



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

<b>DENR MIMAROPA RECORDS SECTION RECEIVED</b>	
FEB 27 2023	
<input type="checkbox"/> INCOMING	<input type="checkbox"/> OUTGOING
BY: _____	DATE NO. _____
TIME: _____	

February 17, 2023

**MEMORANDUM**

FOR: : The Regional Executive Director  
MIMAROPA Region

THRU : Chief, Management Services Division

FROM : The OIC, PENR Officer  
Mamburao, Occidental Mindoro

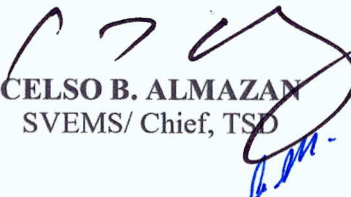
SUBJECT : Hiring of Driver for the MB Cor Project starting March 1, 2023

With reference to the driver position under the approved MBC AWP 2023, the MB Cor Project wishes to hire **MR. BENJI REPE GAN**, 43 years old from Roxas, Or. Mindoro as the official driver of the Project. He will start reporting at the MBC-PMU Office, DENR-PENRO, Occidental Mindoro starting March 01, 2023.

While awaiting the arrival of the new service vehicle of the MBC-PMU, Mr. Gan can already drive the newly-repaired van assigned to the project by the DENR through PENRO Occidental Mindoro. His services would be very useful in the upcoming activities this 2023.

Please find the attached contract and terms of reference for your reference and approval.

For the OIC, PENR Officer

  
**CELSO B. ALMAZAN**  
SVEMS/ Chief, TSD



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

February 1, 2023

**MEMORANDUM**

FOR: : The PENR Officer  
Mamburao, Occidental Mindoro

THRU : Chief, Management Services Division

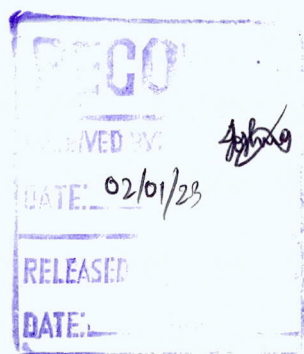
FROM : The Project Manager  
Mindoro Biodiversity Corridor Project

SUBJECT : Hiring of Driver for the MD Cor Project starting February 16, 2023

With reference to the approved staffing under the signed MBC AWP 2023, the undersigned wishes to hire **MR. BENJI REPE GAN**, 43 years old from Roxas, Or. Mindoro as the official driver of the Mindoro Biodiversity Corridor Project. He will start reporting at the MBC-PMU Office, DENR-PENRO, Occidental Mindoro starting February 16, 2023.

While awaiting the arrival of the new service vehicle of the MBC-PMU, Mr. Gan can already drive the newly-repaired van assigned to the project by the DENR through PENRO Occidental Mindoro. His services would be very useful in the upcoming activities starting this February 2023.

Please find the attached contract and terms of reference for your reference and endorsement to the Regional Executive Director.



  
**ALAIN M. MAULION**

January 08, 2023

Mr. Alain Manalio  
Project Manager  
Mindoro Bio Diversity Corridor  
DENR-UNDP

Good day sir!

Please consider myself as applicant for the position as Driver of the company at your convenience.

Attached herewith is my resume your approval is most appreciated.

Very sincerely yours,

Benjie Repe Gan



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## GAN, BENJIE, REPE

Position: Driver  
Address: San Jose, Dalahican, Roxas, Oriental Mindoro  
Contact no.: 09106238764  
E-mail: [benjie9@gmail.com](mailto:benjie9@gmail.com)



### OBJECTIVE:

To be part of a company and to enhance my skills and knowledge.

### PERSONAL INFORMATION

Gender: Male  
Age: 46 yrs old  
Date of Birth: April 19, 1976  
Place of Birth: Legaspi City  
Civil Status: Married  
Wife: Nancy G. Gan  
Occupation: Housewife  
Citizenship: Filipino  
Height: 5'5"  
Weight: 67kg  
Religion: Christianity  
Language: Tagalog, Visaya, English, Ilocano  
Mother's name: Elvinia R. Gan  
Occupation: Housewife  
Father's name: Benjamin G. Gan  
Occupation: Driver

### EDUCATION:

College Undergraduate Management  
Highschool Roxas Santo Niño Highschool  
Roxas, Oriental Mindoro  
S.Y. 1990-1994  
Elementary Roxas Central Elementary School  
Roxas, Oriental Mindoro  
S.Y. 1984-1990

### WORK EXPERIENCE:

Company: Majar Group Of Company  
Position: Driver  
Year: 2015-2018

Company: Politician  
Position: Driver Bodyguard  
Year: 2021-2022

Company: Smart  
Position: Supervisor  
Year: 2018-2020

**SKILLS**

Driving

**CHARACTER REFERENCES:**

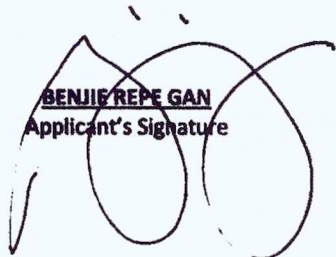
Kagawad Dodok Pangkubit  
Brgy. kagawad

Captain Igay Talamisan  
Barangay Captain

**IN CASE OF EMERGENCY:**

Sheryl Gan  
CP#: 09420300388

I hereby certify that the above statement is correct and true to the best of my ability.

  
**BENJIE REPE GAN**  
Applicant's Signature



**TERMS OF REFERENCE FOR  
MINDORO BD CORRIDOR- DRIVER**

1. Transport the Corridor Project Management Unit (CPMU), specialists and staff on all work-related functions and activities;
2. Monitor the status and condition of the vehicle under his responsibility and initiates requests for its needed maintenance and repair;
3. Maintain the cleanliness and orderliness of the project vehicle;
4. Assure appropriate security of parking of the vehicle in official functions and whenever not in use;
5. Facilitate the recording of trips, fuel consumption, and other materials in line with the operation and maintenance of vehicle, including all requests emanating from the DENROs and relevant agencies;
6. Provide support to CPMU and participants during meetings, trainings, seminars, workshops;
7. Assist the Corridor Project Management (CPM) in the overall operationalization of corridor activities; and
8. Perform other tasks and functions of higher authorities

**QUALIFICATIONS:**

1. Atleast Five ( 5) years experienced on driving within the island of Mindoro;
2. Must be physically fit and is amenable to work in multiple locations in a single outing and with possibility to work in remote locations in relation to local communities;
3. Will report to the Corridor Project Manager (CPM)

Approved by:

**ALAIN M. MAULION**  
MBC-Project Manager

## 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), MIMAROPA**, a national government agency with office address at DENR by the Bay Buidling, 1515 Roxas Boulevard, Ermita, Manila, represented by **LORMELYN E. CLAUDIO, CESO IV**, in her capacity as Regional Executive Director of DENR-MIMAROPA Region, herein referred to as the **"First Party"**.

-and-

**MR. BENJIE R. GAN**, of legal age, Filipino and with residence address at San Jose, Dalahican, Roxas, Oriental Mindoro, hereinafter referred to as the **"Second Party"**.

### WITNESSETH:

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

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

**WHEREAS**, the Second Party has signified his intention, to which the First Party has accepted, to provide the services needed by the latter;

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

**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 regular personnel of the First Party;

**WHEREAS**, the Second Party shall perform work from Mondays to Fridays, 8:00 a.m. to 5:00 p.m. and during official travels subject to applicable laws, rules and regulations;

**NOW, THEREFORE**, both parties agree to the following:

**Section 1.** This Contract shall cover the period from **March 01, 2023 to June 30, 2023**, subject to Section 7 hereof.

**Section 2.** That as **Driver**, the Second Party shall report to the Mindoro Biodiversity Corridor Project and shall perform the following:

1. Transport the Corridor Project Management Unit (CPMU), specialists and staff on all work-related functions and activities;

2. Regularly monitor the status and condition of the vehicle under his responsibility and initiates timely requests for its needed maintenance and repair;
3. Maintain the cleanliness and orderliness of the project vehicle;
4. Assure appropriate security of parking of the vehicle in official functions and whenever not in use;
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6. Provide support to Corridor Project Management Unit (CPMU) and participants during meetings, trainings, seminars, workshops;
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8. Perform other tasks and functions of higher authorities

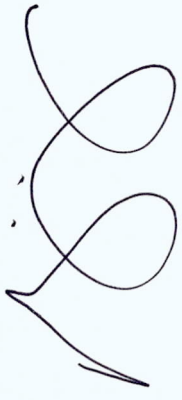
**Section 3.** For services rendered under this Contract, the Second Party shall receive a monthly compensation in the amount of **Sixteen Thousand Eight Hundred Seventy-seven Pesos (P16,877.00)**, inclusive of tax, to be paid on a monthly basis, chargeable against BD Corridor UNDP Funds, subject to accounting and auditing rules and regulations.

The Second Party agrees to a grace period of up to 30 days after the end of each month to allow for the processing and proper financial recording of payments for services rendered for the month and subject to availability of Funds.

**Section 4.** For the purposes of monthly payment for services rendered, the Second Party shall submit the following to the Management Services Division, PENRO Occidental Mindoro:

1. Daily Time Record;
2. Detailed Accomplishment Report; and
3. Certified True Copy of Contract

**Section 5.** That the Second Party is entitled to claim reasonable travelling allowance/expenses in case the performance of the above-mentioned tasks would require travel outside Fifty (50) kilometers radius from official station. Provided that, such claim shall be subject to availability of funds and to usual accounting and auditing rules and regulation.



**Section 6.** The Second Party shall receive a **premium of 5% of the basic salary** (less absences and tardiness), pursuant to Civil Service Commission (CSC), Commission on Audit (COA), Department of Budget and Management (DBM) Joint Circular No. 1, s.2018, Transitory Provision [11.0][11.5] which provides that "*Services of individuals engaged through contract of service shall be paid salary/wage equivalent to the daily salary/wage of comparable positions in government and a premium of up to 20% of such salary/wage effective January 1, 2019.*" The premium payment shall be paid every three (3) months, chargeable against BD Corridor UNDP Funds.

**Section 7.** This Contract may be terminated by either party for any reason as may be deemed appropriate before the expiration of the period indicated in Section 1 hereof,

giving the other party prior written notice not less than fifteen (15) days before the intended date of termination.

**IN WITNESS WHEREOF**, both parties have hereunto set their hands this \_\_\_\_ day of \_\_\_\_\_ 2023 in Manila, Metro Manila.

DENR MIMAROPA Region


By:

**LORMELYN E. CLAUDIO, CESO IV**  
Regional Executive Director  
First Party

  
**BENJIE R. GAN**  
Driver  
Second Party

**SIGNED IN THE PRESENCE OF:**

**MARIA MELISSA L. ENDANGAN**  
OIC, Chief, Conservation and Development  
Division  
Witness

  
**DONEBELLE S. MESINA**  
Accountant III, PENRO Occidental Mindoro  
Witness

ACKNOWLEDGEMENT

Republic of the Philippines)  
 ) 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
LORMELYN E. CLAUDIO		
BENJIE R. GAN	ND4-15-001077	04-19-2022 <i>extra</i>

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 \_\_\_\_ day of \_\_\_\_\_2023  
in \_\_\_\_\_, Philippines.

Doc. No. \_\_\_\_\_  
Page No. \_\_\_\_\_  
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DENR MIMAROPA Region

By:


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Regional Executive Director  
First Party

**BENJIE R. GAN**  
Driver  
Second Party



**SIGNED IN THE PRESENCE OF:**

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OIC, Chief, Conservation and Development  
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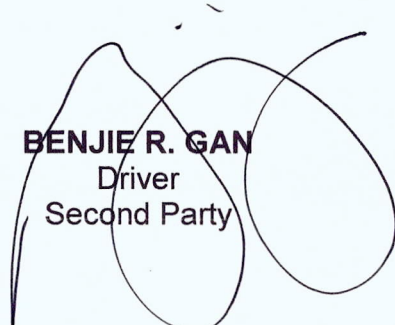
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DENR MIMAROPA Region

By:

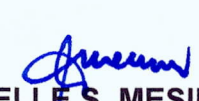
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