

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, herein represented by **JOHN C. DE LEON**, 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, Metro Manila, Philippines hereinafter referred to as "**Human Resource Expert**";

-WITNESSETH-

Whereas, there is a need to engage the services of a Human Resource expert to review, coach and guide Philippine Rice Research Institute's GASS Sector Personnel in reviewing and providing inputs in improving and updating the PhilRice Employee Manual. The **Expert** will also review, coach and guide the PhilRice 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**;

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 the 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 July 22 to December 31, 2022:

I. Review and Provide inputs in improving and updating the PhilRice Employee Manual;

1. Employment Conditions
2. Employee Welfare and Benefits
3. Leave and Attendance Policies
4. Awards and Recognitions/Policy on Honoraria and Incentives
5. Staff Development
6. Selection and Promotion
7. Employee Discipline
8. Grievance Mechanism
9. Document Management
10. Records Management
11. Customer Satisfaction and Complaints
12. Hazard and Risk Management
13. Health and Safety Management
14. Environmental Management System
15. Property Management
16. Information Systems Management

Eva F. Olmedillo

[Signature]

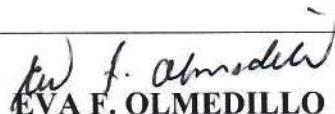
17. Performance Management System
 18. R&D Workload System
 19. Vehicle Dispatching System
 20. Foreign Travel
 21. Management Committees and their functions and other Employee Organizations
 22. Employee Separation, Turnover, and Clearance System
- II. Mentoring and consulting services through virtual conferences, meetings, conversations until such time that the government allows to travel;
- III. Guide and mentor HR team in the compliance and implementation of the HR core systems;
- IV. Roles and Responsibilities
1. Be responsible for the overall delivery and completion of the activities. Approved TOR;
 2. Have virtual meetings or conversations/conferences at least once a week and or as the need arises;
 3. Submit Monthly Accomplishment Report on the activities;
 4. Ensure strict confidentiality on the use and disposition of all documents, interview records, and other project documents acquired during engagement;
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.

Atty. J. Alm...

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



JOHN C. DE LEON
Executive Director
90-0501
May 1990
PhilRice



EVA F. OLMEDILLO

Consultant
Senior ID No. 07413
Issued on: June 23, 2014
Quezon City

Signed in the presence of:



SOPHIA T. BORJA
Witness



MA. ETHEL P. GIBE
Witness

Certified Funds Available




MARY GRACE DG. CORPUZ
Head, Finance Division

ACKNOWLEDGMENT

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

BEFORE ME, this _____ day of JUL 25 2022 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 (4) 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.


RODOLFO T. TOBIAS
Notary Public
Until December 31 2022
Notarial Commission No. SD2020-008
PTR No. 0042400 01-03-2022
Science City of Muñoz Nueva Ecija
Roll No. 39824
MCLE Compliance No. VII-0000147

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Eva F. Olmedillo

John C. De Leon

[Signature]