



Republic of the Philippines  
Department of Education  
Region V (Bicol)  
**DIVISION OF CATANDUANES**  
**BIDS AND AWARDS COMMITTEE (BAC)**  
San Roque, Virac  
Catanduanes, Philippines  
Tel. No. (052) 811-3094  
Email Address:



### NOTICE TO PROCEED

July 19, 2013

The President  
Catanduanes State University  
Calatagan, Virac, Catanduanes

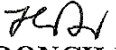

Dear Madam:

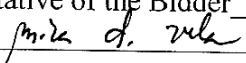
The attached Contract Agreement having been approved, notice is hereby given to **Catanduanes State Colleges, College of Education**, that work may commence as **Service Provider** for the project **2012 Field Operations for the Implementation of the Alternative Learning System (ALS) Programs through Unified ALS Contracting Scheme (LSCS & LSDS)**, effective on the date reckoned from receipt of this notice.

Upon receipt of this notice, you are responsible for performing the services under the terms and conditions of the Agreement and in accordance with the Implementation Schedule.

Please acknowledge receipt and acceptance of this notice by signing both copies in the space provided below. Keep one copy and return the other to the Department of Education, Division of Catanduanes.

Very truly yours,

  
**JOSE L. DONCILLO, CESO VI**  
Asst. Schools Division Superintendent, OIC  
Office of the SDS 

I acknowledge receipt of this Notice on July 24 2013  
Name of the Representative of the Bidder Mila D. Vela  
Authorized Signature 

**Know All By Men By These Presents**

This Agreement made and entered into by and between:

The **Department of Education, Division of Catanduanes** with the office address at San Roque, Virac, Catanduanes, herein represented by **Asst. Schools Division Superintendent, Officer In-Charge, JOSE L. DONCILLO**, herein referred to as **First Party**;

and

The **Catanduanes State University, College of Education**, with the office address at Calatagan, Virac, Catanduanes, herein represented by the **President, Catanduanes State University, MINERVA I. MORALES**, herein referred to as the **Second Party**;

WHEREAS, the 1987 Constitution, Article XIV, Sec. 1 mandates that the State shall protect and promote the right of all citizens to quality education at all levels and shall take appropriate steps to make such education accessible to all;

WHEREAS, the 1987 Constitution, Article XIV, Sec. 2 paragraph 4, clearly mandates the State to encourage nonformal, informal and indigenous learning systems as well as learning, independent and out-of-school study programs particularly those that respond to community needs;

WHEREAS, General Appropriation funds allocated for Field Operation of nonformal education shall be used for functional education and literacy accreditation and equivalency learning support delivery system to Non-government organizations (NGOs) such as foundations, religious/academic supported welfare agencies, People's Organizations, State Universities and Colleges with literacy extension programs, and other government agencies active in literacy promotion, or any other alternative delivery system," (DepEd Memorandum No. 217, s.2002, Sec. 2 and DepEd Order No. 47, s.2002, Sec. 5)

WHEREFORE, and in consideration of the foregoing premises and mutual covenants, and agreements hereinafter set forth, and in consonance with the Agreement cited above, **JOSE L. DONCILLO and MINERVA I. MORALES**, hereby agree to implement the Basic Literacy Program (BLP/Accreditation and Equivalency (A&E) Elementary/Secondary) based on the guidelines.

**A. First Party Shall:**

- Contract the services of the winning Service Providers using the prescribed contract format two (2) weeks after the announcement of the results of evaluation.
- Provide an orientation free of charge to the Service Providers, Facilitators/IM of the service providers before the actual teaching-learning period commences
- Provide a set of the core modules and core competencies for BLP and A&E (Elementary/Secondary) free of charge to the Service Provider
- Conduct monitoring/evaluation at midpoint and end of contract period
- Consolidate District Offices' reports into a Division Report and submit evaluation of performance of learners to RO
- Pay the Service Provider the amount of Php110,000.00 in accordance to the schedule:
  - 50% upon signing of contract
  - 50% upon end-of-contract

*ms*

*ms*

*ms*

*ms*

**B. Second Party Shall:**


- Administer initial and end-of-contract achievement tests (ABL for BLP and FLT and Practice Test for A&E) to the registered learners
- Assist eligible learners to take the annual A&E Test
- Maintain 50 learners per learning group during the contract period
  - Each learning group shall consist of 50 learners up to the end of the contract period
  - In case there is/are learner/s who will drop out within the contract period, the Service Provider shall recruit the equivalent number of learners who have dropped out to maintain 50 learners up to the completion of the service contract.
- Provide each learner a copy of the core modules used during the learning period provided by the RO and DOs
- Ensure that IMs/Facilitators undergo training during the contract period
- Submit progress reports and final report to the RO/DO/District Office
- Disburse the funds in accordance with the contract
- Assign a staff who shall be dedicated/committed to the program (optional)

IN WITNESS HEREOF, the Parties through their representatives have signed this AGREEMENT on the date and place appearing on the acknowledgement thereof.

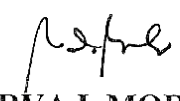
**DEPARTMENT OF EDUCATION**

**SERVICE PROVIDER**

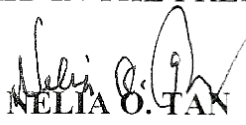
BY:

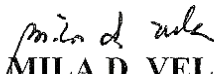
  
**JOSE L. DONCILLO, CESO VI**  
Asst. Schools Div. Superintendent, OIC

BY:

  
**MINERVA I. MORALES, Ed. D.**  
President, Catanduanes State University

**SIGNED IN THE PRESENCE OF:**

  
**NELIA O. TAN**  
OIC, Division ALS Coordinator  
Witness

  
**MILA D. VELA, Ed. D.**  
Dean, College of Education  
Witness

Date signed: 7/15/2013

**Certificate of Availability of Funds:**

2013-07-0050 7/12/2013  
A.M.A.1-CA

Amount: ₱440,000 -  
Account No. BALS-5-13-0074  
Bank Name: January 21, 2013

  
**ELAINE R. ANG** 7/12/13  
Accountant II/B

**ACKNOWLEDGEMENT**

REPUBLIC OF THE PHILIPPINES

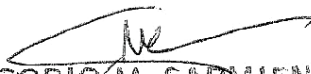
BEFORE ME, this JUL 15 2013 day of \_\_\_\_\_, personally appeared and presented the following:

Name	Residence Certificate Number	Date and Place Issue
1. JOSE L. DONCILLO	<u>27143601</u>	<u>1/31/13 Pandan, Catanduanes</u>
2. MINERVA I. MORALES	<u>15675387</u>	<u>2/21/13 Virac</u>

Known to me to be the same persons who executed the foregoing instrument and acknowledged to me that the same is their free and voluntary act and deed and that of the organization represented by them.

**WITNESS MY HAND and SEAL**, on the date and place written above.

Doc. No. 279  
Page No. 36  
Book No. VI  
Series of 2013

  
**GREGORIO M. SARMIENTO, JR.**  
**NOTARY PUBLIC**  
Province of Catanduanes Philippines  
San Roque, Virac, Catanduanes  
Until December 31, 2013  
IB No. 841123/01-04-2013/Virac, Catanduanes  
PTR No. 9638085/01-02-2013/Virac, Catanduanes  
MCLE Compliance No. III 0015173  
Roll No. 41560