

**EMPLOYEES' COMPENSATION COMMISSION
ANNUAL PROCUREMENT PLAN FOR CY 2018**

Procurement Program/Project	End-User	Mode of Procurement	1st Qrt.	2nd Qrt.	3rd Qrt.	4th Qrt.	Source of Fund	ESTIMATED BUDGET		
								Total	MOOE	Capital Outlay
MFO 1: IMPROVED AND EXPANDED BENEFITS AND SERVICES										
1.1 POLICY DEVELOPMENT										
A. Policy Development										
1. Publication of Board Resolution	Appeals Division	w/ Philippine Star	/	/	/	/	SIF	275,000.00	275,000.00	
2. Travelling Expenses (4 Summit-Davao)	Appeals Division		/	/	/	/		602,800.00	602,800.00	
3. Seminar Expenses (4 Summit-Davao)	Appeals Division		/	/	/	/		<u>312,200.00</u>	<u>312,200.00</u>	
								1,190,000.00	1,190,000.00	
B. Policy Development										
1. Honoraria (Other Professional)	WCPRD		/	/	/	/	SIF	36,000.00	36,000.00	
2. Representation Expenses	WCPRD		/	/	/	/		<u>14,400.00</u>	<u>14,400.00</u>	
								50,400.00	50,400.00	
1. 2 REHABILITATION SERVICES										
1.2.1 ECC-Quick Response Program										
Makati Office										
1. Local Travel	WCPRD		/	/	/	/	SIF	12,000.00	12,000.00	
2. Representation Expenses	WCPRD		/	/	/	/		<u>1,500,000.00</u>	<u>1,500,000.00</u>	
3. Postage (P3,000)	Admin./Records		/	/	/	/		1,512,000.00	1,512,000.00	
Regional Office										
1. Local Travel	WCPRD		/	/	/	/	SIF	140,000.00	140,000.00	
2. Representation Expenses	WCPRD		/	/	/	/		<u>1,500,000.00</u>	<u>1,500,000.00</u>	
								1,640,000.00	1,640,000.00	
1.2.2 Kagabay Program										
Makati Office										
1. Postage (P20,000)	Admin./Records									
2. Seminar										
- Trainings PWRDs	WCPRD		/	/	/	/	SIF	261,200.00	261,200.00	
- Kamustahan						/		35,200.00	35,200.00	
- Tuition Fees				/				675,000.00	675,000.00	
- Starter kits			/	/	/	/		5,000,000.00	5,000,000.00	
- PWRDs Transportation/Meal Allowance during Trainings			/	/	/	/		100,000.00	100,000.00	
- Representation Expense (NDPR week)					/			<u>50,000.00</u>	<u>50,000.00</u>	
								6,121,400.00	6,121,400.00	

Procurement Program/Project	End-User	Mode of Procurement	1st Qrt.	2nd Qrt.	3rd Qrt.	4th Qrt.	Source of Fund	ESTIMATED BUDGET		
								Total	MOOE	Capital Outlay
- Local Travel (PWRDs)										
a. Main Office	WCPRD		/	/	/	/	SIF	30,000.00	30,000.00	
b. REUs	ECC-REUs		/	/	/	/		<u>140,000.00</u>	<u>140,000.00</u>	
								170,000.00	170,000.00	
1.2.3 Physical Restoration of ODW										
1. Other Professional Fee										
- Prosthesis	WCPRD	NP - Small Value	/	/	/	/	SIF	7,440,000.00	7,440,000.00	
- PT, OT and EMG	WCPRD		/	/	/	/		1,497,600.00	1,497,600.00	
- PWRDs Transportation/Meal Allowance during PT	WCPRD		/	/	/	/		1,152,000.00	1,152,000.00	
2. Local Travel (PWRDs)	WCPRD		/	/	/	/		<u>140,000.00</u>	<u>140,000.00</u>	
								10,229,600.00	10,229,600.00	
3. SPES Program for Children of ODWs										
- General Services (45 SPES)	WCPRD		/	/	/	/	SIF	463,995.00	463,995.00	
- Representation Expense	WCPRD		/	/	/	/		<u>12,000.00</u>	<u>12,000.00</u>	
								475,995.00	475,995.00	
1. 3 ECP INFORMATION DISSEMINATION										
1.3.1 IEC MATERIALS DEVELOP/DISTRIBUTED										
Printing of the following IEC Materials										
1. Handouts for ECP Seminar	IPAD	Shopping	/				SIF	453,000.00	453,000.00	
2. Guidelines for Workers		Shopping	/					350,000.00	350,000.00	
3. Guidelines for Employers		Shopping	/					350,000.00	350,000.00	
4. Frequently Asked Questions (FAQs)		Shopping	/					350,000.00	350,000.00	
5. Flyers (Occupational Diseases)		Shopping	/					350,000.00	350,000.00	
6. Testimonial Videos				/				<u>150,000.00</u>	<u>150,000.00</u>	
								2,003,000.00	2,003,000.00	
Distribution of IEC Materials										
1. Postage	IPAD		/	/	/	/	SIF	500,000.00	500,000.00	
ECP disseminated through multi-media										
1. Publication of Ads	IPAD		/	/	/	/	SIF	1,000,000.00	1,000,000.00	
2. Billboards/Ads on buildings/Facebook/You Tube Ads			/	/	/	/		1,000,000.00	1,000,000.00	
3. Tarpaulin/signages/streamers			/	/	/	/		1,000,000.00	1,000,000.00	
4. Digital Ads			/	/	/	/		1,200,000.00	1,200,000.00	
5. TV commercials - PIA			/	/	/	/		60,000,000.00	60,000,000.00	
6. Information Booth			/	/	/	/		<u>200,000.00</u>	<u>200,000.00</u>	
								64,400,000.00	64,400,000.00	

Procurement Program/Project	End-User	Mode of Procurement	1st Qrt.	2nd Qrt.	3rd Qrt.	4th Qrt.	Source of Fund	ESTIMATED BUDGET		
								Total	MOOE	Capital Outlay
Seminars/lectures conducted										
1. ECP Lectures In-House	IPAD		/	/	/	/	SIF	1,561,000.00	1,561,000.00	
- Seminar Expense			/	/	/	/		<u>100,000.00</u>	<u>100,000.00</u>	
- Local Travel										
								1,661,000.00	1,661,000.00	
2. ECP Lectures On-Site	IPAD		/	/	/	/	SIF	250,000.00	250,000.00	
3. BOSH			/	/	/	/		80,000.00	80,000.00	
4. TV Interview/Pads			/	/	/	/		40,000.00	40,000.00	
5. CST Lectures			/	/	/	/		80,000.00	80,000.00	
Advocacy Seminar										
1. Travel/Video Document	IPAD						SIF	800,000.00	800,000.00	
2. Training/Seminar (T-shirt/Token)			/	/	/	/		3,058,000.00	3,058,000.00	
- Promotional Fan			/	/	/	/		50,000.00	50,000.00	
- CDs (10,000 pcs. x P15.)			/	/	/	/		<u>2,000,000.00</u>	<u>2,000,000.00</u>	
								5,908,000.00	5,908,000.00	
Management of Public Assistance Center										
1. Representation Expenses	IPAD		/	/	/	/	SIF	8,000.00	8,000.00	
Printing and Distribution of Annual Report										
1. Printing and Development	IPAD		/	/	/	/	SIF	70,000.00	70,000.00	
SUB-TOTAL MFO 1									96,389,395.00	
MFO 2: APPEALED CLAIMS DISPOSED										
2.1 EVALUATION AND DISPOSITION OF EC APPEALED										
A. Claims Evaluation (Legal)										
1. Representation Expenses	Appeals Division		/	/	/	/	SIF	120,000.00	120,000.00	
2. Honoraria (Legal Services)			/	/	/	/		<u>180,000.00</u>	<u>180,000.00</u>	
									300,000.00	300,000.00
B. Claims Evaluation (Medical)										
1. Honoraria (Other Professional)	Appeals Division		/	/	/	/	SIF	24,000.00	24,000.00	
2. Notarial fee										
SUB-TOTAL MFO 2									324,000.00	
TOTAL MFOS									96,713,395.00	

Procurement Program/Project	End-User	Mode of Procurement	1st Qrt.	2nd Qrt.	3rd Qrt.	4th Qrt.	Source of Fund	ESTIMATED BUDGET		
								Total	MOOE	Capital Outlay
GENERAL ADMINISTRATIVE SUPPORT SERVICES (GASS)										
A. Technical Support Policy/Program Development										
1. Compendium of EC claims Statistics										
- Representation Expense	PPSMD		/	/	/	/	SIF	5,760.00	5,760.00	
2. Research studies conducted										
- Representation Expense	PPSMD		/	/	/	/	SIF	10,000.00	10,000.00	
3. DOLE's Partnership Projects										
a. Hosting of RCC Meetings										
- Representation Expense	PPSMD		/	/	/	/	SIF	80,000.00	80,000.00	
b. Hosting of DOLE Partnership Project										
- Representation Expense	PPSMD		/	/	/	/	SIF	<u>10,000.00</u>	<u>10,000.00</u>	
								90,000.00	90,000.00	
4. Conduct of Agency Wide Planning Activities										
a. Seminar	PPSMD		/	/	/	/	SIF	213,700.00	213,700.00	
b. Local	PPSMD		/	/	/	/	SIF	160,000.00	160,000.00	
c. Execom	PPSMD		/	/	/	/	SIF	<u>12,000.00</u>	<u>12,000.00</u>	
								385,700.00	385,700.00	
5. Provision of IT Support Services										
a. Representation	PPSMD		/	/	/	/	SIF	9,600.00	9,600.00	
b. Seminar	PPSMD		/	/	/	/	SIF	14,400.00	14,400.00	
c. Professional fee (ISSP Consultancy)	PPSMD		/	/	/	/	SIF	<u>400,000.00</u>	<u>400,000.00</u>	
								424,000.00	424,000.00	
6. ECC Quality Management System										
a. Compliant to the Requirements of ISO										
- Representation Expenses	PPSMD		/	/	/	/	SIF	12,000.00	12,000.00	
b. Professional fee	PPSMD		/	/	/	/	SIF	<u>200,000.00</u>	<u>200,000.00</u>	
								212,000.00	212,000.00	
7. Implementation of GAD Plan										
a. Seminar	PPSMD			/			SIF	99,950.00	99,950.00	
8. Third Party Survey										
a. Consultancy service	PPSMD					/	SIF	500,000.00	500,000.00	
b. Representation Expenses	PPSMD		/	/	/	/	SIF	<u>12,000.00</u>	<u>12,000.00</u>	
								512,000.00	512,000.00	
SUB-TOTAL GASS										1,739,410.00

Procurement Program/Project	End-User	Mode of Procurement	1st Qrt.	2nd Qrt.	3rd Qrt.	4th Qrt.	Source of Fund	ESTIMATED BUDGET		
								Total	MOOE	Capital Outlay
BOARD CONCERN										
A. Reimbursable RA of Commissioners	BS		/	/	/	/	SIF	240,000.00	240,000.00	
B. Commission Meeting Expenses	BS		/	/	/	/	SIF	300,000.00	300,000.00	
C. Committee Meeting Expenses	BS		/	/	/	/	SIF	<u>125,000.00</u>	<u>125,000.00</u>	
								665,000.00	665,000.00	
INTERNAL AUDIT UNIT										
A. Travelling Expense - Local	IAU		/	/	/	/	SIF	253,500.00	253,500.00	
SUB-TOTAL GASS									918,500.00	
GENERAL ADMINISTRATIVE AND FINANCIAL SERVICES:										
A. ADMINISTRATIVE										
TRAVELLING EXPENSES - LOCAL										
A.1 RECRUITMENT										
- Three (3) Regions	ECC-REUs		/	/	/	/		50,000.00	50,000.00	
- Orientation of REUs (3 Regions)	ECC-REUs		/	/	/	/		50,000.00	50,000.00	
- Training - Outside Metro Manila	Admin. Division		/	/	/	/		284,000.00	284,000.00	
- Team Building - REUs	ECC-REUs			/				110,000.00	110,000.00	
- Team Building - Main Office	Admin. Division			/				70,000.00	70,000.00	
- GODP (Tree Planting) - Main Office	Admin. Division			/				70,000.00	70,000.00	
- DOLE Welfare Activity	Admin. Division		/	/	/	/		70,000.00	70,000.00	
- Toll fees/Parking fee	Admin. Division		/	/	/	/		40,000.00	40,000.00	
- RCC Meeting of REUs (14 Regions)	ECC-REUs		/	/	/	/		42,000.00	42,000.00	
- REUs LBC, Cargo (14 Regions)	Admin. Division		/	/	/	/		42,000.00	42,000.00	
- Administrative/REUs Transportation	AD/ECC-REUs		/	/	/	/		230,000.00	230,000.00	
- Regional - Admin./Information Officer	AD/ECC-REUs		/	/	/	/		324,800.00	324,800.00	
- Information Officer	IPAD		/	/	/	/		<u>358,400.00</u>	<u>358,400.00</u>	
TOTAL TRAVELLING EXPENSES - LOCAL								1,741,200.00	1,741,200.00	
TRAVELLING EXPENSES - FOREIGN										
	Admin. Division		/	/	/	/	SIF	1,000,000.00	1,000,000.00	
TRAINING EXPENSES - ADMINISTRATIVE										
1. Extermal Trainings - CESO	Admin. Division		/	/	/	/		1,055,000.00	1,055,000.00	
2. In-House - Lenten Recollection	Admin. Division		/					935,000.00	935,000.00	
3. GODP - Lecture/Seminar	Admin. Division			/				80,560.00	80,560.00	
4. Team Building										
- DOLE Family Welfare Program	Admin. Division					/		335,420.00	335,420.00	
- Corporate Activity	Admin. Division		/	/	/	/		468,700.00	468,700.00	
5. ECC Anniversary										

Procurement Program/Project	End-User	Mode of Procurement	1st Qrt.	2nd Qrt.	3rd Qrt.	4th Qrt.	Source of Fund	ESTIMATED BUDGET		
								Total	MOOE	Capital Outlay
6. Year-End Culminating Event										
- Food	Admin. Division					/		76,500.00	76,500.00	
- Prizes/Token/Raffle	Admin. Division					/		20,000.00	20,000.00	
- Ham and Cheese										
- Token/Gift Check	Admin. Division					/		2,120,000.00	2,120,000.00	
- T-Shirt	Admin. Division					/		37,100.00	37,100.00	
7. CSC Activities/Retirement										
- Senior Citizen/PWRDs	Admin. Division				/			120,000.00	120,000.00	
TOTAL TRAINING EXPENSES - ADMINISTRATIVE								5,248,280.00	5,248,280.00	
GASOLINE, OIL AND LUBRICANT EXPENSES	Admin./Supply	NP - Small Value	/	/	/	/	SIF	500,000.00	500,000.00	
OFFICE SUPPLIES EXPENSES	Admin./Supply	NP - Agency to Agency	/	/	/	/	SIF	1,372,117.00	1,372,117.00	
OFFICE SUPPLIES EXPENSES - PROJECT	Admin./Supply	NP - Small Value	/	/	/	/	SIF	353,600.00	353,600.00	
SEMI-EXPENDABLE - OFFICE EQUIPMENT MACHINERY	Admin./Supply	NP - Small Value	/	/	/	/	SIF	200,800.00	200,800.00	
SEMI-EXPENDABLE - FURNITURE	Admin./Supply	NP - Small Value	/	/	/	/	SIF	632,500.00	632,500.00	
TEXTBOOKS & INSTRUCTIONAL MATERIAL EXPENSES	Admin./Supply	NP - Small Value	/	/	/	/	SIF	5,000.00	5,000.00	
SEMI-EXPENDABLE - IT EQUIPMENT	Admin./Supply	NP - Small Value	/	/	/	/	SIF	124,000.00	124,000.00	
OTHER SUPPLIES EXPENSES - IT SUPPLIES	Admin./Supply	NP - Agency to Agency	/	/	/	/	SIF	2,636,025.00	2,636,025.00	
ELECTRICITY, LIGHT AND WATER							SIF			
- Water Expenses	Central Office	w/ Maynilad	/	/	/	/		550,000.00	550,000.00	
- Water Expenses - REUs	ECC-REUs		/	/	/	/		86,000.00	86,000.00	
- Electricity Expenses	Central Office	w/ Meralco	/	/	/	/		2,300,000.00	2,300,000.00	
- Electricity Expenses - REUs	ECC-REUs		/	/	/	/		336,000.00	336,000.00	
COMMUNICATION EXPENSES							SIF			
POSTAGE AND DELIVERIES										
- Admin. - Main Office	Admin./Records	w/ Philippine	/	/	/	/		100,000.00	100,000.00	
- Admin. - REUs	Admin./Records	Postal Office	/	/	/	/		110,000.00	110,000.00	
- WCPRD	Admin./Records	Makati Branch	/	/	/	/		86,000.00	86,000.00	
- Appeals	Admin./Records		/	/	/	/		4,000.00	4,000.00	
								300,000.00	300,000.00	
Telephone Expenses - Landline	Central Office	w/ PLDT	/	/	/	/		900,000.00	900,000.00	
Telephone Expenses - Landline/REUs	ECC-REUs		/	/	/	/		756,000.00	756,000.00	
Telephone Expenses - Cellular/Main	Central Office	w/ Globe	/	/	/	/		350,000.00	350,000.00	
- eLigtas SMS Reporting (Cell card load)										
Telephone Expenses - Cellular/REUs	ECC-REUs		/	/	/	/		80,000.00	80,000.00	
Internet Expenses										
- ASSA Website	Central Office		/	/	/	/		50,000.00	50,000.00	
- Internet Service	Central Office	NP - Small Value	/	/	/	/		540,000.00	540,000.00	

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								Total	MOOE	Capital Outlay
- Domain Subscription	Central Office		/	/	/	/		10,000.00	10,000.00	
Cable, Satellite, Telegraph & Radio Expenses	Central Office		/	/	/	/		<u>20,000.00</u>	<u>20,000.00</u>	
								2,706,000.00	2,706,000.00	
RENTAL EXPENSES - 8 REUS	ECC-REUs		/	/	/	/	SIF	1,050,000.00	1,050,000.00	
MEMBERSHIP DUES & CONTRIBUTION TO ORG.							SIF			
- PHILSSA	Admin. Division		/	/	/	/		100,000.00	100,000.00	
- DOLE/Other Agencies Contribution	Admin. Division		/	/	/	/		<u>100,000.00</u>	<u>100,000.00</u>	
								200,000.00	200,000.00	
ADVERTISING EXPENSES							SIF			
- HR (Vacancy)	Admin./HR	w/ Philippine Star	/	/	/	/		12,500.00	12,500.00	
- Supply (Bidding of Services/Equipment)		w/ Philippine Star	/	/	/	/		<u>70,000.00</u>	<u>70,000.00</u>	
								82,500.00	82,500.00	
REPRESENTATION EXPENSES - ADMIN.	Admin. Division		/	/	/	/	SIF	100,000.00	100,000.00	
TRANSPORTATION & DELIVERY EXPENSES	Liason Officer		/	/	/	/	SIF	120,000.00	120,000.00	
SUBSCRIPTION EXPENSES	OED	NP - Small Value	/	/	/	/	SIF	70,000.00	70,000.00	
AUDITING SERVICES	COA		/	/	/	/	SIF	2,758,886.00	2,758,886.00	
JANITORIAL SERVICE	Admin./Supply	Public Bidding	/	/	/	/	SIF	3,560,000.00	3,560,000.00	
SECURITY SERVICES	Admin./Supply	Public Bidding	/	/	/	/	SIF	3,703,800.00	3,703,800.00	
OTHER PROFESSIONAL SERVICES										
- Assessment Testing	Admin./HR						SIF	110,000.00	110,000.00	
REPAIRS AND MAINTENANCE										
1. OFFICE BUILDING	Admin./Building	NP - Small Value					SIF			
- Garbage Collection (12 months)			/	/	/	/		90,000.00	90,000.00	
- Elevator Maintenance & Repair			/	/	/	/		250,000.00	250,000.00	
- Pest Control			/	/	/	/		100,000.00	100,000.00	
- Garden Project Maintenance			/	/	/	/		100,000.00	100,000.00	
- Repainting of Building Interior/Exterior & Basement Parking area				/		/		1,500,000.00	1,500,000.00	
- Carpentry, Paintings, Minor Repair			/	/	/	/		500,000.00	500,000.00	
- Cleaning of Glass Mirror				/		/		500,000.00	500,000.00	
- Building Repair/Other REU office maintenance (REU7)			/	/	/	/		<u>600,000.00</u>	<u>600,000.00</u>	
								3,640,000.00	3,640,000.00	
2. OFFICE EQUIPMENT										
- Copier, aircons and other office equipments	Admin./Supply	NP - Small Value	/	/	/	/		70,000.00	70,000.00	
3. FURNITURE AND FIXTURES										
- Upholstery of office furniture	Admin./Supply	NP - Small Value		/				50,000.00	50,000.00	

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4. IT EQUIPMENT AND SOFTWARE	Admin./Supply	NP - Small Value	/	/	/	/		600,000.00	600,000.00			
- Computers, printers/cabling installation			/	/	/	/					500,000.00	500,000.00
5. MOTOR VEHICLE			Admin./Supply	NP - Small Value	/	/					/	/
6. MOTOR VEHICLE - TACLOBAN			/	/	/	/		<u>200,000.00</u>	<u>200,000.00</u>			
								1,420,000.00	1,420,000.00			
DONATION	Admin. Division OED		/	/	/	/	SIF	300,000.00	300,000.00			
- Organizations related to the ECC mandate			/	/	/	/					SIF	117,600.00
EXTRAORDINARY EXPENSES												
MISCELLANEOUS EXPENSES	Admin. Division		/	/	/	/	SIF	640,000.00	640,000.00			
- ECC Corporate Giveaways			/	/	/	/					70,000.00	70,000.00
- Token to Commissioners/Secretary						/					155,000.00	155,000.00
- Christmas Token to Guard/Janitor			/	/	/	/					12,000.00	12,000.00
- Notarial Fees			/	/	/	/					15,000.00	15,000.00
- Laundry of linen			/	/	/	/					50,000.00	50,000.00
- Stipend, Flowers for occasions			/	/	/	/					<u>24,000.00</u>	<u>24,000.00</u>
- First Friday Mass											966,000.00	966,000.00
TAXES AND LICENSES	Admin. Division		/	/	/	/	SIF	100,000.00	100,000.00			
FIDELITY BOND PREMIUM							SIF	50,000.00	50,000.00			
;- Bond premiums	Admin. Division	NP - Agency to Agency	/					150,000.00	150,000.00			
INSURANCE EXPENSE												
;- Vehicles insurance	Admin./Supply	NP - Agency to Agency	/	/	/	/	SIF					
- Office equipment and Building insurance	Admin./Supply	NP - Agency to Agency			/							
OTHER MOOE												
CULTURAL & ATHLETIC ACTIVITIES												
1. Choral								52,300.00	52,300.00			
1. Aerobics			/	/	/	/		130,000.00	130,000.00			
2. Sportfest												
- ECC Bowling Tournament					/	/		310,250.00	310,250.00			
- DOLE Sportsfest						/		229,640.00	229,640.00			
4. Film showing/Videoke			/	/	/	/		<u>52,300.00</u>	<u>52,300.00</u>			
								592,190.00	592,190.00			

Procurement Program/Project	End-User	Mode of Procurement	1st Qrt.	2nd Qrt.	3rd Qrt.	4th Qrt.	Source of Fund	ESTIMATED BUDGET		
								Total	MOOE	Capital Outlay
INTER-AGENCIES ACTIVITIES										
1. Independence Day	Admin. Division			/			SIF	17,500.00	17,500.00	
2. Labor Day				/				267,500.00	267,500.00	
3. DOLE Flag Raising Ceremony			/		/			69,000.00	69,000.00	
4. Fun Run Activities			/	/	/	/		69,200.00	69,200.00	
5. GODP Activities - Emergency kit/5S			/	/	/	/		234,320.00	234,320.00	
6. Nutrition Month					/			35,440.00	35,440.00	
7. ECC anniversary/others			/					101,500.00	101,500.00	
8. DOLE Anniversary						/		274,200.00	274,200.00	
9. Lenten Activities/Others			/					30,100.00	30,100.00	
10. SLOMS/APEC/CSC Anniversary			/	/	/	/		61,990.00	61,990.00	
							1,160,750.00	1,160,750.00		
									40,525,548.00	
									43,183,458.00	
										139,896,853.00
SUB-TOTAL GASS										
TOTAL GASS										
TOTAL MOOE for CY 2018										

Prepared by:

Josefa C. Panlaqui

JOSEFA C. PANLAQUI
Supply Officer III (D)

Reviewed & Submitted by:

Maribel S.T. Oliveros

MARIBEL S.T. OLIVEROS
Chief, Administrative Division

Recommending Approval:

Jonathan T. Villasoto

Atty. JONATHAN T. VILLASOTO
Deputy Executive Director

Approved by:

Stella Zipagan-Banawis

STELLA ZIPAGAN-BANAWIS
Executive Director

Date: February 20, 2018