

**CONTRACT OF SERVICES
(CONSULTANCY SERVICES)**

KNOW ALL MEN BY THESE PRESENTS:

This Contract entered into by and between:

The **Overseas Workers Welfare Administration (OWWA)**, a government agency attached to the Department of Migrant Workers, with office address at 7th St. corner FB Harrison St., Pasay City, represented by its Administrator **ARNALDO A. IGNACIO**, hereinafter referred to as the OWWA; and

Mr. **RUSTICO SM DE LA FUENTE**, Filipino, of legal age, married and a resident of Cainta Rizal, hereinafter referred to as the **TRAINING CONSULTANT/FACILITATOR**.

WITNESSETH

WHEREAS, as mandated by Republic Act No. 10801 also known as the OWWA Act, OWWA shall be one of the principal agencies of the State to serve and promote the rights, interests and welfare of the OFWs and their families;

WHEREAS, 26 (b) of the Act provides that OWWA shall manage and implement the delivery of social welfare services to its members, both local and overseas, supported by advocacy and campaigns programs;

WHEREAS, OWWA through the OOCS, will undertake the conduct of CY 2023 Pre-Deployment Training for OWWA Welfare Officers and Administrative Staff. The realities in the overseas employment has evolved and the problems and concerns of OFWs has also changes given the developments in the policies in the host countries and also in the Philippines. The OWWA Welfare Officers and Administrative Staff deployable-trainees are required to undertake rigorous and comprehensive training course in order to address the emerging needs and problems of the distressed OFWs especially those that arises from employer-employee relationship matters;

WHEREAS, the OOCS propose to engage the services of a Training Consultant/Facilitator for the conduct of CY 2023 Pre-Deployment Training for OWWA Welfare Officers and Administrative Staff. The Training Consultant/Facilitator who has the technical expertise and solid experience in organizing and designing the curriculum and overseeing the training courses for the program;

NOW, THEREFORE, for and in consideration with the foregoing premises and in the interest of the service, the OWWA hereby engages the services of the Consultant/ Training Director, and the latter accepts, subject to the following terms and conditions, to wit:

1. QUALIFICATIONS OF THE TRAINING CONSULTANT/ FACILITATOR. The

Training Consultant/ Facilitator must possess the following:

- a. With 10 years or more experience on migration and overseas employment program
- b. Expert in handling welfare case management of distressed OFWs
- c. With previous engagement/ partnership with Ministry of Labor, Foreign Affairs and other significant government offices abroad
- d. Exposure in dealing with various Filipino communities, advocates, government and non-government organizations abroad
- e. With previous engagement with various government offices such as the DFA, DOLE, OWWA, DMW and/ or other relevant agencies
- f. Master Trainer for overseas deployment of officers and staff of government
- g. Exposure in crisis management especially those related to global emergencies, war, pandemic, among others

2. DELIVERABLES OF THE TRAINING CONSULTANT/ FACILITATOR

- a. Lay-out a comprehensive training course (design/modules) for the 2023 Pre-Deployment Training Program for Welfare Officers and Administrative Staff (for first timers) and Re-tooling Program for Previously Deployed Officers, to incorporate the following objectives/ outputs of the training:
 - i. Enable the trainees to learn and understand the frameworks on migration and development, bilateral and multi-lateral agreements with other countries, international conventions, instruments and commitments of the Philippines
 - ii. Enhance their understanding of the Philippine Foreign Service Post, the joint circular on One-Country Team Approach (OCTA) and the Philippine labor diaspora
 - iii. Distinguish the delineation of the roles and functions of the Embassies, Consulates, MWOs and OWWA at the Foreign Service Posts
 - iv. Enable the designated Welfare Officers and Administrative Staff to carry-out their roles and functions as provided in Section 15 of RA 10022, otherwise known as An Act Amending RA8042-Migrant Workers and Overseas Filipinos Act of 1995
 - v. Manage their work performance, health and wellness, attitude and overall mindset for them to be able to work expeditiously and harmoniously in a stressful and highly-fluid environment and enable them to complete their period of overseas assignments

- vi. Equip with the knowledge and skills in the management of cases and various requests for assistance
 - vii. Articulate the programs and services of OWWA
 - viii. Expose the trainees on public speaking and observe good conduct, behavior and decorum of government officials and employees
 - ix. Actualize the learning during the training through immersion with various offices in OWWA and DMW
 - x. Through the series of lectures, activities, simulations, demonstrations, and group processing sessions, the trainees will undertake hands-on counseling approaches and skills. This will provide a space for self-processing activities and experiential learning. Trainees will enable to have in-depth insight of the values, characteristics and skills of a counsellor; gain competence in identifying a person in crisis and in applying counselling technique; will widen perspective and hone skills in dealing with issues related with familial relationships of migrants; and to incorporate learning on small group processing and facilitation skills to actual work scenarios
- b. Facilitate, manage and oversee actual the conduct of the training;
 - c. Submit report on the result of the training.
3. **COMPENSATION.** The fee for the above services is Two Hundred Thousand Pesos (Php200,000.00) inclusive of tax.
4. **ROLE OF OWWA.** The OWWA shall:
- a. Constitute a Training Team that will provide technical and administrative support to the Training Director on the requirements necessary for the training program;
 - b. Provide direction and inputs on the conduct of the training;
 - c. Ensure logistical and other support (venue, food, facilities, etc), if necessary and
 - d. Pay the Training Director based n the agreed terms.
5. **NON-DISCLOSURE.** The Training Consultant/Facilitator shall not use or disclose to any person, form or corporation any information concerning the affairs of the OWWA, including any data or financial disclosures and the like which he may have acquired or known in the course of or as an incident to this Contract, it being understood that all these information are considered confidential. Any materials used in the preparation of the work shall be returned to OWWA as the owner thereof, at the end of the consultancy services.

6. **WARRANTIES.** The Training Consultant/ Facilitator warrants that he has the necessary qualification, experience and credentials to undertake the services under the Consultancy Agreement considering the technical nature thereof.
7. **TERM OF THE CONTRACT.** The training duration shall be completed within the specified training period from October 22-November 10, 2023.

EFFECTIVITY. This Contract shall take effect immediately and shall be in full force after the signing of all Parties.

IN WITNESS WHEREOF, the Parties have set their hands this _____ day of _____, 2023 in Pasay City, Philippines.

**OVERSEAS WORKERS
WELFARE ADMINISTRATION (OWWA)**

By:


ARNALDO A. IGNACIO

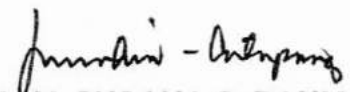
Administrator

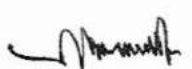
**TRAINING CONSULTANT/
FACILITATOR**

By:

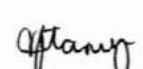

RUSTICO SM DE LA FUENTE

WITNESSES


ROSALIA SUSANA S. BAHIA-CATAPANG
Director IV, FIMO/concurrent OIC, OOCS


MERCEDES M. ILANO
OIC-Chief, OOCS

Certified Funds Available


MARIA GIEZL T. LANUZA
OIC, Accounting Division ✓
Amount: ₱ 200,000.00
October 22 - November 10, 2023

OBW 2023-11-813

ACKNOWLEDGEMENT

REPUBLIC OF THE PHILIPPINES)
Pasay City) SS.

BEFORE ME, Notary Public for and in PASAY CITY, Philippines, this
_____ day of 17 NOV 2023, 2023 personally appeared

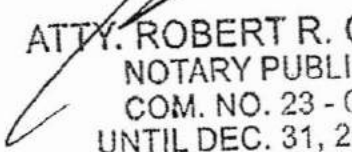
Competent Proof
of Identity Place Issued Date Issued

ARNALDO A. IGNACIO
RUSTICO SM DE LA FUENTE

Known to me to be same persons who executed the foregoing Contract of Services consisting of four (4) pages including this page on which this acknowledgment is written, both pages having been signed by the parties and their witness, and they acknowledged to me that the same is their free and voluntary act and deed.

WITNESS , my HAND and SEAL on the date and place abovementioned.

Doc. No. 441
Page No. 90
Book No. DI
Series of 2023


ATTY. ROBERT R. CHUAN
NOTARY PUBLIC
COM. NO. 23 - 07
UNTIL DEC. 31, 2024
PTR NO. PC 8083185 / 1-19-2023 P.C.
IBP NO. 248819/10-18-2022/
MCLE NO. VI-0001703 / ROLL NO. 40420



Republic of the Philippines
Department of Migrant Workers
OVERSEAS WORKERS WELFARE ADMINISTRATION

NOTICE OF AWARD

25 October 2023

RUSTICO STA. MARIA DELA FUENTE

Facilitator/Resource Person
25 10th Street, Youngstown Village,
Cainta, Rizal

Dear **Mr. Dela Fuente**,

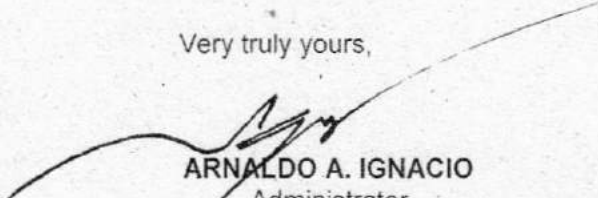
Please be informed that your bid proposal dated 12 October 2023 for the **Proposal for Trainer/Facilitator in the Conduct of 2023 Pre-Deployment Training Program for OWWA Officers** with a contract price of **Two Hundred Thousand Pesos (Php200,000.00)** only, is accepted.

You are hereby required to submit the Omnibus Sworn Statement upon receipt of this Notice within five (5) working days. Your failure to provide the said requirement shall constitute a sufficient ground for cancellation of the award.

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, 3rd Floor, OWWA Center Building, 7th St., corner F.B. Harrison St., Pasay City.

Thank you.

Very truly yours,


ARNALDO A. IGNACIO
Administrator

Conforme:


RUSTICO STA. MARIA DELA FUENTE

Facilitator/Resource Person

Date: NOV 07 2023



Republic of the Philippines
Department of Migrant Workers
OVERSEAS WORKERS WELFARE ADMINISTRATION

NOTICE TO PROCEED

Date: NOV 07 2023

RUSTICO STA. MARIA DELA FUENTE

Facilitator/Resource Person
25 10th Street, Youngstown Village,
Cainta, Rizal

Dear **Mr. Dela Fuente**,


The attached Contract Agreement having been approved, notice is hereby given to **RUSTICO STA. MARIA DELA FUENTE** that service for **Proposal for Trainer/Facilitator in the Conduct of 2023 Pre-Deployment Training Program for OWWA Officers** may commence as per schedule upon receipt of this notice.

Further, the End-User shall evaluate your company's performance on the basis of delivery, prices, quality and/or service.


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, 3rd Floor, OWWA Center Building, 7th 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 17 2023


RUSTICO STA. MARIA DELA FUENTE
Facilitator/Resource Person