



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

March 6, 2023

MEMORANDUM

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

THRU : The OIC, ARD for Technical Services

FROM : The Provincial Environment and
Natural Resources Officer

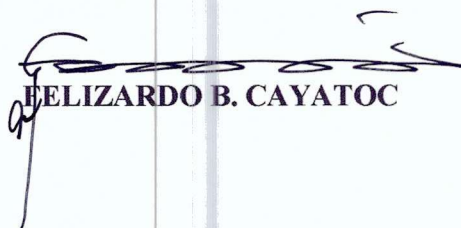
SUBJECT : **HIRING OF COASTAL AND MARINE ECOSYSTEMS
MANAGEMENT PROGRAM (CMEMP) EXTENSION
OFFICERS FOR 1ST QUARTER CY 2023**

Respectfully submitted are copy of contracts of the hired CMEMP Extension Officers of DENR Palawan for the first quarter of 2023, thus:

1. Krizia Meryl A. Ecube – PENRO Palawan
2. Dionisio A. Mahilum Jr. – Tubbataha Reefs Natural Park
3. Maria Lilibeth E. Arojo – Malampaya Sound Protected Landscape and Seascape
4. Mariel M. Paladan – El Nido-Taytay Managed Resource Protected Area
5. Niña Liza B. Navanes – Rasa Island Wildlife Sanctuary

These serve as **Means of Verification (MOV)** for the target activities under the Coastal and Marine Ecosystems Rehabilitation Sub-program – Management of Coastal and Marine Resources/Areas - Hiring of CMEMP Extension Officers.

For information and record.


FELIZARDO B. CAYATOC



**DENR-PALAWAN
PENRO-RECORDS
RELEASED**
By 
Date: 09 MAR 2023 



January 23, 2023

JOB ORDER

Ms. Krizia Meryl A. Ecube
Barangay San Pedro, Puerto Princesa City

2023-01-30-030

Madam:

Approval for undertaking the job/work activities as indicated below for the period **JANUARY 23, 2023 – JUNE 30, 2023** is hereby requested:

JOB SPECIFICATIONS

TOTAL COST: ₱ 143,590.91
₱ 27,000.00/month

1. Perform regular monitoring of MPAs in relation to MPA maintenance and protection;
2. Assist in all activities of Coastal and Marine Ecosystems Management Program (CMEMP);
3. Assist in the conduct of special events such as Month of the Ocean, International Coastal Clean-up and other environmental events;
4. Conduct Communication, Education and Public Awareness (CEPA) activities regarding marine wildlife specially the flagship species and its habitat;
5. Document CMEMP meetings organized by the office and other meetings attended;
6. Assist in Green Fins activities;
7. Conduct monitoring and assessment of wildlife habitats;
8. Response in the rescue and release of marine wildlife species;
9. Perform other related functions as instructed or organized by immediate supervisor.

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

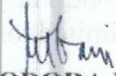
This job order may be terminated any time the job order as specified is not performed satisfactorily.

The source of fund of this JOB ORDER is from FY 2023 GAA as approved last December 26, 2022 and the Requesting/Recommending Officer shall assume full responsibility on the source of Fund specified herein.

CONFORME:


KRIZIA MERYL A. ECUBE


REQUESTING OFFICER:



RHODORA B. UBANI
Supervising ECOMS/Chief, CDS

VERIFIED AND RECORDED BY:


MAILAN L. REGALADO
Administrative Officer IV (HRMO II)

CERTIFIED AS TO APPROPRIATION:


MERLIE V. DE JESUS
Administrative Officer IV/
Budget Officer

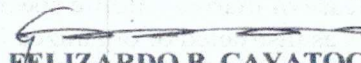

CATHYR R. FLORES
Accountant I

RECOMMENDING APPROVAL:


WAMALAYDA S. TALABUCAN
Planning Officer III
OIC Chief, Management Services Division/
Chief Planning Section


RONIE B. GANDEZA
Development Management Officer IV
OIC Chief, Technical Services Division

APPROVED:


FELIZARDO B. CAYATOC
PENRO

CONTRACT OF SERVICE

KNOW ALL MEN BY THESE PRESENTS:

This contract made and entered into by and between:

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

-and-

KRIZIA MERYL A. ECUBE, of legal age, Filipino, and with residence address at Barangay San Pedro, Puerto Princesa City, Palawan hereinafter referred to as the **SECOND PARTY**.

WITNESSETH:

WHEREAS, the First Party is in need of the services of the Second Party who shall perform the work not performed by the permanent personnel of the First Party;

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

WHEREAS, the Second Party has signified her intention, to provide the services needed; to which the First Party has accepted

WHEREAS, the Second Party hereby attest that she is not related within the third degree of consanguinity of affinity to the 1) hiring authority; and or 2) representative of the First Party; that he has not been previously dismissed from government service by reason of an administrative offense; and he has not reached the compulsory retirement age of sixty-five (65) years;

WHEREAS, it is understood that this Contract does not create an employer-employee relationship between the First Party and the Second Party, that the services rendered hereunder are not considered and will not be credited as government service; and that the latter is not entitled to benefits enjoyed by the personnel of the First Party;

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

NOW, THEREFORE, both parties agree to the following;

Section 1. That this Contract shall cover the period January 23, 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:

- a) Perform regular monitoring of MPAs in relation to MPA maintenance and protection;
- b) Assist in all activities of Coastal and Marine Ecosystems Management Program (CMEMP);
- c) Assist in the conduct of special events such as Month of the Ocean, International Coastal Clean-up and other environmental events;
- d) Conduct Communication, Education and Public Awareness (CEPA) activities regarding marine wildlife specially the flagship species and its habitat;
- e) Document CMEMP meetings organized by the office and other meetings attended;
- f) Assist in Green Fins activities;
- g) Conduct monitoring and assessment of wildlife habitats;
- h) Response in the rescue and release of marine wildlife species;
- i) Perform other related functions as instructed or organized by immediate supervisor.

Section 3. For every services rendered under this contract, the Second Party shall receive TWENTY-SEVEN THOUSAND PESOS (P 27,000.00) per month of service rendered inclusive of tax, to be paid on a monthly basis, chargeable against Management of Coastal and Marine Resources/Area – Hiring of CMEMP Extension Officer Fund.

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

In case of fund limitation, the compensation of the Second Party shall be reduced proportionately to accommodate the number of Job Orders needed and shall be paid within the first week of the succeeding month provided that all documentary requirements were submitted on time.

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

Section 5. If travel is necessary and recommended by his immediate supervisor, the Second Party shall be entitled to actual transportation expenses only, chargeable to the Fund 101, subject to the usual accounting and auditing rules and procedures.


Section 6. This contract may be terminated:

- 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 supervising 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 23, 2023 in the City of Puerto Princesa, Philippines.


DENR-PENRO, PALAWAN

BY:


FELIZARDO B. CAYATOC
FIRST PARTY


KRIZIA MERYL A. ECUBE
SECOND PARTY

Signed in the presence of:


RHODORA B. UBANI
Supervising ECOMS/
Chief, Conservation and Development Section


WAMALAYDA S. TALABUCON
Planning Officer III
OIC Chief, Management Services Division/
Chief Planning Section

Certificate of Availability of Funds:


CATHY R. FLORES
Accountant I

ACKNOWLEDGMENT

REPUBLIC OF THE PHILIPPINES)
PROVINCE OF PALAWAN) 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
1. FELIZARDO B. CAYATOC	TIN No. 135-057-174	
2. KRIZIA MERYL A. ECUBE	TIN No. 715-272-189	

Known to me to be the same persons who executed the foregoing instrument and acknowledged to me that the same is their own free will and voluntary act and deed.

This instrument consists of four (4) pages including this page wherein this acknowledgment is written, and is signed by the parties and their instrumental witnesses on each and every page hereof.

WITNESS MY HAND AND SEAL, this 27 JAN 2023 day of January 2023 at PUERTO PRINCESA CITY, Philippines.

NOTARY PUBLIC

Doc. No. 352 ;
Page No. 72 ;
Book No. I ;
Series of 2023

ATTY. HAZIEL P. PASCUA
NOTARY PUBLIC FOR PALAWAN
AND PUERTO PRINCESA CITY
NOTARIAL COMMISSION NO. 2022-023
UNTIL 31 DECEMBER 2023
PTR NO. 1764481; 01-06-2023; P.P.C.
IBP NO. 265882; 01-03-2023; PALAWAN CHAPTER
ROLL NO. 76703
DATE ADMITTED TO THE BAR 05 MAY 2022





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

January 24, 2023

JOB ORDER

Mr. Dionisio A. Mahilum Jr.
Barangay Tagburos, Puerto Princesa City

2023-01-30-029

Madam:

Approval for undertaking the job/work activities as indicated below for the period **JANUARY 24, 2023 – JUNE 30, 2023** is hereby requested:

JOB SPECIFICATIONS	TOTAL COST: ₱ 142,363.64 ₱ 27,000.00/month
1. Assist in all AHP-related activities. 2. Assist in all CMEMP activities. 3. Assist in various CEPA activities of TRNP. 4. Assist in the conduct of research activities, e.g Water Quality, and in preparation/updating of response plan. 5. Assist in the conduct of KAP survey/survey gathering. 6. Perform other related functions as instructed by the immediate supervisor.	

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

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

The source of fund of this JOB ORDER is from FY 2023 GAA as approved last December 26, 2022 and the Requesting/Recommending Officer shall assume full responsibility on the source of Fund specified herein.

CONFORME:


DIONISIO A. MAHILUM JR.


REQUESTING OFFICER:


ANGELIQUE M. SONGCO
Protected Area Superintendent - TRNP

VERIFIED AND RECORDED BY:



MAHLAH L. REGALADO
Administrative Officer IV (HRMO II)

CERTIFIED AS TO APPROPRIATION:


MERLIE V. DE JESUS
Administrative Officer IV/
Budget Officer

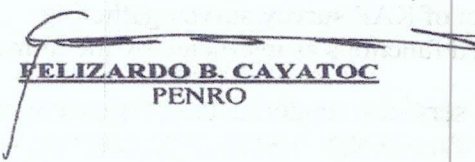

CATHY R. FLORES
Accountant I

RECOMMENDING APPROVAL:


WAMALAYDA S. TALABUCON
Planning Officer III
OIC Chief, Management Services Division/
Chief Planning Section


RONIE B. GANDEZA
Development Management Officer IV
OIC Chief, Technical Services Division

APPROVED:


FELIZARDO B. CAYATOC
PENRO

CONTRACT OF SERVICE

KNOW ALL MEN BY THESE PRESENTS:

This contract made and entered into by and between:

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

-and-

DIONISIO A. MAHILUM JR., of legal age, Filipino, and with residence address at Barangay Tagburos, Puerto Princesa City, Palawan hereinafter referred to as the **SECOND PARTY**.

WITNESSETH:

WHEREAS, the First Party is in need of the services of the Second Party who shall perform the work not performed by the permanent personnel of the First Party;

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

WHEREAS, the Second Party has signified her intention, to provide the services needed; to which the First Party has accepted

WHEREAS, the Second Party hereby attest that she is not related within the third degree of consanguinity of affinity to the 1) hiring authority; and or 2) representative of the First Party; that he has not been previously dismissed from government service by reason of an administrative offense; and he has not reached the compulsory retirement age of sixty-five (65) years;

WHEREAS, it is understood that this Contract does not create an employer-employee relationship between the First Party and the Second Party, that the services rendered hereunder are not considered and will not be credited as government service; and that the latter is not entitled to benefits enjoyed by the personnel of the First Party;

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

NOW, THEREFORE, both parties agree to the following;

Section 1. That this Contract shall cover the period January 24, 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:

- a) Assist in all AHP-related activities;
- b) Assist in all CMEMP activities;
- c) Assist in various CEPA activities of TRNP;
- d) Assist in the conduct of research activities, e.g Water Quality, and in preparation/updating of response plan;
- e) Assist in the conduct of KAP survey/survey gathering;
- f) Perform other related functions as instructed by the immediate supervisor.

Section 3. For every services rendered under this contract, the Second Party shall receive TWENTY-SEVEN THOUSAND PESOS (P 27,000.00) per month of service rendered inclusive

of tax, to be paid on a monthly basis, chargeable against Management of Coastal and Marine Resources/Area – Hiring of CMEMP Extension Officer Fund.

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

In case of fund limitation, the compensation of the Second Party shall be reduced proportionately to accommodate the number of Job Orders needed and shall be paid within the first week of the succeeding month provided that all documentary requirements were submitted on time.

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

Section 5. If travel is necessary and recommended by his immediate supervisor, the Second Party shall be entitled to actual transportation expenses only, chargeable to the Fund 101, subject to the usual accounting and auditing rules and procedures.


Section 6. This contract may be terminated:

- 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 supervising 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 23, 2023 in the City of Puerto Princesa, Philippines.

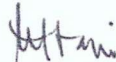
DENR-PENRO, PALAWAN

BY:


FELIZARDO B. CAYATOC
FIRST PARTY



DIONISIO A. MAHILUM JR.
SECOND PARTY

Signed in the presence of:


RHODORA B. UBANI
Supervising ECOMS/
Chief, Conservation and Development Section


WAMALAYDA S. TALABUCON
Planning Officer III
OIC Chief, Management Services Division/
Chief Planning Section

Certificate of Availability of Funds:


CATHY R. FLORES
Accountant I

ACKNOWLEDGMENT

REPUBLIC OF THE PHILIPPINES)
PROVINCE OF PALAWAN) 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
1. FELIZARDO B. CAYATOC	TIN No. 135-057-174	
2. DIONISIO A. MAHILUM JR.	TIN No. 749-749-348	

Known to me to be the same persons who executed the foregoing instrument and acknowledged to me that the same is their own free will and voluntary act and deed.

This instrument consists of four (4) pages including this page wherein this acknowledgment is written, and is signed by the parties and their instrumental witnesses on each and every page hereof.

WITNESS MY HAND AND SEAL, this 27 JAN 2023 day of January 2023 at PUERTO PRINCESA CITY, Philippines.

NOTARY PUBLIC

Doc. No. 351 ;
Page No. 72 ;
Book No. I ;
Series of 2023



ATTY. HAZIEL PASCUA
NOTARY PUBLIC FOR PALAWAN
AND PUERTO PRINCESA CITY
NOTARIAL COMMISSION NO. 2022-023
UNTIL 31 DECEMBER 2023
PTR NO. 1764481; 01-06-2023; P.P.C.
IBP NO. 265882; 01-03-2023; PALAWAN CHAPTER
ROLL NO. 76703
DATE ADMITTED TO THE BAR 05 MAY 2022



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

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 MSPLS;
- 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

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

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

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 -

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.

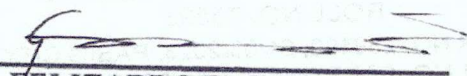
Section 6. This Contract may be terminated:

- 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) *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


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 07 FEB 2023 day of _____, 2023 at _____

Puerto Princesa City, Philippines.

NOTARY PUBLIC

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/ 03171863513

Doc No: 483
Page No: 48
Book No: 11
Series of: 2023





JOB ORDER

MS. NIÑA LIZA B. NAVANES
Bgy. Malatgao, Narra, Palawan

2023-01-31-075

Sir/Madam:

Please perform the following job/work activities on a daily basis for the period January 3, 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 DESCRIPTION	27,000.00 PER MONTH	TOTAL COST: 162,000.00
a. Document, record, track all CMEMP activities in RIWS and take note of the best practices and gaps for planning considerations and further improvement;		
b. Assist in the preparation of other documents such as draft policies, powerpoint presentations, and work and financials plans, etc., and maintenance/updating of data storage and retrieval system (database);		
c. Conduct CEPA activities relative to the importance of protection and conservation of our natural resources within RIWS and its adjacent areas;		
d. Assist in the general activities of CENRO Quezon related to CMEMP;		
e. Conduct field monitoring activities of RIWS, preparation and submission of reports thru channel;		
f. Assist in the preparation and documentation of PAMB Meeting;		
g. Submit accomplishment reports of all activities undertaken to CENRO thru PASu; and		
h. Perform other functions as maybe assigned by his/her immediate supervisor from time to time.		

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.

This Job Order is subject to the Provision of E.O. 366, the Rationalization Plan and may be terminated any time. It may likewise be terminated once the services are not performed satisfactorily.

The source of fund of this job order is from **OO1 – HIRING OF COASTAL EXTENSION OFFICER** and the requesting/recommending office shall assume full responsibility on the source of fund specified herein.

CONFORME:

NIÑA LIZA B. NAVANES
Coastal Extension Officer

REQUESTING/RECOMMENDING OFFICER:

RENATO S. GONZAGA
OIC, CENRO/Concurrent, PASu, MMPL

CERTIFIED AND RECORDED BY:

WAMALAYDA S. TALABUCON
Planning Officer III/OIC, Management Services
Division/Chief, Planning Section

CERTIFIED AS TO APPROPRIATION:

MERLIE V. DE JESUS
Administrative Officer IV (Budget Officer II)/
In-Charge, Budget Unit

CERTIFIED AS TO FUND AVAILABILITY:

CATHY R. FLORES
Accountant I/In-Charge, Acctg. Unit.

APPROVED:

FELIZARDO B. CAYATOC
PENRO

WITNESSES:

MA. TERESA V. AYSON
SrEMS/OIC, PASu, RIWS

JANES T. PANES
Forester II/Planning & Budget Officer



Republic of the Philippines
Department of Environment and Natural Resources
PROVINCIAL ENVIRONMENT AND NATURAL RESOURCES OFFICE
Bgy. Sta. Monica, Puerto Princesa City, Palawan
EMAIL : penropalawan@denr.gov.ph
TelFax No. (048) 433-5638/434-8791

Section 3. For services rendered under this Contract, the Second Party shall receive the amount **TWENTY-SEVEN THOUSAND PESOS (P27,000.00)** for every month of services rendered inclusive of tax, to be paid on a monthly basis, chargeable against **OOI – COASTAL EXTENSION OFFICER** fund.

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

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

Monthly premiums such as 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 the Office. He/She will be subjected for the submission of the Performance Evaluation Sheet on or before July 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:

- Detailed Accomplishment Report;
- Certified True Copy of Contract; and
- 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 daily travelling and transportation expenses, chargeable against **OOI – COASTAL MANAGEMENT** fund, subject to the usual accounting and auditing rules and procedures.

Section 6. This contract may be terminated:

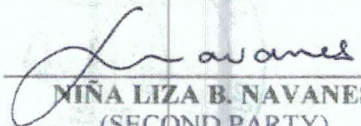
- By either party for any reason as may be deemed appropriate before the expiration of the period indicated in Section 1 hereof, giving the other party prior written notice not less than fifteen (15) days before the intended date of termination; or
- Ipsa facto*, by reason of supervening events such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

IN WITNESS WHEREOF, both parties hereunto set their hands this 30 day of JAN 2023
in the City of Puerto Princesa, Palawan.

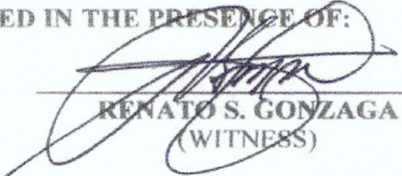
Department of Environment and
Natural Resources

BY:


FELIZARDO B. CAYATOC
(FIRST PARTY)


NINA LIZA B. NAVANES
(SECOND PARTY)

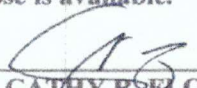
SIGNED IN THE PRESENCE OF:


RENATO S. GONZAGA
(WITNESS)


MA. TERESA V. AYSON
(WITNESS)

CERTIFICATE OF AVAILABILITY OF FUNDS:

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


CATHY R. FLORES
Accountant I/In-Charge, Acctg. Unit.



Republic of the Philippines
Department of Environment and Natural Resources
PROVINCIAL ENVIRONMENT AND NATURAL RESOURCES OFFICE
Bgy. Sta. Monica, Puerto Princesa City, Palawan
EMAIL : penropalawan@denr.gov.ph
TelFax No. (048) 433-5638/434-8791

CONTRACT OF SERVICE

KNOW ALL MEN BY THESE PRESENTS:

2123-01-31-0751

The **DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES (DENR)-PENRO PALAWAN**, a government agency duly represented by **PENRO FELIZARDO B. CAYATOC**, of legal age, *Filipino*, and with office address at Bgy. Sta. Monica, Puerto Princesa City, herein referred to as the "**FIRST PARTY**",

- and -

NIÑA LIZA B. NAVANES of legal age, *Filipino*, and with residence address at Bgy. Malatgao, Narra, 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 render 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/her intention, to which the First Party has accepted, to provide the services needed by the latter;

WHEREAS, the Second Party hereby attests that he/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 he/she has not been previously dismissed from government service by reason of an administrative offense; and he/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 regular personnel of the First Party;

WHEREAS, the Second Party shall perform work at the time and schedule to be determined by the First Party including but not limited to conducting fieldwork 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 3, 2023 to JUNE 30, 2023** subject to Section 6 hereof;

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

- Document, record, track all CMEMP activities in RIWS and take note of the best practices and gaps for planning considerations and further improvement;
- Assist in the preparation of other documents such as draft policies, powerpoint presentations, and work and financials plans, etc., and maintenance/updating of data storage and retrieval system (database);
- Conduct CEPA activities relative to the importance of protection and conservation of our natural resources within RIWS and its adjacent areas;
- Assist in the general activities of CENRO Quezon related to CMEMP;
- Conduct field monitoring activities of RIWS, preparation and submission of reports thru channel;
- Assist in the preparation and documentation of PAMB Meeting;
- Submit accomplishment reports of all activities undertaken to CENRO thru PASu; and
- Perform other functions as maybe assigned by his/her immediate supervisor from time to time.

mg



Republic of the Philippines
Department of Environment and Natural Resources
PROVINCIAL ENVIRONMENT AND NATURAL RESOURCES OFFICE
Bgy. Sta. Monica, Puerto Princesa City, Palawan
EMAIL : penropalawan@denr.gov.ph
Tel/Fax No. (048) 433-5638/434-8791

ACKNOWLEDGMENT

REPUBLIC OF THE PHILIPPINES
CITY **PUERTO PRINCESA CITY**

BEFORE ME, this JAN 30 day of 2023, 2023 in the City of
Puerto Princesa, Palawan personal appearance

Name	BIR Tax Identification No.	Date/Place of Issuance
FELIZARDO B. CAYATOC	<u>135 - 057 - 174</u>	<u>PUERTO PRINCESA CITY</u>
NIÑA LIZA B. NAVANES	<u>360 - 117 - 108</u>	<u>PUERTO PRINCESA CITY</u>

All known to me and to me known to be the same persons who executed the foregoing instrument, consisting of _____ pages, including this page on which the acknowledgement is written, and acknowledged to me that the same is their free and voluntary act and deed and of entities they present.

WITNESS MY HAND AND SEAL at the date and place written above.



ATTY. ONOS B. MANGOTARA
Notary Public
NPL No. 2022-008 Until Dec. 31, 2023
PTR No. 2022-001-03-23
IBP No. 0020912-01-21
ATTORNEY'S ROLL 27750
MCLE Compliance No. VII-0007106
Valid Until April 14, 2025

Doc No. 444
Page No. 100
Book No. XLII
Series of 2023



**DENR CENRO
PALAWAN RECORDS
RECEIVED**

February 21, 2023

MEMORANDUM

BY: [Signature]
DATE: 02-28-2023 IN 23-1668

FOR : The Provincial Environment and Natural Resources Officer- Palawan
FROM : The Community Environment and Natural Resources Officer
SUBJECT : **ACCOMPLISHMENT REPORT ON ACTIVITY PER WFP
El Nido-Taytay Managed Resource Protected Area (ENTMRPA)**

Activity: Hiring of CMEMP Extension Officer				
Performance Indicator: Number of Coastal Extension				
Frequency of submission: Quarterly report pertaining to the target activity under Coastal and Marine Ecosystem Program				
Current submission: Memo report of Assistant Protected Area Superintendent/PMF Jenuel P. Casel dated February 17, 2023 (CN 1091 in the eDATS) submitting the report re: Hiring of CMEMP E.O with approved Contract of Services (COS) for Protected Area Management Office of El Nido-Taytay Managed Resource Protected Area (ENTMRPA).				
Attachment: 1. Memo report of Bookkeeper Glaiza J. Mendoza dated February 16, 2023. 2. Approved Contract of Service (COS) of Ms. Mariel M. Paladan				
Gender & Development (GaD) data	Male = 0	Female = 1	LGBTQ+ = 0	Prefer not to say = 0
Age Grouping	60 and above	18-59	17 and below	TOTAL
	0	1	0	1
Environmental Management System (EMS Compliance)	✓ Compliant to 5S organization techniques (SORT – keep only necessary items, SET IN ORDER – arrange items to promote efficient workflow, SHINE – clean the work area so it is neat and tidy, STANDARDIZE – set standards for a consistently organized workplace and SUSTAIN – maintain and review standard)			

Request for consideration on frequency of submission: Inasmuch that the Contract of Service covers the period up to June 30, 2023, it is requested for consideration that the next and final reporting hereon be already on June, 2023 to save Office supplies as additional to EMS compliance.

This is our **Means of Verification (MoV)** on the activity. Please confirm your receipt hereof. Thank you.

**DENR CENRO
TAYTAY, PALAWAN
RELEASED**
BY: [Signature]
DATE: FEB 21 2023 IN 794

CONRADO M. CORPUZ



Republic of the Philippines
Department of Environment and Natural Resources
MIMAROPA Region
Community Environment and Natural Resources
EL NIDO-TAYTAY MANAGED RESOURCE PROTECTED AREA
Calle Real, Barangay Masagana, El Nido, Palawan, 5313
Contact No. Landline (048-716-0674)
Email: entmrpa@gmail.com

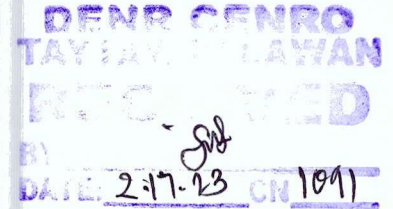
February 17, 2023

MEMORANDUM

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

FROM : The Protected Area Superintendent
El Nido Taytay Managed Resource Protected Area

SUBJECT : **REPORT ON THE HIRING OF COASTAL AND MARINE ECOSYSTEM PROGRAM (CMEMP) EXTENSION OFFICER UNDER PROGRAM SUPPORT AND MANAGEMENT (WFP) CY 2023 FOR EL NIDO TAYTAY MANAGED RESOURCE PROTECTED AREA (ENTMRPA), EL NIDO, PALAWAN**



Respectfully forwarded is the memorandum dated February 16, 2023 of Bookkeeper Glaiza J. Mendoza of PAMO-ENTMRPA pertaining to the Hiring of Coastal and Marine Ecosystem Program (CMEMP) extension Officer under program support and Management for El Nido Taytay Managed Resource Protected Area (ENTMRPA), El Nido, Palawan.

Please be informed, that the Protected Area Management Office (PAMO) ENTMRPA hired one (1) Contract of Service (CoS) personnel for Coastal and Marine Ecosystem Program composed of female.

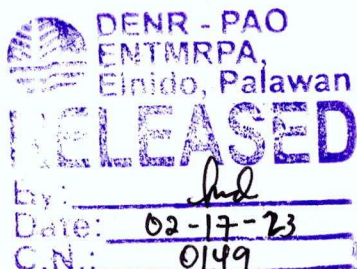
Be informed further that hired personnel shall conduct all component under Coastal and Marine Ecosystem Management within the Protected Area such as improper use of natural resources and wildlife handling, among others and support in the operations of the PAMO for the protection and conservation of environment and natural resources.

Attached is the scan copy of Contract of CMEMP Officer.

This serves as Means of Verification (MOV's) on the target

For information and record.

“For the Protected Area Superintendent:



JENUEL P. CASEL
PMF/Assistant PASu
In-Charge, ENTMRPA-PAMO



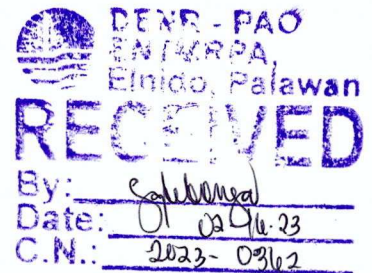
February 16, 2023

MEMORANDUM

FOR : **The Protected Area Superintendent**
El Nido-Taytay Managed Resource Protected Area
El Nido, Palawan

FROM : **Bookkeeper**
El Nido-Taytay Managed Resource Protected Area
El Nido, Palawan

SUBJECT : **REPORT ON THE HIRING OF COASTAL AND MARINE ECOSYSTEM PROGRAM (CMEMP) EXTENSION OFFICER UNDER PROGRAM SUPPORT AND MANAGEMENT (WFP) CY 2023 FOR EL NIDO TAYTAY MANAGED RESOURCE PROTECTED AREA (ENTMRPA), EL NIDO, PALAWAN**



Pertaining to the target activity on Hiring of Coastal and Marine Ecosystem Program (CMEMP) extension Officer under program support and Management for El Nido Taytay Managed Resource Protected Area (ENTMRPA), El Nido, Palawan.

Please be informed that this Office facilitated the hiring of one (1) CMEMP Officer composed of female. Hereunder is the name of Job Order personnel hired including the period covered of their employment.

A. CMEMP

<i>Name</i>	<i>Age</i>	<i>Gender</i>	<i>Civil Status</i>	<i>Position</i>	<i>Address</i>	<i>Period Covered Contract</i>
1. Paladan, Mariel M.	25	Female	Single	CMEMP	Aborlan Palawan	January 6-June 30, 2023

Be informed further that hired personnel shall conduct all component under Coastal and Marine Ecosystem Management within the Protected Area such as improper use of natural resources and wildlife handling, among others and support in the operations of the PAMO for the protection and conservation of environment and natural resources.

Attached is the scan copy of Contract of CMEMP Officer.

This serves as Means of Verification (MOV's) on the target

For information and record.


GLAIZA J. MENDOZA



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

January 6, 2023

JOB ORDER

Ms. MARIEL M. PALADAN
Bgy. Poblacion, Aborlan, Palawan

Ma'am:

Please perform the following job/work activities on a daily basis for the period from January 6, 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: P158,318.00 or 27,000.00/ month

- Document, record and track all Coastal and Marine Ecosystems Management Program (CMEMP) activities of ENTMRPA and take note of the best practices and gaps for planning consideration and further improvement;
- Conduct Biodiversity Monitoring System (BMS) within ENTMRPA;
- Conduct monitoring of marine ecosystem such as mangrove, coral, sea grass and fish resources in the Protected Area (PA);
- Conduct regular habitat surveys/monitoring within ENTMRPA;
- Conduct COT extraction and coastal clean-ups within ENTMRPA;
- Prepare monthly accomplishment report/progress report on CMEMP implementation; BMS Activities; monitoring of marine ecosystem such as mangrove, coral, sea grass and fish resources; regular habitat surveys/monitoring; COT extraction and coastal Clean-ups Activities within ENTMRPA;
- Assist in the data gathering for the inventory of coastal habitats for potential livelihood opportunities including vulnerability and pressure and driver within ENTMRPA;
- Assist in implementation of maintenance and protection of coastal and marine ecosystems within PA;
- Assist in field monitoring activities and mapping of selected areas of ENTMRPA;
- Assist in the regular monitoring of MPA in relation to MPA maintenance and protection within ENTMRPA;
- Assist in the monitoring of water quality and violations of relevant environmental laws within ENTMRPA;
- Assist in Green Fins implementation;
- Assist in the conduct of Community, Education and Public Awareness (CEPA) and advocacy campaigns;
- Perform other related functions as instructed or assigned by PASu or CENRO concerned.

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 **SCALING UP OF COASTAL AND MARINE MANAGEMENT- PROGRAM SUPPORT AND MANAGEMENT, HIRING OF CMEMP EXTENSION OFFICER FOR ENTMRPA** fund of **DENR-CENRO TAYTAY, PALAWAN**, as per ABM/letter of advice of allotment/**GAA RA No. 11974** dated **Dec. 24, 2022** and the requesting/Recommending office shall assume full responsibility on the source of Fund specified herein.

CONFORME:

MARIEL M. PALADAN

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

This Contract made and entered by and between:

7023-02-03-109

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 DENR-PENRO Palawan, herein referred to as the **FIRST PARTY**,

- And -

MARIEL M. PALADAN of legal age, Filipino and with residence address at Bgy. Poblacion, Aborlan, 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 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 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 6, 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 ENTMRPA and take note of the best practices and gaps for planning consideration and further improvement;
- Conduct Biodiversity Monitoring System (BMS) within ENTMRPA;
- Conduct monitoring of marine ecosystem such as mangrove, coral, sea grass and fish resources in the Protected Area (PA);
- Conduct regular habitat surveys/monitoring within ENTMRPA;
- Conduct COT extraction and coastal clean-ups within ENTMRPA;
- Prepare monthly accomplishment report/progress report on CMEMP implementation; BMS Activities; monitoring of marine ecosystem such as mangrove, coral, sea grass and fish resources; regular habitat surveys/monitoring; COT extraction and coastal Clean-ups Activities within ENTMRPA;

- g. Assist in the data gathering for the inventory of coastal habitats for potential livelihood opportunities including vulnerability and pressure and driver within ENTMRPA;
- h. Assist in implementation of maintenance and protection of coastal and marine ecosystems within PA;
- i. Assist in field monitoring activities and mapping of selected areas of ENTMRPA;
- j. Assist in the regular monitoring of MPA in relation to MPA maintenance and protection within ENTMRPA;
- k. Assist in the monitoring of water quality and violations of relevant environmental laws within ENTMRPA;
- l. Assist in Green Fins implementation;
- m. Assist in the conduct of Community, Education and Public Awareness (CEPA) and advocacy campaigns;
- n. Perform other related functions as instructed or assigned by PASu or CENRO concerned.

Section 3. For 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 **SCALING UP OF COASTAL AND MARINE MANAGEMENT-PROGRAM SUPPORT AND MANAGEMENT, HIRING OF CMEMP EXTENSION OFFICER FOR ENTMRPA** 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 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 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 **AVAILABILITY OF ENTMRPA** fund of **DENR-CENRO TAYTAY, PALAWAN.** subject to the usual accounting and auditing rules and procedures.

Section 6. This Contract may be terminated by either party for any reason as may be deemed appropriate before the expiration of the period indicated in Section 1 hereof, giving the other party prior written notice not less than fifteen (15) days before the intended date of termination.

IN WITNESS WHEREOF, both parties have hereunto set their hands this January 06, 2023 in Puerto Princesa City, Philippines.

Department of Environment and Natural Resources

By:


FELIZARDO B. CAYATOC
 First Party


MARIEL M. PALADAN
 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 of Issue
FELIZARDO B. CAYATOC	135-057-174	PPC
MARIEL M. PALADAN	11026873	January 10, 2022 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 27 JAN 2023 day of 2023
at PUERTO PRINCESA CITY, Philippines.

ATTY. HAZIEL B. PASCUA
NOTARY PUBLIC FOR PALAWAN
AND PUERTO PRINCESA CITY
NOTARIAL COMMISSION NO. 2022-023
UNTIL 31 DECEMBER 2023
PTR NO. 1764481; 01-06-2023; P.P.C.
IBP NO. 265882; 01-03-2023; PALAWAN CHAPTER
ROLL NO. 76703
DATE ADMITTED TO THE BAR 05 MAY 2022

NOTARY PUBLIC



Doc No: 355
Page No: 72
Book No: I
Series of: 2023