

**CEBUANO TRANSLATOR  
PEOPLE'S BUDGET OF 2012**

**Terms of Reference**

**I. BACKGROUND**

In pursuit of greater transparency, accountability and citizen participation in budgeting, the Department of Budget and Management (DBM) has committed to publish a **People's Budget** annually starting 2011. The People's budget is a publication that summarizes the National Budget, fleshes-out the Administration's spending priorities and elucidates on the national budget process for the layman.

In developing and publishing the **People's Budget of 2012**, the DBM will need a **Translator**, an individual project consultant who will translate the publication from English text to Bisaya (Cebuano).

The translator will be hired by the DBM for a period of four weeks from the 2nd of January, 2012 to the 30th of January, 2012.

**II. SCOPE OF WORK**

The translator is expected to translate an English version of People's Budget into Bisaya (Cebuano) that is accurate and palatable to ordinary Bisaya-speaking audiences. In fulfilling this, he/she is expected to closely coordinate with the Director of the DBM Regional Office VII, as well as the Training and Information Service and/or the Communication and Advocacy Consultant (OSEC);

**III. DELIVERABLES AND IMPLEMENTATION ARRANGEMENTS**

1. Produce an accurate translation of all the texts (i.e. body text, captions, blurbs, etc.) of the English version of the People's Budget to Bisaya (Cebuano) in a way that is understandable to ordinary audiences in terms of terminologies, vocabulary and writing style used.
2. The translator is expected to translate a 10,000-word (est.) publication within a period of four (4) weeks, with the final two (2) weeks allotted for review of the Regional Office VII Director and/or other Bisaya-speaking officials of DBM and necessary revisions and proofreading.
3. He/she may opt to work off-site or in an available workstation/space in DBM provided that he/she brings his own equipment and other tools; provided that he/she regularly consults with the Regional Office VII



Director, as well as the Training and Information Service and/or the Communication and Advocacy Consultant on the deliverables.

4. Once finalized, the translator shall proofread the manuscript, ensuring that no typographical errors are left in the final text. The final manuscript submitted to DBM under this TOR is the property of DBM and cannot be submitted, distributed to or used by any other party.

#### **IV. DESIRED QUALIFICATIONS**

1. Has excellent knowledge of English and Bisaya; excellent Bisaya language skills, writing and typing skills;
2. Has expertise and/or experience in translating English texts into Bisaya and/or editing Bisaya texts in any form (i.e. book, magazine, newspaper), preferably with a portfolio of previous work;
3. Has academic and/or other credentials related to journalism, literature, language studies, and other similar fields;

#### **V. PROFESSIONAL FEE**

The translator shall be paid per word translated, with a ceiling of **THREE PESOS PER WORD (P3.00/word)** for an estimated ten thousand (10,000) words; equivalent to as much as **THIRTY THOUSAND PESOS (P30,000)** for the whole translation work, subject to any tax obligations/deductions.

Full payment upon delivery of the final, proofread translated manuscript.

Payment for the translation work shall be based on the actual number of words translated; but in no case shall it exceed 10,000 words.

**Annex "C"**

**Outputs and Deliverables**

With reference to the Terms of Reference, the Consultant shall carry out and submit the following:

<b>Work of Scope and Activities</b>	<b>Timelines</b>
1. Translate the 10,000-word (est.) publication and submit the first draft	not later than January 16, 2012 or otherwise agreed upon
2. Revise and submit final printer ready copy	not later than January 30, 2012 or otherwise agreed upon



REPUBLIC OF THE PHILIPPINES  
DEPARTMENT OF BUDGET AND MANAGEMENT  
MALACAÑANG, MANILA



**NOTICE OF AWARD**

21 December 2011

**MR. MISAEL P. ONDONG**  
English Department  
Siliman University  
Dumaguete City 6200

Dear Mr. Ondong:

Please be informed that, per attached Bids and Awards Committee Resolution No. 2011-61 dated December 21, 2011, you are hereby awarded the Contract for the Cebuano Translator for the 2012 People's Budget with a contract price of Thirty Thousand Pesos (P30,000.00).

Kindly acknowledge the receipt of this Notice with a Letter of Acceptance pursuant to BAC requirements.

Very truly yours,

  
**FLORENCIO B. ABAD**  
Secretary





REPUBLIC OF THE PHILIPPINES  
**DEPARTMENT OF BUDGET AND MANAGEMENT**  
MALACAÑANG, MANILA



**NOTICE TO PROCEED**

January 13, 2012

**MR. MISAEL ONDONG**

English Department  
Siliman University  
Dumaguete City 6200


Dear Mr. Ondong:

The attached Contract Agreement having been approved, notice is hereby given to you that work may commence as "Cebuano Translator".

Thus, you shall be responsible for performing the services in coordination with the Public Information Unit (PIU) of this Department under terms and conditions of the Contract and in accordance with the Terms of Reference.

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 Budget and Management.

Very truly yours,

  
**FLORENCIO B. ABAD**  
Secretary

Received by:

Name & Signature : MISAEL ONDONG ✓  
Designation : Cebuano Translator ✓  
Date : 18 January 2012 ✓