

Bids and Awards Committee

Republic of the Philippines
 Professional Regulation Commission
 P. Paredes St., Sampaloc, Metro Manila
 Tel./Fax: 310-0037



REGULAR MEMBERS

ARISTOGERSON T. GESMUNDO
 Chairman

OMAIMAHE GANDAMRA
 Vice-Chairperson

MARIA PINKY M. DE PANO
 Member

CRESALINE S. BAGSIT
 Member

KHEMLE JANE T. VISCA-MARTINO
 Member

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ARJAY R. ROSALES
 Vice-Chairman

HENRIETTA P. NARVAEZ
 Member

WILMA T. UNANA
 Member

MARIA LIZA M. HERNANDEZ
 Member

PROVISIONAL MEMBERS

CRISANTO L. DECENA
 Provisional Member, Non-IT Projects

RICHARD M. ARANIEGO
 Provisional Member, IT Projects

SECRETARIAT:

KAREN M. MAGSALIN
 Secretary

MARGIERY D. DULIN
 Member

CHRISTOPHER A. MAYO
 Member

LIEZEL F. BURAGA
 Member

JOEL P. IGNACIO
 Member

ELIEZER C. LEYCO
 Member

Section VI. Schedule of Requirements

The delivery schedule expressed as weeks/months stipulates hereafter a delivery date which is the date of delivery to the project site.

	Description	Delivered, Weeks/Months (TIMELINE)
	<p style="text-align: center;">TERMS OF REFERENCE</p> <p style="text-align: center;">MANPOWER SERVICE PROVIDER FOR TECHNICAL AND SUPPORT STAFF OF THE PROFESSIONAL REGULATION COMMISSION</p> <ol style="list-style-type: none"> The Professional Regulation Commission (PRC) is in need of a Manpower Service Provider for a period of SEVEN (7) MONTHS to provide Technical and Support Staff to address its inadequate manpower complement and to facilitate the implementation of its programs and projects. The Service Provider shall provide PRC with ONE HUNDRED TWENTY SEVEN (127) qualified and competent personnel who will render eight (8) hours work a day, Monday to Friday, except non-working holidays. In exceptional cases, or when deemed necessary, the personnel may render overtime service, travel outside Metro Manila or at the PRC Regional Office. They will be provided with per diem and other allowances subject to the authority coming from PRC. The Service Provider may request technical assistance from PRC in the screening and evaluation of qualifications of applicants. The Service Provider shall require their personnel to observe the PRC prescribed office attire and shall provide them with proper ID. The Service Provider shall monitor the full compliance of each personnel. For this purpose, the Service Provider shall provide PRC the complete list of the names of the proposed personnel to be deployed, including their respective dates of hiring together with their respective duly notarized Personal Data Sheet. In case of any change in the roster of personnel assigned to the PRC, the Service 	<p style="text-align: center;">Within ten (10) days from Notice to Proceed</p>



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Provider shall submit the aforecited data.

5. Any personnel deployed by the Service Provider to the PRC may be replaced or reassigned upon the recommendation of the PRC.
6. It is expressly understood and agreed that the Service Provider is NOT an agency or employee of the PRC and the personnel to be assigned by the Service Provider to the PRC are in no case employee of the latter as they, for all intents and purposes, are under contract with the Service Provider. Accordingly, the PRC shall not be responsible for any and all claims for the damage and injury, including death, caused either to any of the personnel or to any third persons where such injury or death arising out of, or in the course of, the lawful performance of the regular and official function of the said personnel.
7. During the duration of the contract, the personnel of the Service Provider shall have the following duties and responsibilities, and shall do such other related functions as may be assigned by the Supervisor or Division Chief:

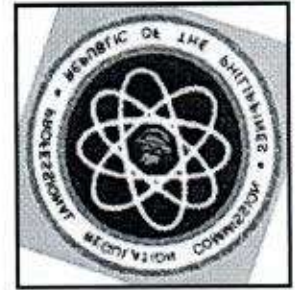
Four (4) Archives and Records Division

- a. *Receives and processes requests for information through e-mail, e-FOI and standard (paper-based) and provide assistance to the requesting party on FOI matters;*
- b. *Assists in the shredding and disposal of TQ/TB upon approval of the authority from NAP;*
- c. *Assists in receiving of boxes of records transferred from different office/division/section and checks if properly labeled;*
- d. *Assists in the transfer/hauling/retrieving of boxes in V-Tech Storage;*
- e. *Completes inventory of identified vital records for digitization project;*
- f. *Digitizes (groomed and scanned) records from the Rating Division; Receives, authenticates and transmits copies of newly-released Master list*



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to all PRC Regional Offices;

- g. Compiles and labels copies of new TOR and Master list of examination;
- h. Arranges books back to shelves chronologically and according to profession;
- i. Verifies, sorts and inserts approved letter for Change of Status for amendment to Master list and TOR;
- j. Processes requests for mailing of documents to UST Post Office daily;
- k. Encodes Returned to Sender Returned Cards and Official Letters for Legal and various offices; Encodes Returned to Sender Board Rating Report;
- l. Prepares replenishment reports for metered machine used in mailing of official letter;
- m. Submits monthly report of mailed Decisions, Orders, Notices as well as Return Cards to Hearing and Investigation Division five (5) days after the reference month;
- n. Verifies exam result, change of status and correction of name/birthdates for Regional and Satellite Offices including Service Center;
- o. Delivers Official documents in Private and Government agencies; different division of Professional Regulation Commission;
- p. Fetches, sorts and records mails from Lawton's Post Office.

Two (2) Legal Assistant

- a. In-charge on the transcription of cases; Prepares Notice of Hearings;
- b. Prepares summons and other transmittal;
- c. and Performs other related functions.

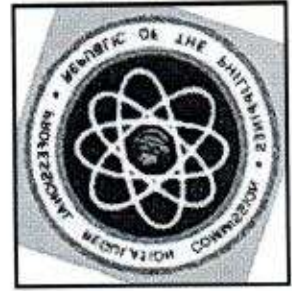
One (1) Internal Audit Staff

- a. Drafts audit plan for the audit of procedures of various divisions/offices of the Commission;
- b. Conducts audit of procedures of various units/divisions/offices of the Commission; follow up audit of audit of findings and recommendation on audit of procedures, special



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audit as assigned;

- c. *Drafts audit report;*
- d. *Observes the shredding of used and unused test questionnaires and account the actual number of test questionnaires for the purpose of strengthening the Commission's internal control;*
- e. *Conducts audit inspection and verification of various accountable documents to ascertain its authenticity as to the presence of its security features, to wit: PVC Blank ID Cards, Report of Ratings, Official Receipts, Board Certificates, OMR/ID;*
- f. *Prepares the monthly report of Conduct and Shredding of TQs of various licensure examination.*

Two (2) Licensure Office Staff

- a. *Prepares and prints executive Summary of Examination Allowances Paid in every Board licensure Examinations;*
- b. *Prepares and prints Executive Summary Post-Examination Report in every Board Licensure examinations;*
- c. *Consolidates Certification/ Report on the conduct of every Board Licensure Examinations and forwards to concerned division;*
- d. *Receives and releases communications;*
- e. *Manages and files all official documents/communications;*
- f. *Assists in the daily monitoring and management of the Division's e-mails communication system;*
- g. *Performs simple trouble shooting on computer/printer and cable of the division as the need arises;*
- h. *Assists in the data gathering and monitoring/summary of total applicants through the LERIS;*
- i. *Acts as liaison officer of the division*
- j. *Assists in the inspection of OMR ID/AS in coordination with the Procurement and Supply*



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Division;

- k. Assists in the coordination and preparation of Travel Order, Special Orders for the assignment, travel and deployment of personnel in the conduct of licensure examinations.

One (1) Monitoring and Evaluation Staff

- a. Collates and encodes data on physical reports and targets from the Central and Regional Offices and Offsite Service Centers and OSSCO;
- b. Assists in the preparation and consolidation of monthly accomplishment reports of the Central and Regional Offices;
- c. Encodes accomplishments of PRBs;
- d. Monitors submission of Accomplishment Reports of the Central and Regional Offices and PRBs; Provides assistance in the preparation and conduct of planning conference; Responds to queries; and Performs other duties assigned from time to time.

One (1) PRB Screening and Selection Unit

- a. Drafts press releases/announcements;
- b. Coordinates with the newspaper representative and ICT-in-Charge for publication/posting (in PRC Website) of names of nominees;
- c. Reviews and checks the completeness of the documents attached to the applications of the nominees;
- d. Prepares folders of the nominees/applicants scheduled for interview by the Commission Proper.
- e. Checks and collates the folders of nominees interviewed and ranked by the Commission Proper;
- f. Prepares transmittal record of letters for mailing. Transmits letter for mailing to Records Division;
- g. Transmits approved PRC Resolutions to the Office of the President through the Department of Labor and Employment (DOLE); Assists the Commission Proper in the Conduct of Oath



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Taking of New PRBs (Chairman and Members);

- h. *Assists the Commission Proper in the conduct of interview of nominees/applicants*

Four (4) PRB Secretariat

- a. *Prepares Board programs prior the licensure examinations;*
- b. *Prepares request for clearance for the conduct of special oath taking;*
- c. *Prepares facilities and attends the special oath taking of new professionals;*
- d. *Prepares/issues SEC Endorsement of professional organizations;*
- e. *Prepares/encodes position papers and other issuances/communications on the professional regulatory bills;*
- f. *Notifies/Attends Board meetings and special meetings of the Professional Regulatory Boards;*
- g. *Endorses applications for examination and registration without examination;*
- h. *Prepares/encodes resolutions, memoranda and other issuances relating to the licensure examination TOS, designation of additional Testing Centers, SPLBE; Records and forwards accountable documents/actions forms for signature and evaluation of the Board;*
- i. *Reminds PRB Chairmen and Members to act on official communications, attend meetings, hearing, invitation and scheduled licensure examination;*
- j. *Provides assistance during seminars/workshops/ conferences/meetings/summits conducted by the PRBs/PRC.*
- k. *Performs other related secretarial services and other duties assigned from time to time.*

One (1) Procurement and Supply Division

- a. *Maintains files of the following documents for verification and future reference: Requisition and Issuance Slip (RIS) for equipment only,*



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Inventory Custodian Slip, Borrower's Slip, Return Slip, Gate Pass, Service Report for Equipment, Waste Materials Report, Employee Clearance

- b. Facilitates, coordinates and records the repair and maintenance of various equipment under warranty or free use from different suppliers;
- c. Prepares Gate Pass for all equipment that were brought outside by various officials and employees of the Commission; Property Acknowledgement Receipt (PAR) and Inventory Custodian Slip (ICS) for newly acquired equipment and assigns control number;
- d. Records all transactions in the summary logbook all the activities done by the Equipment Unit;
- e. Assists in the receiving of returned equipment: labels, packs and puts them in the stockroom and classifies if units are serviceable/ unserviceable/ for repair or for disposal.

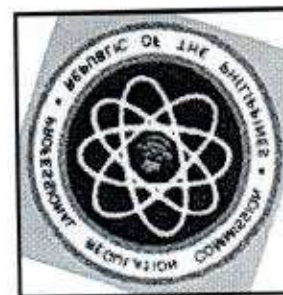
Three (3) Professional Registry Division

- a. Retrieves pre-printed CORs from the vault or secured steel cabinet and records the quantity and serial numbers of pre-printed CORs in the control logbook;
- b. Prints individual approved COR based on the List of Successful Examinees and Approved Resolutions, indicates the sequence number, date of examination and/or resolution number in the appropriate portion of the COR;
- c. Verifies and checks the correctness of the names and other information in the LERIS database vis-a-vis alphabetical list from the Rating Division;
- d. Prints retrieved COR based on the registered professionals/generated list provided by the ICT Division, indicates the name, registration number, registration date and attaches photo; Receives Action Sheet for replacement of COR and other documentary requirements from the Regional Offices for various professions and



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prints the COR;

- e. Prepares transmittal record for signature of the Chairperson.

One (1) International Affairs Office

- a. Evaluates all assigned applications and prepares Certificates for foreign professionals who are authorized to practice the profession;
- b. Evaluates all assigned applications, prepares Certificates for foreign graduates ineligible to take the licensure examination;
- c. Renders full administrative and technical support in Professional Interview, Monitoring Committees' meetings, technical conference or any activities related to the implementation of MRA or grant of authority to practice the profession by foreign professionals;
- d. Drafts replies or comments pertaining to ASEAN MRA, practice of profession by foreign professionals, Exchange Visitor Program or residency training program;
- e. Provides technical and administrative assistance to the Regional Offices relative to the implementation of ASEAN MRA, practice of profession by foreign professionals; Assists all assigned walk-in clients inquiring on policies on the practice of profession and implementation of agreements;
- f. Updates and monitors the incoming/outgoing of applications/database of foreign professionals registered/issued Special Temporary Permits.

Four (4) Rating Division

- a. Opens the sealed envelope of answer/ID sheets; numerically arranges the answer/ID sheets; detaches Report of Ratings; keeps packages/boxes of answer sheets for safekeeping in the vault; pulls-out ID sheets for correction of names and date of birth of examinees; assists in the disposal of answer



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sheets and questionnaires and reproduces the list of passed examinees;

b. Enters in the PERRC the general average of the examinees; controls the examinees' Report of Ratings; folds, inserts and staples the Report of Ratings for mailing; pulls-out the PERRC of passed examinees; transmits various documents emanating from Rating Division to other offices in the Commission; Attends to queries of PRC clientele.

c. Reads through OMR the answer sheets/ID sheets of examinees; numerically arranges answer/ID sheets; assembles the answer sheets for all subjects; screens the assembled answer sheets; attaches ID sheets to assembled answer sheets; arranges alphabetically the PERRC of examinees; enters the general average of the examinees in the PERRC; controls the examinees' Report of Ratings; detaches Report of Ratings.

One (1) Cash Division and One (1) COA Staff

1. Processes Fidelity Bond of Officials and Employees;
2. Monitors/Checks RAAF (Report of Accountability for Accountable Forms);
3. Assists in the preparation of Checks/LDDAP and other forms of disbursement;
4. Prepares and encodes all report of checks issued and balance with all disbursements made
5. Records incoming/outgoing documents and reports; safekeeps reports, records and documents; files documents;
6. Assists in the preparation of audit working papers and reports.

One (1) Accounting Division

- a. Encodes Journal Entry Vouchers (JEVs) to ENGAS before the set deadline; Records monthly reports of all Disbursements Transaction, Central and Regional Office; Prints and signs individual JEVs to be attached to corresponding Disbursements Vouchers (DVs)



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for submission to COA; Detaches receiving copies of BIR 2306 & 2307 from paid DVs and forward to Disbursement Processing Unit for filing purposes; Sets-up Accounts Payable.

REGIONAL OFFICES

TEN (10) SUPPORT STAFF FOR THE CONTINUING PROFESSIONAL DEVELOPMENT (CPD) PROJECT

- a. Assists in the implementation, monitoring and evaluation of Continuing Professional Development (CPD) programs in the regions and pre-evaluates applications for accreditation of CPD Providers, Speakers and Programs including Lifelong and Self-directed Learning;
- b. Receive and responds to clients CPD queries;
- c. Performs other duties assigned from time to time.

FORTY (40) SUPPORT STAFF FOR THE LICENSURE AND REGISTRATION DIVISION AND REGULATION DIVISION

- a. Processes applications for various licensure examinations
- b. Process renewal in various professions;
- c. Process applications for Initial Registration of professionals;
- d. Receives, retrieves, and releases Professional Identification Cards (PICs) and Certificate of Registration (COR) of registrants;
- e. Verifies completeness and authenticity of documents and information and conditionally approves applications;
- f. Processes application for Change of Status (COS), Change of Name (CON), Change of Date of Birth (CODB) and other corrections;
- g. Processes applications for BOA accreditation;
- h. Prepares State Board Verification, certification and authentication documents;
- i. Receives PERRCs from the examination section and encodes passed/failed average rating and have all



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Member

passed PERRCs received by the Registration Section and all failed PERRCs to application Section;

- j. Book binds and labels all received table of results and master list of examinees and safe keeps in cabinet;

THIRTY (30) SUPPORT STAFF FOR ADMINISTRATIVE SERVICE

- Fifteen (15)

- a. Acts as Cashier;
- b. Validates, Segregates and issues Official Receipts (OR) to clients;
- c. Checks series numbers of unused OR before registering to ECMS;
- d. Prepares deposit slips of daily collection and deposit collection reports;
- e. Prepares and submits Monthly Reports

- Five (5)

- f. Monitors on employees' attendance, punctuality and not wearing prescribed uniform and not wearing ID;
- g. Assists in checking thru in AMS Daily Time Record, Log Sheets, Pass Slip and application for Leave of Job Order workers and permanent employees;
- h. Tabulates leave balances for all employees monthly;
- i. Monitors and prepares daily mobile hotline reports and submits monthly to Central Office;
- j. Monitors and prepares DTRs;
- k. Facilitates trainings/seminars initiated and conducted by the Regional Office;

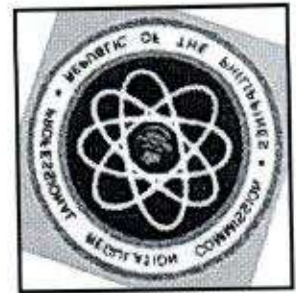
- Ten (10)

- l. Prepares transmittal of all admin documents/communications for Central Office and other regions;
- m. Maintains and repairs building/facilities, cleans



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Provisional Member, Non-IT Projects

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Provisional Member, IT Projects

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Secretary

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Member

ELIEZER C. LEYCO
Member

and upkeeps office area;

- n. Performs messengerial work and receipt of incoming and release of outgoing communications and cargoes;
- o. Acts as Duplo Machine Operator/Sorter;
- p. Reproduces various PRC forms and documents;
- q. Acts as Public Assistance and Complaint Desk (PACD) Officer;
- r. Prepares materials for mobile servicing;
- s. Assists in purchasing of common supplies monthly and monitoring of stocks for office supplies;
- t. Assists in the update and maintains lists of all serviceable and unserviceable inventory of office equipment/furniture;
- u. Assists in the frontline services of different sections
- v. Acts as driver

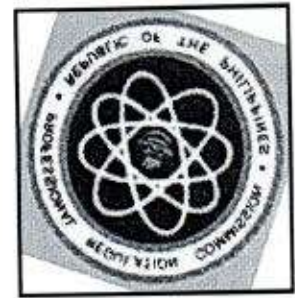
TEN (10) SUPPORT STAFF FOR PLANNING MANAGEMENT AND FINANCIAL SERVICE

- a. Prepares and submits the Annual Procurement Plan and Annual Budget estimates for the region;
- b. Submits Quarterly Budget for MOOE; Monitors funds (MOOE) Obligation and the implementation of the approved budget;
- c. Checks and evaluates the correctness of Budget Estimates for Various Examinations in the Regional Office;
- d. Assists in the conduct of internal audit of cash receipts;
- e. Organizes file of ORS and assists in assessing supporting documents relative to Budget Management;
- f. Checks whether the liquidation of cash advances, conduct of licensure examinations and other office activities are properly liquidated and conform to the obligated budget;



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- g. Preparation of liquidation of cash advances
- h. Monitors and tabulates disbursements per account code;
- i. Conducts pre and post audit of the billing and supporting documents and prepares DV, ORs for security services;
- j. Prepares comparison between budget and actual amount spent/liquidated for monitoring and basis for budget estimate for succeeding years;
- k. Prepares Annual Budget estimates (PPMP, APP, Monthly Cash Program, Physical Target, Examination Budget, ISO) for the Regional Office

FIVE (5) SUPPORT STAFF FOR LEGAL SERVICE

- a. Prepares notices, summons, Subpoena and formal charge against the respondent
- b. Complies with orders from the Hearing Officers or court;
- c. Acts as a conciliator/Mediator;
- d. Drafts orders, decisions and resolutions;
- e. Reviews contract and other legal documents involving the Regional Director on matter referred to;
- f. Evaluates complaints filed personally or online;
- g. Monitors the development of cases;
- h. Provides legal advice for work related complaints

FIVE (5) ICT SERVICE

- a. Act as an ICT Personnel on mobile Services and Offsite Centers
- b. Assists online transactions using Enhanced LERIS such as password resetting, change picture, correction of examination type/place/date and pending payment;
- c. Encodes data of professionals with no matching records found, no icon, edits records, initial registration for with/without exam
- d. Answers client inquiries/technical issues



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received from email;

- e. Facilitates processing of Request for Meals (ROM), ORS, Disbursement Voucher for the conduct of meeting;
 - f. Receives/Releases documents for actions/acted upon;
 - g. Performs other duties as may be requested
8. The SERVICE PROVIDER shall exercise discipline, supervision, control and administration over its personnel in accordance with law, as well as the rules and policies laid down by the PRC.
 9. The SERVICE PROVIDER shall guarantee payment to the PRC for any loss of, or damage to its property, due to the act, omission, negligence or fault of the SERVICE PROVIDER or its personnel.
 10. The amount of the performance bond issued by the SERVICE PROVIDER in compliance with the bidding requirements shall not be construed to be limiting the liability of the SERVICE PROVIDER under the contract to the amount of the bond. The SERVICE PROVIDER binds himself to answer and shoulder all losses or damages that may be duly established under the contract to the amount of the bond.
 11. For and in consideration of the service rendered by the SERVICE PROVIDER to the PRC, the latter shall, during the term of the contract pay the former the bid amount per month, one half (1/2) of which shall be paid every 15th day of the month and the other half at the end of the month, or as prescribed by the PRC.
 12. The SERVICE PROVIDER shall comply with all existing social and labor laws, i.e. minimum wage, 13th month pay, service incentive leave with pay, SSS/PhilHealth/Pagibig premium contributions and other mandatory benefits. Proof of compliance thereto shall be made available anytime upon request by the PRC to the SERVICE PROVIDER.



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13. Prior to billing of payment by PRC, the SERVICE PROVIDER shall submit a sworn statement certifying that it has paid the salaries, wages and/or benefits of its personnel under the law for the previous billing period as well as proof of remittance of SSS, PHILHEALTH, PAGIBIG premium/payments and other deductions/contributions authorized by law. Failure of the SERVICE PROVIDER to comply with the herein provision shall be a ground for the rescission of the contract.
14. Should there be any law or Executive Order increasing the minimum wage or requiring additional compensation in any form, the said increase shall be included in the minimum wage or compensation of the personnel.
15. Any provision, covenants or stipulations in the contract which may be contrary to law, morals, good customs, public order or public policy shall be void *ab initio* and deemed not to have been written and in their stead, the general provisions of law shall apply.
16. In case of any violation of the stipulations and covenants of the contract, the SERVICE PROVIDER agrees to allow the PRC to automatically rescind and/or terminate the same without notice to the SERVICE PROVIDER, and that the PRC shall be entitled for damages sustained. The PRC has the right to unilaterally award or renegotiate the unfinished services/unexpired portion of the contract to another SERVICE PROVIDER without need of judicial intervention.
17. The Contract shall be for a period of **seven (7) months**. However, either party may terminate the Contract by giving the other party THIRTY (30) DAYS notice in writing prior to such termination.
18. The Approved Budget for Contract (ABC) for the required services of the service provider personnel is **PhP17,603,232.11** under Maintenance & Other Operating Expenses (MOOE) Funds.



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ACKNOWLEDGMENT AND COMPLIANCE WITH THE TERMS OF REFERENCE FOR THE PROCUREMENT OF MANPOWER SERVICE PROVIDER

SIGNATURE OVER PRINTED NAME
OF AUTHORIZED REPRESENTATIVE,
DESIGNATION AND PRINTED NAME OF COMPANY