

**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 **CONFERENCE FACILITATOR/CONSULTANT**.

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 OPCS, will undertake the conduct of CY 2024 Welfare Officers Consultation, Re-tooling and Self-Development. The objectives of this activity are to assess the extent of the implementation of the OWWA programs and services at Post, identify areas for improvements and undertake re-tooling activities to keep them abreast of the new trends and technologies to better serve our clients.

WHEREAS, the OPCS propose to engage the services of **CONFERENCE FACILITATOR/ CONSULTANT** for the conduct of said activity. The Conference Facilitator/ Consultant who has the technical expertise and solid experience in overseas employment programs, case management, contingency planning, coordination and linkages with various partners abroad, etc;

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 **CONFERENCE FACILITATOR/ CONSULTANT** and the latter accepts, subject to the following terms and conditions, to wit:

1. QUALIFICATIONS OF THE CONFERENCE FACILITATOR/ CONSULTANT

Conference Facilitator/ Consultant 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 CONFERENCE FACILITATOR/ CONSULTANT.

- a. Lay-out a comprehensive training design/ program for the 2024 Welfare Officers Consultation, Re-tooling and Self-Development, to incorporate the following topics:
 - Presentation of current OWWA Overseas Operations (Quick Facts, Issues and Concerns, Best Practices)
 - Reactions/ Consultation with Management on Recurrent Concerns (Membership Policy, OWWA Apps, Policies on LHs, etc)
 - Ang WelOf Noon at Ngayon: A Co-Creative Journey
 - OWWA Medium term Strategic Plans
 - OWWA Mandate vis-à-vis The DMW Act
 - Compulsory Insurance for OFWs
 - MOI No. 1 s, 2024 (Implementing Guidelines for the Administration of Overseas Welfare Program and Services at Foreign Service Posts)—Ways Forward
 - Personality and Skills Enhancement
- b. Facilitate, manage and oversee actual the conduct of the conference;
- c. Submit report on the result of the conference.

3. **COMPENSATION.** The fee for the above services is Two Hundred Fifty Thousand Pesos (Php250,000.00) inclusive of tax.

4. **ROLE OF OWWA.** The OWWA shall:

- a. Constitute a Team that will provide technical and administrative support to the Conference Facilitator/ Consultant on the requirements necessary for the activity;
- 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 Conference Facilitator/ Consultant based on the agreed terms.
5. **NON-DISCLOSURE.** The Conference Facilitator/ Consultant shall not use or disclose to any person, firm 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 Conference Facilitator/ Consultant 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 conference duration shall be completed within the specified period from 06-10 May 2024.

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 _____, 2024 in Pasay City, Philippines.

**OVERSEAS WORKERS
WELFARE ADMINISTRATION (OWWA)**

By:

[Signature]
ARNALDO A. IGNACIO
Administrator

**CONFERENCE FACILITATOR/
CONSULTANT**

By:

[Signature]
RUSTICO SM DE LA FUENTE

WITNESSES

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

[Signature]
MERCEDES M. ILANO
OIC-Chief, OOCS

Certified Funds Available

Atty
MARIA GIEZL T. LANUZA
OIC, Accounting Division ✓
Amount: ₱ 250,000.00
Mdy 6-10, 2024

OB# 2024-05-507

ACKNOWLEDGEMENT

REPUBLIC OF THE PHILIPPINES)
Pasay City) SS.

BEFORE ME, Notary Public for and in PASAY CITY, Philippines,
this _____ day of 20 MAY 2024, 2024 personally appeared

Competent Proof
of Identity Place Issued Date Issued

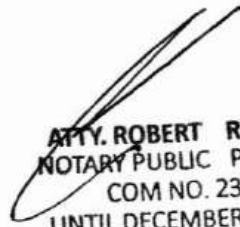
ARNALDO A. IGNACIO

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. 151
Page No. 32
Book No. 14
Series of 2024


ATTY. ROBERT R. CHUAN
NOTARY PUBLIC PASAY CITY
COM NO. 23-07
UNTIL DECEMBER 31, 2024
PTR NO. PC8453470/01-03-2024 PC
IBP NO. 2024-397750/JAN 4, 2024
MCLE NO. VII-0031203/ROLL NO. 40429



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



NOTICE OF AWARD

3 May 2024

Mr. RUSTICO STA. MARIA DELA FUENTE
Facilitator/Resource Person
25 10th Street, Youngstown Village,
Cainta, Rizal

Dear Mr. Dela Fuente,

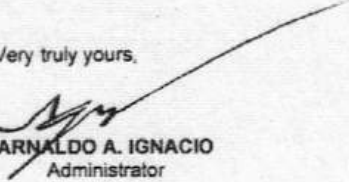
Please be informed that your bid proposal dated 29 April 2024 for the **Proposal for Trainer/Facilitator in the conduct of 2024 Welfare Officers Consultation, Re-Tooling and Self Development Sessions** with a contract price of **Two Hundred Fifty Thousand Pesos (Php250,000.00)** only, is accepted.

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.

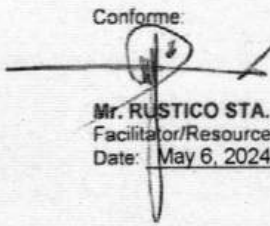
Kindly acknowledge receipt and acceptance of this Notice by signing the space provided below and submit a copy to the Procurement and Property Management Division of the Overseas Workers Welfare Administration (OWWA) at Room 301, 3rd Floor, OWWA Center Building, 7th St., corner F.B. Harrison St., Pasay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

Thank you.

Very truly yours,


ARNALDO A. IGNACIO
Administrator

Conforme:


Mr. RUSTICO STA. MARIA DELA FUENTE
Facilitator/Resource Person
Date: May 6, 2024



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



NOTICE TO PROCEED

Date: 03 MAY 2024

Mr. 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 SM DELA FUENTE** that service for **Proposal for Trainer/Facilitator in the conduct of 2024 Welfare Officers Consultation, Re-Tooling and Self Development Sessions** 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 May 6, 2024


Mr. RUSTICO STA. MARIA DELA FUENTE
Facilitator/Resource Person