB ORDER

TO: Mr. Erwin C. Balvin
Taytay, Palawan

2023-02-03-096

Sir,

Please perform the following job/work activities on a daily basis for the period from January 03, 2023 to June 30, 2023 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: P90,000.00 or 15,000.00/month

- Conduct forest patrol including surveillance and detection of illegal activities within MSPLS Taytay and San Vicente, Palawan;
- Assist in the apprehension of illegally cut/gathered/collected forest products including equipment and conveyances used;
- Assist in the conduct of survey of fishery structures and BLGUs projects within MSPLS;
- Assist in the conduct of Biodiversity Monitoring activity in terrestrial and marine ecosystem;
- Assist in the conduct of Monitoring of Corals, Mangroves and Seagrass in the established monitoring sites within MSPLS;
- Assist in the conduct of community meetings and focus group discussion for information dissemination regarding the existing environmental policies, laws, and regulation;
- Monitor and inventory all apprehended fishing equipment, materials and forest products at PAMO-MSPLS at Old Guinlo and Visitor's Center at Pancol;
- Ensure an organized, cleaned and tidy workplace and manned the FPMS VI/PAMO-MSPLS in Barangay Old Guinlo, Taytay, Palawan and Visitor's Center at Barangay Pancol, Taytay, Palawan;
- Deliver official communication to BLGUs and other stakeholder and post "Notice to the Public" in the barangays within MSPLS;
- Prepares and submit monthly accomplishment report to the PASu of MSPLS;
- Perform other related functions as instructed or assigned by immediate supervisor or the CENRO.

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


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 **001 PROTECTED AREA MANAGEMENT-PAMO OPERATIONALIZATION, HIRING OF PAMO STAFF** fund of **DENR-CENRO TAYTAY, PALAWAN**, as per ABM/letter of advice of allotment No. _____ dated _____ and the requesting/Recommending office shall assume full responsibility on the source of Fund specified herein.

CONFORME:

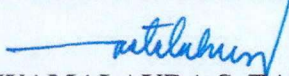
REQUESTING/RECOMMENDING OFFICER:



ERWIN C. BALVIN


CONRADO M. CORPUZ
CENRO

VERIFIED AND RECORDED BY:

CERTIFIED AS TO APPROPRIATION:


WAMALAYDA S. TALABUCON



MERLIE V. DE JESUS
Budget Officer II

Planning Officer III/Officer-In-Charge, Management Services
Division and Chief, Planning Section

CERTIFIED AS TO FUND AVAILABILITY:

APPROVED:


CATHY R. FLORES


FELIZARDO B. CAYATOC
PENRO

Accountant I/In-charge, Acctg. Section



CONTRACT OF SERVICE

KNOW ALL MEN BY THESE PRESENTS

2023-02-03-096

This Contract made and entered by and between:

The DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES (DENR), MIMAROPA, a national government agency with office 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 PENRO Palawan, herein referred to as the **FIRST PARTY**,

- And -

ERWIN C. BALVIN of legal age, Filipino and with residence address at Barangay New Guinlo, Taytay, Palawan hereinafter referred to as "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 latter;

WHEREAS, the Second Party hereby attests that he is not related within the third degree of consanguinity or affinity to the: 1) hiring authority and/or 2) representative of the First Party; that he has not been previously dismissed from government service by reason of an administrative offense; that 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 accredited as government service; and that the latter is not entitled to benefits enjoyed by the personnel of the First Party.

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

NOW, THEREFORE, both parties agree to the following;

Section 1. That this Contract shall cover the period **January 03, 2023 to June 30, 2023** subject to Section 6 hereof.

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- Assist in the apprehension of illegally cut/gathered/collected forest products including equipment and conveyances used;
- Assist in the conduct of survey of fishery structures and BLGUs projects within MSPLS;
- Assist in the conduct of Biodiversity Monitoring activity in terrestrial and marine ecosystem;
- Assist in the conduct of Monitoring of Corals, Mangroves and Seagrass in the established monitoring sites within MSPLS;
- Assist in the conduct of community meetings and focus group discussion for information dissemination regarding the existing environmental policies, laws, and regulation;

- g. Monitor and inventory all apprehended fishing equipment, materials and forest products at PAMO-MSPLS at Old Guinlo and Visitor's Center at Pancol;
- h. Ensure an organized, cleaned and tidy workplace and manned the FPMS VI/PAMO-MSPLS in Barangay Old Guinlo, Taytay, Palawan and Visitor's Center at Barangay Pancol, Taytay, Palawan;
- i. Deliver official communication to BLGUs and other stakeholder and post "Notice to the Public" in the barangays within MSPLS;
- j. Prepares and submit monthly accomplishment report to the PASu of MSPLS;
- k. Perform other related functions as instructed or assigned by immediate supervisor or the CENRO.

Section 3. For services rendered under this Contract, the Second Party shall receive a monthly compensation of **Fifteen Thousand Pesos (P15,000.00)**, inclusive of tax, to be paid on monthly basis, chargeable against **001 PROTECTED AREA MANAGEMENT- PAMO OPERATIONALIZATION, HIRING OF PAMO STAFF** fund of **DENR-CENRO TAYTAY, PALAWAN.**

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

Subject of the availability of funds, the salary of Second Party shall be paid with in the first week of the succeeding month. Provided that all documentary requirements will submitted on time.

Monthly premium 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 July 15, 2023.

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; and
- d. Proof of Payment for PAG-IBIG and PHILHEALTH contribution

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 **MSPLS** fund of **DENR-CENRO TAYTAY, PALAWAN,** subject to the usual accounting and auditing rules and procedures.

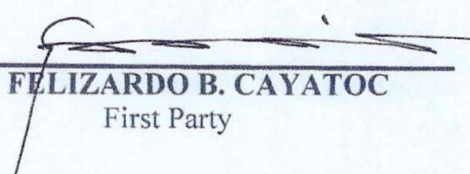
Section 6. This Contract may be terminated:

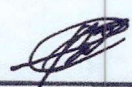
- a) By either party for any reason as may be deemed appropriate before the expiration of the period indicated in Section 1 hereof, giving the other party prior written notice not less than fifteen (15) days before the intended date of termination; or,
- b) *Ipsa facto*, by reason of supervening events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

IN WITNESS WHEREOF, both parties have hereunto set their hands this January 03, 2023 in Puerto Princesa City, Philippines.

Department of Environment and Natural Resources

By:


FELIZARDO B. CAYATOC
 First Party


ERWIN C. BALVIN
 Second Party

SIGNED IN THE PRESENCE OF:

CONRADO M. CORPUZ
CENRO

WAMALAYDA S. TALABUCON

Planning Officer III/Officer-In-Charge, Management
Services Division and Chief, Planning Section

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 Issued
1. FELIZARDO B. CAYATOC	135-057-174(17M)	
2. ERWIN C. BALVIN	10921228	January 04, 2023 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 02 FEB 2023 day of _____, 2023 at _____
Puerto Princesa City, Philippines.

NOTARY PUBLIC

Doc No: 484
Page No: 98
Book No: 111
Series of: 2023



ATTY. MARK ANTHONY D. GARRAEZ
NOTARY PUBLIC - PPC & PALAWAN
NPL NO. 2022-048; UNTIL 12/31/23
ROLL NO. 76593
IBP OR NO. 259100; 01/03/2023; PASIG CITY
PTR NO. 2950218L; 01/03/2023; PPC
MCLE NO. Newly Admitted 05/05/22
SAN PEDRO, PPC/ 09171863513



Republic of the Philippines
Department of Environment and Natural Resources
MIMAROPA Region
PROVINCIAL ENVIRONMENT AND NATURAL RESOURCES OFFICE
Sta. Monica, Puerto Princesa City

January 03, 2023

JOB ORDER

TO: Mr. Cyril K. Valente
Taytay, Palawan

2023-02-03-086

Sir,

Please perform the following job/work activities on a daily basis for the period from January 03, 2023 to June 30, 2023 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: P90,000.00 or 15,000.00/month

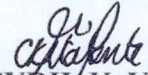
- Conduct forest patrol including surveillance and detection of illegal activities within MSPLS Taytay and San Vicente, Palawan;
- Assist in the apprehension of illegally cut/gathered/collected forest products including equipment and conveyances used;
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- Deliver official communication to BLGUs and other stakeholder and post "Notice to the Public" in the barangays within MSPLS;
- Prepares and submit monthly accomplishment report to the PASu of MSPLS;
- Perform other related functions as instructed or assigned by immediate supervisor or the CENRO.

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

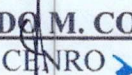
This job order may be terminated any time the job order as specified is not performed satisfactorily

The source of fund of this job order is from **001 PROTECTED AREA MANAGEMENT-PAMO OPERATIONALIZATION, HIRING OF PAMO STAFF** fund of **DENR-CENRO TAYTAY, PALAWAN**, as per ABM/letter of advice of allotment No. _____ dated _____ and the requesting/Recommending office shall assume full responsibility on the source of Fund specified herein.

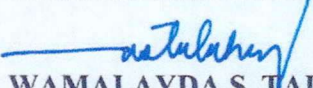
CONFORME:


CYRIL K. VALENTE

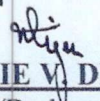
REQUESTING/RECOMMENDING OFFICER:


CONRADO M. CORPUZ
CENRO


VERIFIED AND RECORDED BY:


WAMALAYDA S. TALABUCON
Planning Officer III/Officer-In-Charge, Management Services
Division and Chief, Planning Section

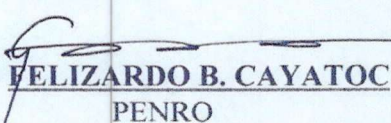
CERTIFIED AS TO APPROPRIATION:


MERLIE V. DE JESUS
AO IV/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 ALL MEN BY THESE PRESENTS

2023-02-03-086

This Contract made and entered by and between:

The DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES (DENR), MIMAROPA, a national government agency with office 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 PENRO Palawan, herein referred to as the **FIRST PARTY**,

- And -

CYRIL K. VALENTE of legal age, Filipino and with residence address at Barangay Liminangcong, Taytay, Palawan hereinafter referred to as "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 latter;

WHEREAS, the Second Party hereby attests that he is not related within the third degree of consanguinity or affinity to the: 1) hiring authority and/or 2) representative of the First Party; that he has not been previously dismissed from government service by reason of an administrative offense; that 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 accredited as government service; and that the latter is not entitled to benefits enjoyed by the personnel of the First Party.

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- i. Deliver official communication to BLGUs and other stakeholder and post "Notice to the Public" in the barangays within MSPLS;
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In case of absence/s of the Second Party, the basis of deduction from the salary shall be the daily rate.

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Monthly premium 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 July 15, 2023.

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; and
- d. Proof of Payment for PAG-IBIG and PHILHEALTH contribution

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 **MSPLS** fund of **DENR-CENRO TAYTAY, PALAWAN**, subject to the usual accounting and auditing rules and procedures.

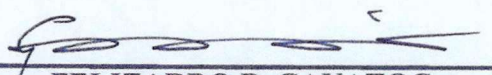
Section 6. This Contract may be terminated:

- a) By either party for any reason as may be deemed appropriate 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 January 03, 2023 in Puerto Princesa City, Philippines.

Department of Environment and Natural Resources

By:


FELIZARDO B. CAYATOC
First Party


CYRIL K. VALENTE
Second Party

SIGNED IN THE PRESENCE OF:

CONRADO M. CORPUZ
CENRO

WAMALAYDA S. TALABUCON

Planning Officer III/Officer-In-Charge, Management
Services Division and Chief, Planning Section

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 Issued
1. FELIZARDO B. CAYATOC	135-057-174(TN)	
2. CYRIL K. VALENTE	10925228	January 04, 2023 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 07 FEB 2023 day of _____, 2023 at _____
Puerto Princesa City, Philippines.

NOTARY PUBLIC

Doc No: 445
Page No: 100
Book No: 111
Series of: 2023



ATTY. MARK ANTHONY D. GARRA
NOTARY PUBLIC - PPC & PALAWAN
NPL NO. 2022-048; UNTIL 12/31/2023
ROLL NO. 76593
IBP OR NO. 259100; 01/03/2023; PASIC
PTR NO. 2950218L; 01/03/2023
MCLE NO. Not Admitted
SAN PEDRO



Republic of the Philippines
Department of Environment and Natural Resources
MIMAROPA Region
PROVINCIAL ENVIRONMENT AND NATURAL RESOURCES OFFICE
Sta. Monica, Puerto Princesa City

January 03, 2023

JOB ORDER

TO: Mr. Richard M. Valones
Taytay, Palawan

2023-02-03-085

Sir,

Please perform the following job/work activities on a daily basis for the period from January 03, 2023 to June 30, 2023 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: P90,000.00 or 15,000.00/month

- Conduct forest patrol including surveillance and detection of illegal activities within MSPLS Taytay and San Vicente, Palawan;
- Assist in the apprehension of illegally cut/gathered/collected forest products including equipment and conveyances used;
- Assist in the conduct of survey of fishery structures and BLGUs projects within MSPLS;
- Assist in the conduct of Biodiversity Monitoring activity in terrestrial and marine ecosystem;
- Assist in the conduct of Monitoring of Corals, Mangroves and Seagrass in the established monitoring sites within MSPLS;
- Assist in the conduct of community meetings and focus group discussion for information dissemination regarding the existing environmental policies, laws, and regulation;
- Monitor and inventory all apprehended fishing equipment, materials and forest products at PAMO-MSPLS at Old Guinlo and Visitor's Center at Pancol;
- Ensure an organized, cleaned and tidy workplace and manned the FPMS VI/PAMO-MSPLS in Barangay Old Guinlo, Taytay, Palawan and Visitor's Center at Barangay Pancol, Taytay, Palawan;
- Deliver official communication to BLGUs and other stakeholder and post "Notice to the Public" in the barangays within MSPLS;
- Prepares and submit monthly accomplishment report to the PASu of MSPLS;
- Perform other related functions as instructed or assigned by immediate supervisor or the CENRO.

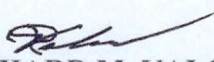
It is hereby understood that in accepting this JOB ORDER you shall not be entitled to any other benefits and privileges except payment for the total costs of the job and fare/s for travel expenses in the trainings/workshop/meetings and among others.

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 **PAMO OPERATIONALIZATION-HIRING OF PAMO STAFF** fund of **DENR-CENRO TAYTAY, PALAWAN**, as per ABM/letter of advice of allotment No. _____ dated _____ and the requesting/Recommending office shall assume full responsibility on the source of Fund specified herein.

CONFORME:

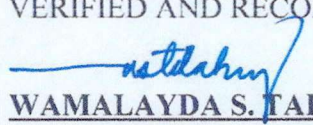
REQUESTING/RECOMMENDING OFFICER:

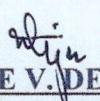

RICHARD M. VALONES


CONRADO M. CORPUZ
CENRO

VERIFIED AND RECORDED BY:


CERTIFIED AS TO APPROPRIATION:

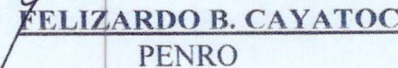

WAMALAYDA S. TALABUCON
Planning Officer III/Officer-In-Charge, Management Services
Division and Chief, Planning Section


MERLIE V. DE JESUS
AO IV/Budget Officer II

CERTIFIED AS TO FUND AVAILABILITY:

APPROVED:


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


FELIZARDO B. CAYATOC
PENRO



CONTRACT OF SERVICE

KNOW ALL MEN BY THESE PRESENTS

2023-02-03-08 ✓

This Contract made and entered by and between:

The DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES (DENR), MIMAROPA, a national government agency with office 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 PENRO Palawan, herein referred to as the **FIRST PARTY**,

- And -

RICHARD M. VALONES of legal age, Filipino and with residence address at Barangay Pancol, Taytay, Palawan hereinafter referred to as "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 latter;

WHEREAS, the Second Party hereby attests that he is not related within the third degree of consanguinity or affinity to the: 1) hiring authority and/or 2) representative of the First Party; that he has not been previously dismissed from government service by reason of an administrative offense; that 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 accredited as government service; and that the latter is not entitled to benefits enjoyed by the personnel of the First Party.

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

NOW, THEREFORE, both parties agree to the following;

Section 1. That this Contract shall cover the period **January 03, 2023 to June 30, 2023** subject to Section 6 hereof.

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

- a. Conduct forest patrol including surveillance and detection of illegal activities within MSPLS Taytay and San Vicente, Palawan;
- b. Assist in the apprehension of illegally cut/gathered/collected forest products including equipment and conveyances used;
- c. Assist in the conduct of survey of fishery structures and BLGUs projects within MSPLS;
- d. Assist in the conduct of Biodiversity Monitoring activity in terrestrial and marine ecosystem;
- e. Assist in the conduct of Monitoring of Corals, Mangroves and Seagrass in the established monitoring sites within MSPLS;
- f. Assist in the conduct of community meetings and focus group discussion for information dissemination regarding the existing environmental policies, laws, and regulation;

- g. Monitor and inventory all apprehended fishing equipment, materials and forest products at PAMO-MSPLS at Old Guinlo and Visitor's Center at Pancol;
- h. Ensure an organized, cleaned and tidy workplace and manned the FPMS VI/PAMO-MSPLS in Barangay Old Guinlo, Taytay, Palawan and Visitor's Center at Barangay Pancol, Taytay, Palawan;
- i. Deliver official communication to BLGUs and other stakeholder and post "Notice to the Public" in the barangays within MSPLS;
- j. Prepares and submit monthly accomplishment report to the PASu of MSPLS;
- k. Perform other related functions as instructed or assigned by immediate supervisor or the CENRO.

Section 3. For services rendered under this Contract, the Second Party shall receive a monthly compensation of **Fifteen Thousand Pesos (P15,000.00)**, inclusive of tax, to be paid on monthly basis, chargeable against **001 PROTECTED AREA MANAGEMENT-PAMO OPERATIONALIZATION, HIRING OF PAMO STAFF** fund of **DENR-CENRO TAYTAY, PALAWAN.**

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

Subject of the availability of funds, the salary of Second Party shall be paid with in the first week of the succeeding month. Provided that all documentary requirements will submitted on time.

Monthly premium 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 July 15, 2023.

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; and
- d. Proof of Payment for PAG-IBIG and PHILHEALTH contribution

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 **MSPLS** fund of **DENR-CENRO TAYTAY, PALAWAN.** subject to the usual accounting and auditing rules and procedures.

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- 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) *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 January 03, 2023 in Puerto Princesa City, Philippines.

Department of Environment and Natural Resources

By:


FELIZARDO B. CAYATOC

First Party


RICHARD M. VALONES

Second Party

SIGNED IN THE PRESENCE OF:

CONRADO M. CORPUZ
CENRO

WAMALAYDA S. TALABUCON

Planning Officer III/Officer-In-Charge, Management
Services Division and Chief, Planning Section

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 Issued
1. FELIZARDO B. CAYATOC	135-057-174(TIN)	
2. RICHARD M. VALONES	10926554	January 04, 2023 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 02 FEB 2023 day of _____, 2023 at _____

Puerto Princesa City, Philippines.

NOTARY PUBLIC

Doc No: 494
Page No: 100
Book No: III
Series of: 2023



ATTY. MARK ANTHONY D. GARRAEZ
NOTARY PUBLIC - PPC & PALAWAN
NPL NO. 2022-048; UNTIL 12/31/23
ROLL NO. 76593

IBP OR NO. 259100; 01/03/2023; PASIG CITY
PTR NO. 2950218L; 01/03/2023; PPC
MCLE NO. Newly Admitted 05/05/22
SAN PEDRO, PPC/ 09171863513