



# development academy of the philippines

The National Productivity Organization

## LETTER OF CONFORME

11 October 2022

**MR. ARNALDO A. IGNACIO**  
Administrator  
**Overseas Workers Welfare Administration**  
F.B. Harrison Street, Pasay  
Metro Manila

Dear **Mr. Ignacio**:

Greetings from the Development Academy of the Philippines (DAP)!

We are pleased to submit to your office our quotation on the conduct of the Project:

<b>TITLE:</b>	<b>Training on Monitoring and Evaluation for the Overseas Workers Welfare Administration – National Reintegration Center for OFWs (OWWA-NRCO)</b>	
<b>PROJECT PROPOSAL</b>	<see attached> *Training will be held outside Metro Manila	
<b>PROJECT COST:</b>		
<b>A. PROFESSIONAL SERVICE FEE</b>		<b>PHP 263,426.78</b>
<b>B. OUT-OF-POCKET COSTS (supplies, travel, communication, printing, etc.)</b>		<b>PHP 92,555.36</b>
	<b>SUBTOTAL</b>	<b>PHP 355,982.14</b>
<b>C. ADD: 12% VAT</b>		<b>PHP 42,717.86</b>
<b>D. TOTAL PROJECT COST</b>		<b>PHP 398,700.00</b>
<b>TOTAL PROJECT COST/ AMOUNT (IN WORDS)</b>	<b>Three Hundred Ninety-Eight Thousand Seven Hundred Pesos</b>	

For this customized training, the payment terms will be in two (2) tranches, broken down as follows:

- a. **Fifty Percent (50%)** of total project price or **PHP 199,350.00** upon submission of final course design; and
- b. **Fifty Percent (50%)** of total project price or **PHP 199,350.00** upon training implementation and submission of final training report

In the event that the agreement is cancelled for reasons not attributable to the DAP, the latter shall be entitled to payment determined on a pro-rata basis for services performed or delivered as well as reimbursement for reasonable expenses incurred in performing its obligations prior to the termination.

All materials and work provided by the DAP shall belong exclusively to the DAP and shall not be used for any purpose other than the implementation of this Agreement. Any use, reproduction, publication, sale, or distribution of these materials and work shall be subject to the prior written consent of the DAP and such other terms as the DAP shall require. Any original work such as reports, data, and/or materials gathered, compiled, or prepared by the Overseas Workers Welfare Administration (OWWA) - National Reintegration Center for OFWs (NRCO) under this Agreement shall be considered as the joint property of the DAP and the OWWA-NRCO.

The DAP and the NRCO shall have the mutual right to use, publish, copy, reproduce, or distribute the work to other entities subject to the restrictions on confidentiality of information under the Intellectual Property Code of the Philippines and all other existing laws governing this Agreement.


Attached is the Project Proposal for the training. Should the terms and conditions be acceptable to you, kindly sign on the space provided below.


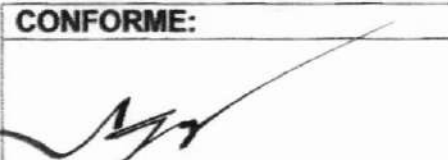
For other project details and concerns you may wish to clarify, kindly coordinate with:

CONTACT PERSON:	Maria Patricia T. Vargas
MOBILE NUMBER:	0908 895 3540
EMAIL ADDRESS:	<a href="mailto:vargasm@dap.edu.ph">vargasm@dap.edu.ph</a>

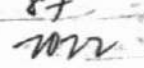
We look forward to a productive working relationship with you. Thank you.

Very truly yours,

  
**ATTY. ENGELBERT C. CARONAN, JR., MNSA**  
 President and CEO

<b>SIGNATURE:</b>	<b>CONFORME:</b>
	
<b>PRINTED NAME:</b>	<b>MR. ARNALDO A. IGNACIO</b>
<b>DATE:</b>	
<b>SIGNED:</b>	

**ATTY. CONCEPCION P. VILLAREÑA**  
 Notary Public for Quezon City  
 Until December 31, 2022  
 PTR No. 2442851 / January 3, 2022 Q.C  
 IBP No. 167802 / November 25, 2021 Q.C  
 Roll No. 30457 / 05-09-1980  
 MCLE VI-0030379 / 02-21-2020  
 ADM. MATTER No. NP-005 (2022-2023)  
 TIN NO. 131-942-754

DAP-WI-02 F4, Rev.3  
 DOC# 220  
 PAGE# 47  
 BOOK# 87  
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**NOTICE OF AWARD**

16 November 2022

**Atty. ENGELBERT C. CARONAN, JR., MNSA**  
President and CEO  
**DEVELOPMENT ACADEMY OF THE PHILIPPINES**  
DAP Bldg., San Miguel Avenue,  
Pasig City

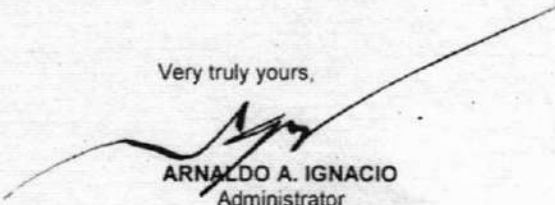
Dear Atty. Caronan,

Please be informed that your proposal for Training Provider for OWWA-NRCO Training on Development of Tulong Pangkabuhayan para sa Pag-Unlad Ng Samahang OFWs (Tulong Puso) Logical Framework and Monitoring and Evaluation Tools with the total contract price of **Three Hundred Ninety-eight Thousand Seven Hundred Pesos (Php398,700.00)** only, has been accepted.

Kindly acknowledge receipt and acceptance of this Notice by signing the space provided below and submit a copy to the Procurement and Property Management Division of the Overseas Workers Welfare Administration (OWWA) at Room 301, 3<sup>rd</sup> Floor, OWWA Center Building, 7<sup>th</sup> St., corner F.B. Harrison St., Pasay City.

Thank you.

Very truly yours,

  
**ARNALDO A. IGNACIO**  
Administrator

Conforme:

  
**Atty. ENGELBERT C. CARONAN, JR., MNSA**  
President and CEO/DEVELOPMENT ACADEMY OF THE PHILIPPINES

Date: NOV 16 2022



Republic of the Philippines  
**OVERSEAS WORKERS WELFARE ADMINISTRATION**  
Department of Labor and Employment



**NOTICE TO PROCEED**

NOV 22 2022

**Atty. ENGELBERT C. CARONAN, JR., MNSA**  
President and CEO  
**DEVELOPMENT ACADEMY OF THE PHILIPPINES**  
DAP Bldg., San Miguel Avenue,  
Pasig City

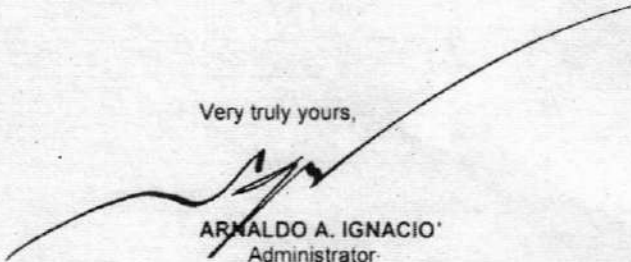
Dear Atty. Caronan,

The attached Contract Agreement having been approved, notice is hereby given to Development Academy of the Philippines the Training Provider for OWWA-NRCO Training on Development of Tulong Pangkabuhayan para sa Pag-Unlad Ng Samahang OFWs (Tulong Puso) Logical Framework and Monitoring and Evaluation Tools may commence effective immediately upon receipt of this notice.

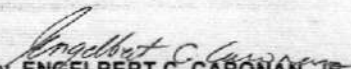
Please acknowledge receipt and acceptance of this Notice by signing the space provided below and submit a copy to the PPMD of the Overseas Workers Welfare Administration (OWWA) at Room 301, 3<sup>rd</sup> Floor, OWWA Center Building, 7<sup>th</sup> St., corner F.B. Harrison St., Pasay City.

Thank you.

Very truly yours,

  
**ARNALDO A. IGNACIO**  
Administrator

I acknowledge receipt of this Notice on NOV 22 2022

  
**Atty. ENGELBERT C. CARONAN, JR., MNSA**  
President and CEO/DEVELOPMENT ACADEMY OF THE PHILIPPINES