



NOTICE OF AWARD

October 01, 2020

MS. EVA F. OLMEDILLO
Human Resource Expert
Quezon City, Manila

Dear Ms. Olmedillo:

We are pleased to inform you that PhilRice awarded you the procurement of the following with reference to your quotation for PR Reference Number 2020-09-2129:

Item no./s	PARTICULARS	DIV/OFFICE	Unit Cost	TOTAL AMOUNT
1	<p>The HR EXPERT shall support the objectives of Philrice to include the following tasks:</p> <p>1.Mentoring and consulting services through virtual conferences, meetings, conversations until such time that the government allows travel.</p> <p>a. Provide continuing mentorship and capability building services through trainings and workshops on PRIME HRM, provided travel is allowed.</p> <p>b. Guide and mentor the HR team in the compliance and implementation of the following systems: Recruitment, Selection and Placement, Learning and Development, Rewards and Recognition, Performance Management</p> <p>c. To shepherd the HR team in the review of PRIME Levels 2 and 3 certification requirements.</p> <p>2.Roles and Responsibilities</p> <p>a. Provide guidance/direction/support/instructions towards the overall delivery and completion of the Calendar of Activities during the duration of this Contract of Consultancy</p> <p>b. Have virtual meetings or conversations/conferences at least once a week and or as the need arises;</p> <p>c. Submit Monthly Accomplishment Report.</p> <p>Ensure strict confidentiality on the use and disposition of all documents, interview records, and other project documents acquired during engagement.</p>	ADMIN-HR	P135,000.00	P135,000.00





Philippine Rice Research Institute
Central Experiment Station
Maligaya, Science City of Muñoz, 3119 Nueva Ecija



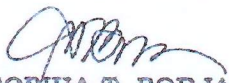
We shall send an approved Purchase Order for the said project at the soonest possible time.

Please acknowledge receipt of this Notice by signing the conforme portion in the space provided below and re-fax or email back to us at n.alonzo@philrice.gov.ph within two (2) days from receipt hereof.

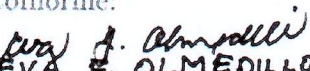
For any queries, please coordinate with the Procurement and Property Management Division at telephone number (044) 456-0650.

Thank you very much.

Very truly yours,


SOPHIA T. BORJA
Head, Administrative Support Division

Conforme:


EVA F. OLMEDILLO
SIGNATURE OVER PRINTED NAME
Human Resource Expert
Date and Time of Receipt: 10/1/20



DECLARATION OF WORKING STATUS

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ACKNOWLEDGEMENT

I do hereby acknowledge receipt of this form on 10/11/20

Signature of the Representative of the Student Eva F. Chinedillo

Authorized Signature Eva F. Chinedillo



CONTRACT OF CONSULTANCY

KNOW ALL MEN BY THESE PRESENTS:

This contract made and entered into by and between the:

PHILIPPINE RICE RESEARCH INSTITUTE, a chartered government corporate entity under the Department of Agriculture (DA), with office address at Maligaya, Science City of Muñoz, Nueva Ecija, hereinafter referred to as "**PhilRice**";

-and-

EVA F. OLMEDILLO, of legal age, Filipino, and with residence address at 143-1 Scout Rallos Extension, Kamuning, Quezon City, 1103 Metro Manila, Philippines, hereinafter referred to as "**Human Resource Expert**";

-WITNESSETH-

Whereas, that there is a need to engage the services of a Human Resource expert to review, coach and guide Philippine Rice Research Institute's human resources to implement its human resource core systems according to documented processes to meet the indicators of the next higher level (Level III) accreditation under the Program to Institutionalize Meritocracy and Excellence in Human Resource Management (PRIME HRM), a program of the Civil Service Commission, that cannot be provided by the regular personnel of **PhilRice**;

Eva F. Olmedillo
Whereas, the **Human Resource Expert (hereinafter referred to as Expert)** possesses the requisite education, experience, training, and skills, and is ready, willing, and able to efficiently provide the services as prescribed, and attests that she is not related within the third degree of consanguinity or affinity to the Executive Director of **PhilRice**, the signatories to this contract, the requisitioner, or the immediate supervisor, and has not been previously dismissed from government service;

Now, therefore, for and in consideration of the foregoing premises, **PhilRice** and the **Expert** agree to the following terms and conditions of the contract:

1. The Expert shall render the following services for the period October 01 to December 30, 2020:

- a. Mentoring and consulting services through virtual conferences, meetings, conversations until such time that the government allows regular travel.
 - Provide continuing mentorship and capability-building services through trainings and workshops on PRIME HRM provided regular travel is allowed.
 - Guide and mentor the HR team in the compliance and implementation of the following systems: Recruitment, Selection and Placement, Learning and Development, Rewards and Recognition and Performance Management.
 - To shepherd the HR team in the review of PRIME Levels 2 and 3 certification requirements.
- b. Roles and Responsibilities
 - Provide guidance / direction / support / instructions towards the overall delivery and completion of the Calendar of Activities during the duration of this Contract of Consultancy;
 - Have virtual meetings / conversations / conferences at least once a week or as the need arises;
 - Submit Monthly Accomplishment Report.

2. The **Expert** shall ensure strict confidentiality on the use and disposition of all documents, interview records, and other project documents acquired during engagement.
3. In consideration of services actually rendered by the **Expert** as certified by the Executive Director, in accordance with the time and schedule to be set, **PhilRice** shall pay the **Expert** the amount of **FORTY FIVE THOUSAND PESOS (P45,000.00)** per month which shall be deposited to her Land Bank of the Philippines – East Avenue Branch savings account.
4. This contract does not create an employer-employee relationship between **PhilRice** and the **Expert**; the services rendered not considered as Government Service; and that the **Expert** is not entitled to benefits enjoyed by the regular personnel of **PhilRice**. **PhilRice**, however, is not precluded from granting incentives from time to time due to excellent organizational performance, provided the grant of such incentives shall not be construed as to have established an employer-employee relationship between **PhilRice** and the **Expert**; subject to availability of funds, and existing auditing rules and regulations.

IN WITNESS WHEREOF, both parties have hereunto set their hands this NOV 13 2020 day of _____ at Maligaya, Science City of Muñoz, Nueva Ecija.

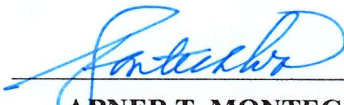


JOHN C. DE LEON
Executive Director
PhilRice ID No. 90-0501
Issued on May, 1990
PhilRice



EVA F. OLMEDILLO
Consultant
Senior ID No. 07413
Issued on June 23, 2014
Quezon City

Signed in the presence of:



ABNER T. MONTECALVO
Witness



SOPHIA T. BORJA
Witness

Certified Funds Available



MARY GRACE D. CORPUZ
Head, Finance Division

ACKNOWLEDGMENT

Republic of the Philippines)
Province of Nueva Ecija)
S.S Science City of Muñoz)

Eva F. Olmedillo

BEFORE ME, this NOV 13 2020 day of _____ personally appeared **JOHN C. DE LEON** and **EVA F. OLMEDILLO** with their IDs appearing below their respective names, personally known to me to be the same persons who executed the foregoing instrument consisting of three (3) pages including this Acknowledgment duly signed by them and their instrumental witnesses on each and every page, and who acknowledged the same to be their own free voluntary act and deed.

Doc. No. 284 ;
Page No. 18 ;
Book No. 6 ;
Series of 2020.

Renato H. Austria
ATTY. RENATO H. AUSTRIA
NOTARY PUBLIC

S.P. NO. 1313, R.T.C., S.J.C.-N.E.
COMMISSION EXPIRES ON DEC. 31, 2020
TP NO. 0929779, S.J.C.-N.E., JAN. 2, 2020
DR OR NO. 101147, JAN. 04, 2020
ROLL NO. 47030
MCLE COMPLIANCE NO. VI-0006509, FEB. 21, 2018
MAHARLIKA ROAD, SAN JOSE CITY, NUEVA ECIJA
Tel/Fax (44)-3310253, Mobile No. 09063937875
e-mail add.: ato_at_law@yahoo.com

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EA

GM

John C. De Leon