



Republic of the Philippines  
**DEPARTMENT OF FINANCE**

Roxas Boulevard Corner Pablo Ocampo, Sr. Street  
Manila 1004

July 1, 2021

**Ms. JENAIRA MAE A. JALASCO**  
Consultant

**Subject: NOTICE TO PROCEED**

**Dear Ms. Jalasco:**

This Notice to Proceed is hereby issued in connection with the implementation of the Re-engagement of a Technical Consultant (Highly Technical Consultant) in the Department of Finance.

You are hereby directed to commence the delivery of your service according to the terms and conditions stipulated in the Contract effective July 1, 2021 to December 31, 2021.

Thank you.

Very truly yours,

  
**BAYANI H. AGABIN**  
Undersecretary



**MARK DENNIS Y.C. JOVEN**  
Undersecretary

CONFORME:

  
**JENAIRA MAE A. JALASCO**

Date: 7/1/2021

**CONTRACT AGREEMENT FOR THE ENGAGEMENT OF SERVICES OF  
TECHNICAL CONSULTANT FOR THE INTERNATIONAL FINANCE GROUP OF THE  
DEPARTMENT OF FINANCE**

**KNOW ALL MEN BY THESE PRESENTS:**

This CONTRACT entered into this \_\_\_\_\_ day of \_\_\_\_\_, 2021 in the City of Manila, Philippines, by and between:

The **DEPARTMENT OF FINANCE**, a government of the Republic of the Philippines with principal office at the 6<sup>th</sup> Floor, DOF Building, Roxas Boulevard, Manila, herein represented by **Undersecretary BAYANI H. AGABIN** and **Undersecretary MARK DENNIS Y.C. JOVEN**, hereinafter referred to as the “**DEPARTMENT**”;

-and

**MS. JENAIRA MAE A. JALASCO**, of legal age, Filipino and a resident of \_\_\_\_\_ hereinafter referred to as the “**CONSULTANT**”.

The **DEPARTMENT**, and the **CONSULTANT** shall be collectively referred herein as the “**PARTIES**”.

WITNESSETH That:

WHEREAS, there is a need to re-engage a technical consultant, with adequate experience in banking and finance, law or project finance law, to assist the International Finance Group in its various initiatives, which require a more highly specialized and technical skillset, related to the review and processing of financing more complex proposals from various development partners, data collections on financial information, policies on financing and development assistance, priority sectors, implementation arrangements, country assistance or support strategies, and comparative advantage of financing of different bilateral institutions/entities or authorized agencies;

WHEREAS, as provided under Section 53.7 of the 2016 Revised Implementing Rules and Regulations (2016 Revised-IRR) of Republic Act (RA) No. 9184, negotiated procurement is allowed in the case of individual consultants hired to do work that is: (i) highly technical or proprietary; or (ii) primarily confidential or policy determining, where trust and confidence are the primary consideration for the hiring of the consultant, provided that the term of the individual consultant shall, at the most, be on a six month basis renewable at the option of the appointing Head of the Procuring Entity (HoPE), but in no case shall exceed the term of the latter;

WHEREAS, the re-engagement of the services of Ms. Jenaira Mae A. Jalasco is necessary where her technical expertise can be fully tapped;

WHEREAS, under the Department's Bids and Awards Committee (BAC) Resolution No. 059-2021, it was resolved to recommend the approval of the negotiated procurement of the consulting services of Ms. Jenaira Mae A. Jalasco because the work to be performed is highly technical in nature;

WHEREAS, the **DEPARTMENT** shall re-engage the services of the **CONSULTANT** for the provision of the Services for the period July 1, 2021 to December 31, 2021;

WHEREAS, the CONSULTANT is willing to provide the services and technical assistance to the DEPARTMENT;

WHEREAS, the DEPARTMENT has issued Obligation Request No. 011011012021-06-001572 dated June 30, 2021 certifying that adequate funds have been duly appropriated for this procurement in accordance with existing accounting and auditing rules and regulations;

NOW, THEREFORE, for and in consideration of the foregoing premises, the parties hereto have agreed as follows:

1. **SCOPE OF SERVICES**

**The CONSULTANT shall have the following duties and responsibilities:**

- a. Provide technical advice and financial due diligence on issues concerning international finance operations, particularly in supporting the negotiation, sourcing or mobilization, and as applicable process improvement on the management and administration of external financial resources (e.g., loans and grants) extended by bilateral or international sources;
- b. Provide technical advisory support in the management and administration of foreign loans and grants extended by bilateral sources through the adoption of best practices in the processes and policies acceptable to the banking and finance industry;
- c. Provide technical advice and due diligence in the review and appraisal of more complex and novel financing projects proposed for or identified for financing under international sources;
- d. Provide technical advice on IFG's database of on-going and pipeline projects/programs funded/for funding consideration of bilateral agencies/institutions;
- e. Provide financial due diligence, technical research and/or advisory support in the negotiation or coordination on financing, development cooperation, or similar or related sectors with foreign governments, through foreign Embassies or counterpart Ministries/agencies of the DOF and/or their respective bilateral financing institutions/agencies or equivalent aid or development cooperation agencies;
- f. Provide due diligence, technical research and advisory support in the preparation of financial analysis or similar activities of the IFG;
- g. Conduct research and provide technical advisory and industry updates support in monitoring relevant international or domestic developments such as but not limited to foreign or economic policies affecting or relating to international financing and international cooperation;
- h. Provide technical assessment on international finance strategy, planning, and programming of financing including public debt management and analysis;
- i. Provide inputs on policy reviews and feedback on issues to be assigned by the head of the IFG, taking into account best practices in the banking and finance industry;
- j. Prepare position papers, background notes, policy notes, or related materials/reports on more complex and novel issues; and

- k. Perform other functions or tasks as may be assigned from time to time, taking into consideration the consultant's experience and skill set in the field of banking and project finance.

2. **CONSULTANCY FEE**

For and in consideration of the Services rendered by the CONSULTANT, the DEPARTMENT hereby agrees to pay the former a monthly fee of NINETY FIVE THOUSAND EIGHTY THREE PESOS (₱95,083.00) or an aggregate amount of FIVE HUNDRED SEVENTY THOUSAND FOUR HUNDRED NINETY EIGHT PESOS (₱570,498.00) for six (6) months, subject to withholding tax and any and all taxes payable to the government. All payments made under this CONTRACT shall be subject to applicable government accounting and auditing rules and regulations. The CONSULTANT shall not be entitled to fringe benefits, representation and transportation allowance, and other allowances and incentives given to DEPARTMENT employees.

3. **CONFLICT OF INTEREST**

The CONSULTANT commits to provide technical, objective and impartial services to the DEPARTMENT and at all times uphold its paramount interests without consideration for future work assignments that may place the CONSULTANT in a position of not being able to carry out the assignments in the best interest of the DEPARTMENT.

4. **CONFIDENTIALITY CLAUSE/NON-DISCLOSURE**

Except with the prior written consent of the DEPARTMENT, the CONSULTANT shall not at any time communicate to any person or entity any confidential information acquired in the course of the performance of the Services, nor shall the CONSULTANT make public the recommendations formulated in the course of, or as a result of, the Services. For purposes of this clause, "Confidential Information" means any information or knowledge acquired by the CONSULTANT arising out of, or in connection with, the performance of the Services under this CONTRACT that is not otherwise available to the public.

5. **CONSULTANT'S LIABILITY**

The CONSULTANT shall indemnify the DEPARTMENT for any and all damages that the DEPARTMENT may incur due to the fault, negligence, error or omission of the CONSULTANT, without prejudice to other legal remedies available to the DEPARTMENT.

6. **NO EMPLOYER – EMPLOYEE RELATIONSHIP**

It is expressly understood and agreed that the CONSULTANT assigned to the DEPARTMENT is not an employee of the DEPARTMENT. It is further understood and agreed that any personal injury, death or damage sustained by the CONSULTANT during the performance her duties or while within premises of the DEPARTMENT attributable to the acts, omissions, or fault of the DEPARTMENT shall be the liability of the official, employee or agent concerned.

7. **EFFECTIVITY DATE AND DURATION OF CONTRACT**

This CONTRACT shall be in force for the period of July 1, 2021 to December 31, 2021.

8. **AMENDMENT AND MODIFICATION**

No addendum or amendment to this CONTRACT shall be valid and binding between the **PARTIES**, unless it is in writing and signed by the **PARTIES** or their authorized representatives.

9. **VENUE**

In case of any litigation arising from this CONTRACT, the **PARTIES** agree that the competent courts of Manila shall be the exclusive venue, to the exclusion of all other courts or tribunals.

10. **TERMINATION OF CONTRACT**

Either the DEPARTMENT or the CONSULTANT may terminate this CONTRACT no less than thirty (30) days upon service of prior written notice to the other party.

11. **SEPARABILITY**

If any one or more of the provisions contained in this CONTRACT or any documents executed in connections herewith shall be invalid, illegal or unenforceable in any respect, the validity, legality and enforceability of the remaining provisions contained herein shall not in any way be affected or impaired.

IN WITNESS WHEREOF, the parties have hereto set their hands this JUL 01 2021 day of \_\_\_\_\_ 2021 at Manila, Philippines.

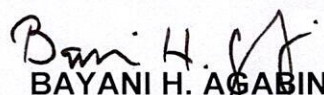
**CONSULTANT**

By:

  
**JENAIRA MAE A. JALASCO**  
Consultant

**DEPARTMENT OF FINANCE**

By:

  
**BAYANI H. AGABIN**  
Undersecretary

  
**MARK DENNIS Y.C. JOVEN**  
Undersecretary

**SIGNED IN THE PRESENCE OF**

\_\_\_\_\_

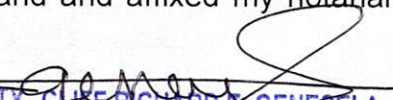
\_\_\_\_\_

**ACKNOWLEDGMENT**

Republic of the Philippines)  
City of Manila ) s.s

BEFORE ME, this JUL 01 2021 day of \_\_\_\_\_ at the Department of Finance, Roxas Blvd., Manila personally appeared Undersecretary Bayani H. Agabin with TIN 172-571-956 and his government issued ID \_\_\_\_\_ issued on \_\_\_\_\_ at \_\_\_\_\_, Undersecretary Mark Dennis Y.C. Joven with TIN 167-305-432 and his government issued ID \_\_\_\_\_ issued on \_\_\_\_\_ at \_\_\_\_\_ in their capacity as the authorized signatories of the DEPARTMENT OF FINANCE and Ms. Jenaira Mae A. Jalasco with TIN \_\_\_\_\_ and her government issued ID \_\_\_\_\_ issued on at \_\_\_\_\_, both known to me to be the same persons who executed the foregoing contract, consisting of five (5) pages including this page, and who acknowledged to me that the same is their free and voluntary act and deed, and the free and voluntary act and deed of the government entity which they represent.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed my notarial seal at the place and on the day first above written.

  
**ATTY. CLIFF RICHARD E. GENESELA**  
NOTARY PUBLIC CITY OF MANILA / ROLL NO. 49006  
Commission No. 2020-111 Issued on Dec. 10, 2020 Until Dec. 31, 2021/ Manila  
PTR No. 981730-1-1000-1000-1000-1000  
**NOTARY PUBLIC** Manila  
IBP No. 134849 Issued on Dec. 14, 2020 Until Dec. 31, 2021  
MCLE No. VI-0022302 Valid from April 4, 2019 Until April 14, 2022  
Office Add: Mezanin San Luis Bldg., 1006 Orosa St., Ermita, Manila

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