

**CONTRACT FOR THE ENGAGEMENT OF A CONSULTANT
FOR THE DOCUMENT MANAGEMENT SYSTEM**

KNOW ALL MEN BY THESE PRESENTS:

This Contract of Service is executed and entered into by and between the following:

The **DEPARTMENT OF BUDGET AND MANAGEMENT** ("the Client"), a government institution created under Executive Order No. 25, as amended and operating under Executive Order No. 292, with principal address at the General Solano Street, San Miguel, Manila, represented herein by **Secretary FLORENCIO B. ABAD**;

- and -

Mr. GEORGE V. SOTELO (the Consultant), of legal age, Filipino, with residence address at 162B Labao St., Napindan, Taguig City.

WITNESSETH:

WHEREAS, the Client wishes to have the Consultant perform certain services and the Consultant is willing to provide or perform said services;

NOW, THEREFORE, The Parties hereby agree as follows:

- | | |
|--------------------|--|
| 1. Services | The Consultant shall perform the services specified in Annex A, "Terms of Reference and Scope of Services," which is made an integral part of this Contract ("the Services"). |
| 2. Term | The Consultant shall perform the Services commencing October 10, 2014 and continuing up to April 9, 2015, renewable at the option of the signatory Secretary of the Client, but in no case shall exceed the term of the latter. |
| 3. Payment | For the Services rendered pursuant to Annex "A", the Client shall pay the Consultant an amount not to exceed Two Hundred Thirty Four Thousand Pesos (P234,000.00) for the whole duration of the contract. This amount has been established based on the understanding that it includes all the Consultant's costs, including per diems and profits, as well as any tax obligation that may be imposed on the Consultant. |

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The release of payment is subject to the submission of the outputs and deliverables required in Annex "A" as certified by the signatory Secretary of the Client or his duly authorized representative. Any change in the delivery dates shall be mutually agreed upon in writing between the Client and the Consultant.

4. Project Administrator

The Consultant designates Director Sofia C. Yanto as Client Coordinator. The Coordinator shall be responsible for the review, acceptance and approval of the detailed technical contents of the Consultant's reports and recommend payment for Services rendered by the Consultant, without necessarily limiting the reporting relationship of the Consultant to the signatory Secretary of the Client.

5. Performance Standards

The Consultant undertakes to perform the Services with the highest standards of professional and ethical competence and integrity.

6. Confidentiality

The Consultant shall not disclose any propriety or confidential information relating to the Services, this Contract or the Client's business or operations, without the prior written consent of the signatory Secretary of the Client or his duly authorized representative.

Confidential Information refers to all data, textual and numerical, and graphical representations, as well as all documents and correspondences, whether in writing or oral, pertaining to the same.

The foregoing provision shall not apply in any of the following instances:

- a) If the Confidential Information, or any part thereof, is at the time of disclosure of the consultant, already a part of public domain or has become generally available to the public, other than by reason of a breach of the terms of this Contract; or
- b) If disclosure of the Confidential Information, or any part thereof, is required by competent governmental or other regulatory authorities

for memorandum

pursuant to applicable laws and regulations in force in the Philippines.

- 7. Ownership of Materials**

Any studies, reports or other materials, graphic software or otherwise, prepared by the Consultant for the Client under this Contract shall belong to and remain the property of the Client. The Consultant may retain a copy of such documents and software, exclusively for record purposes.
- 8. Confidentiality**

The Consultant shall not disclose any propriety or confidential information relating to the Services, this Contract or the Client's business or operations, without the prior written consent of the signatory Secretary of the Client or his duly authorized representative.
- 9. Insurance**

The Consultant shall be responsible for taking out any appropriate insurance coverage.
- 10. Assignment**

The Consultant shall not assign this Contract or sub-contract any portion of it without the signatory Secretary of the Client or his duly authorized representative's prior written consent.
- 11. Law Governing Contract**

The Contract shall be governed by the laws of the Philippines.
- 12. Dispute Resolution**

Any dispute arising out of the Contract, which cannot be amicably settled between the Client and the Consultant shall be referred to adjudication or arbitration, in accordance with the laws of the Philippines.
- 13. Termination**

The Client or the Consultant may extra-judicially terminate this Contract for any reason, by notifying the other party, in writing, one (1) month prior to the intended effectivity date of termination.
- 14. Performance Security**

The Performance Security posted by the Consultant shall be returned to the same upon issuance by the signatory Secretary of the Client or his duly authorized representative of a Certificate of Acceptance to the former.

for promulgation

IN WITNESS WHEREOF, both parties have hereunto set their hands and affixed their signatures:

FOR THE CLIENT:



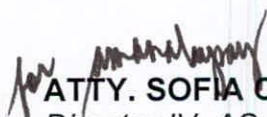
HON. FLORENCIO B. ABAD
Secretary

THE CONSULTANT:

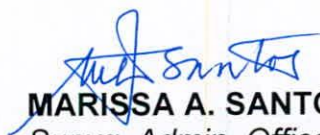


GEORGE V. SOTELO
Consultant

SIGNED IN THE PRESENCE OF:



ATTY. SOFIA C. YANTO
Director IV, AS



MARISSA A. SANTOS
Supvg. Admin. Officer, AS-CRD

Funds Available:


ESPERANZA Q. IGNACIO
Chief Accountant

CR# 0110110/2014-10-001771-A

10/3/2014

ACKNOWLEDGMENT

REPUBLIC OF THE PHILIPPINES)
CITY OF MANILA) S.S.

BEFORE ME, a Notary Public for and in the City of MANILA, Philippines on this _____ day of OCT 10 2014, 2014 personally appeared the following:

NAME	CTC AND VALID ID NO.	DATE & PLACE ISSUED
FLORENCIO B. ABAD	DBM ID # 3807 DL # CO7-03-241283	Manila Quezon City
GEORGE V. SOTELO	07783870 DL # C07-93-084209	Jan. 13, 2014 / Quezon City Jan. 2017 / Pasig City

known to me to be the same persons who executed the foregoing Contract and who acknowledged to me that the same is their free and voluntary act and deed, and of the entities they respectively represent.

IN TESTIMONY WHEREOF, I have hereunto set my hand and affixed my notarial seal this _____ day of OCT 10 2014, 2014.

Doc No. 257 ;
Page No 77 ;
Book No LXXVII ;
Series of 2014.

ATTY. AGUSTIN E. CABREDO
Notary Public for Manila
Notarial Commission No. 2013-106
Until December 31, 2014
Rm. 409, First United Bldg. Co
Escolta, Manila
Roll No. 26047
PTR No. 2450249 / 1-2-14 / Manila
IBP Life Member 05097
MCLE No. IV-0000822

for promulgar

for Santos

TERMS OF REFERENCE AND SCOPE OF SERVICES: Document Management System Consultant

Background:

The Document Management System (DMS) is a customized information technology facility that handles the receiving, routing, tracking, releasing, and archiving of all official documents and records, received or issued by the DBM in the conduct of its affairs.

Since its roll-out last year, continuous enhancements are being made to the system in response to the increasing demand of the stakeholders. These additional requirements have necessitated the engagement of an IT Budget Systems Development Consultant for six (6) months, from April 10, 2014 to October 9, 2014.

Over the duration of the above mentioned engagement, various software changes and additional functionalities were introduced to the system due to enhancements in DBM's internal records management policies. System bugs and errors were also fixed.

To address future system revisions brought about by policy reforms in records management and in anticipation of the system's roll-out to DBM-Regional Offices (ROs), the DMS-Project Implementation Team requests for the re-engagement of a DMS Consultant to prevent any delay in the expansion of the project.

Qualifications:

- A Bachelor's Degree in Computer Science/Information Technology or related fields;
- At least two (2) years cumulative work experience in fields related to software development, software quality assurance, database management and systems analysis and design based on best practices, industry standards and stakeholders' need;
- Has experience in developing Document Management System software applications in client and web-based platforms; and
- Must have good communication, presentation, and public relations skills.

Work Scope and Deliverables:

1. Provide support for the system ISO Certification.
2. Create graphical reports that will enable the management to easily determine the documents that needs completion.
3. Provide additional support for the installation/upgrades of softwares like IIS, SQL Server.
4. Create Dashboard screen for non-management level users.

5. Develop screens that can be used to create custom forms.
6. Implement functionality to early detect and provide warning if server drive space is not sufficient enough to handle document uploads.
7. Implement messaging feature so users can have a quick and easy way to notify other users inside the system.
8. Implement auto-email notification for the following tasks: pending documents for a long, document that has not been acknowledged, document not completed.
9. Enhance the current dashboard for admin users.
10. Perform additional tasks on the system's roll-out to the DBM Regional Offices.
11. Conduct system/functional testing on the additional system features and enhancements in accordance with the defined business rules and stakeholders' requirements;
12. Identify, document and act on software glitches and other problems reported by the stakeholders;
13. Verify and ensure that all software defects and problems reported by the stakeholders are resolved;
14. Recommend and implement additional features and functionalities, subject to approval by the Director of the Administrative Service, to further enhance the system's usability;
15. Document all system enhancements and ensure proper turn-over of the same to the Information and Communications Technology Systems Service (ICTSS);
16. Perform other related tasks as may be directed by the Undersecretary for Transparency and ICT Initiatives, and the Director of the Administrative Service; and
17. Submit monthly accomplishment reports on the tasks assigned.

WORKING ENGAGEMENTS:

The Consultant will work closely with the Administrative Service, the Office of the Chief Information Officer (CIO) and ICTSS, as well as with existing DBM Service Providers and other groups, as may be assigned by DBM.

REPORTING AND EVALUATION:

The Administrative Service/OCIO will evaluate the quality of work done by the Consultant on a monthly schedule to ensure the quality and relevance of the work being conducted.

SCHEDULING/FACILITIES:

The Consultant shall be allowed to work offsite. The Consultant shall be responsible for his own account of tools of the trade (e.g. laptop) necessary for the fulfillment of his engagement as Consultant.

CONTRACT DURATION AND BUDGET:

The contract duration shall be six (6) months, starting upon the receipt of the Notice to Proceed. The budget allocated for the Consultant is Two Hundred Thirty-Four Thousand Pesos (P234,000.00), inclusive of taxes, for the entire six (6) months.

TERMINATION:

Either party may terminate the engagement by notifying the other party, in writing, at least a month before the intended date of termination.

GEORGE V. SOTELO

Address: 162B Labao St., Napindan, Taguig City

Contact Number: +63 908 851 2958

Email: george.sotelo@gmail.com

General Objective

Seeking employment that will help utilize my skills and abilities in a professional environment. To come up with innovative ideas and concept that will assist the growth of my company.

Employment History

Position: **Supervisor**
Company: DB Soft Phils., Inc.
Duration: March 2004-August 2014

Responsibilities:

- Analyze/Delegate tasks to be accomplished by the programmer
- Connect to client server. Deploy/update their applications. Setup IIS and configure database.
- Ensure the correct specs is properly implemented by the member of my team.
- Review codes to make sure instructions were followed correctly. Codes should be following coding standard and most of all it should be optimized for better performance.
- Train new employees with programming languages like HTML, Javascript, Web Services, MS SQL Server Scripting, MS SQL Reporting Services and ASP.Net using Visual Basic.
- Help in formulating coding standards.

Position: **Programmer**
Company: DB Soft Phils., Inc.
Duration: Feb 1999 - March 2004

Responsibilities:

- Ensure Foxpro Application to be Y2K Compliant
- Develop dynamic screens based on the requirement of the client using programming languages like Foxpro 2.0, Foxpro for Windows, Powerbuilder, JSP, ASP, ASP.Net with MS SQL as the backend database server.
- As a Project Leader, I divide work among team members and test it after they have completed it to make sure they have implemented the logic completely and bug-free before we deploy it in the client server.
- Develop common routines like password encryption, database connection, login validations, etc.
- Research new technologies, third party programs and apply it in the applications we are developing.

Position: **Programmer Trainee**
Company: DB Soft Phils., Inc.
Duration: Dec 1988 - Feb 1999

Programming Language used during the training:

- Foxpro for Windows
- MS SQL Server 7
- Powerbuilder
- Crystal Report



Software Developed

GADS (Global Application Development System)

Language: Java Server Pages

Backend: SQL Server

Purpose: For the easier maintenance of the System we are developing. We also used this to communicate with our Project managers in the United States.

COOP System

Language: ASP.NET

Backend: SQL Server

Purpose: For easy maintenance of Loan and Interest and Dividend Computation

Finance System

Language: ASP.Net

Backend: SQL Server

Purpose: For Accounting Purposes.

Student Information System

Language: ASP.Net

Backend: SQL Server

Purpose: For easier maintenance of Student and other related information.

HR/Payroll System

Language: ASP.Net

Backend: SQL Server

Purpose: For Monitoring Employee and Payroll Purposes.

CE Manager

Language: Active Server Pages

Backend: SQL Server

Purpose: For Tracking Continuing Education of Lawyers.

Education Background

College

Rizal Technological University

Year Graduated 1998

Mandaluyong City

Course: **B.S. Computer Engineering**

High School

Angono Private High School

Year Graduated 1993

Angono, Rizal

Elementary

Angono Elementary School (Central)

Year Graduated 1989

Angono, Rizal

Seminars/Conference Attended

Visual Studio Load Testing

Microsoft Office

Georgia, Atlanta, USA

ANUA (Annual User Conference)

Sponsored by DB Soft



Fort Lauderdale, Florida, USA

Skills Acquired Thru Experience

- Knows how to assemble a desktop computer
- Knows how interconnect computers using Local Area Network (from cabling to installing server softwares)
- Setup Virtual Machines, SQL Server
- Setup Web Hosting

Programming Languages Used

ASP.Net
Active Server Pages
Java Server Pages
Turbo Pascal
Foxpro (2.0 and For WIndows)
Powerbuilder
Clipper
HTML
Javascript
CSS

Database (backend server)
MS SQL Server
Oracle

Reports
SQL Reporting Services
Crystal Report

Personal Information

Birthday : April 14, 1976
Birthplace : Agoo, La Union
Religion : Roman Catholic
Gender : Male
Civil Status : Married

Character Reference

Ramon Arce	General Manager	DB Soft Phils., Inc.
Julius Zacarias	Group Manager	DB Soft Phils., Inc.
Michael Oriarte	IT Manager	U-BIX Corporation

I hereby certify that the above information are true and correct to the best of my knowledge and belief.


GEORGE SOTELO


SSS	TIN
3355459426	201-850-821

IN CASE OF EMERGENCY, PLS NOTIFY:

NAME	MARIFI SOTELO
ADDRESS	162 Labao St., Napindan, Taguig, Metro Manila
TEL. NO.	627-4428

IMPORTANT

This card is non-transferable and must be used by the employee whose photo and signature appear hereon and must be surrendered upon resignation or termination of employment.



AUTHORIZED SIGNATURE





REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF TRANSPORTATION & COMMUNICATIONS
LAND TRANSPORTATION OFFICE
EAST AVE. QUEZON CITY



LAST NAME, FIRST NAME, MIDDLE NAME

SOTELO, GEORGE VASADRE



Mar 30, 2012
SIGNATURE OF LICENSEE

ADDRESS (NO. STREET, CITY, MUN., PROVINCE)
162B LABAO ST NAPINDAN TAGUIG CITY
BIRTH DATE SEX HT.(cm) WT.(kg) NATIONALITY
1976-04-14 M 173 78 FIL
RESTRICTIONS CONDITIONS AGY EXPIRES
12 N15 2015-04-14
LICENSE NO.

VIRGINIA TORRES
ASST. SECRETARY



I. RESTRICTIONS

1. MOTORCYCLES/MOTORIZED TRICYCLES
2. VEHICLE UP TO 4500 KGS G V W
3. VEHICLE ABOVE 4500 KGS G V W
4. AUTOMATIC CLUTCH UP TO 4500 G V W
5. AUTOMATIC CLUTCH ABOVE 4500 KGS G V W
6. ARTICULATED VEHICLE 1600 KGS G V W & BELOW
7. ARTICULATED VEHICLE 1601 UP TO 4500 KGS G V W
8. ARTICULATED VEHICLE 4501 KGS & ABOVE G V W

II. ORGAN DONATION:

I HEREBY DONATE ☐ ANY ORGAN
☐ SPECIFIC ORGAN _____
UPON MY DEATH

III. IN CASE OF EMERGENCY NOTIFY:

NAME:
ADDRESS:
TEL#:

CONDITIONS:

- A. WEAR EYE GLASSES
- B. DRIVE ONLY W/SPECIAL EQPT. FOR UPPER LIMBS
- C. DRIVE ONLY W/SPECIAL EQPT. FOR LOWER LIMBS
- D. DAYLIGHT DRIVING ONLY
- E. ACCOMPANIED BY A PERSON W/NORMAL HEARING

BB4449055

COMMUNITY TAX CERTIFICATE

INDIVIDUAL

CCI2013 00132355

YEAR

2014

PLACE OF ISSUE (City / Mun. / Prov.)

CITY OF TAGAYtay

DATE ISSUED

11 18 2014

NAME (SURNAME)

SOLING

(FIRST)

GEORGE

(MIDDLE)

V

ADDRESS

162 ARAD ST. NAHINAN TAGAYtay

CITIZENSHIP

FILIPINO

ICR NO. (If an Alien)

CIVIL

1 Single

3 Widowed

Widower/ Legally Separated

4 Divorced

STATUS

2 Married

PROFESSION / OCCUPATION / BUSINESS

TIN (If Any):

[] [] [] [] [] [] [] [] [] []

SEX:

1 MALE

2 FEMALE

DATE OF BIRTH

01/18/2014

HEIGHT

WEIGHT

TAXABLE

AMOUNT

COMMUNITY

TAX DUE

A. BASIC COMMUNITY TAX (P5.00) Voluntary or Exempted (P1.00)

B. ADDITIONAL COMMUNITY TAX (Tax not to exceed P5,000.00)

1. GROSS RECEIPTS OR EARNINGS DERIVED FROM BUSINESS DURING THE PRECEDING YEAR (P1.00 for every P1,000.00)

2. SALARIES OR GROSS RECEIPT OR EARNINGS DERIVED FROM EXERCISE OF PROFESSION OR PURSUIT OF ANY OCCUPATION (P1.00 for every P1,000)

3. INCOME FROM REAL PROPERTY (P1.00 for every P1,000)

Right Thumb

Print 757.72

TAXPAYER'S SIGNATURE

TOTAL

P

757.72

INTEREST

0.00

TOTAL

AMOUNT PAID

P

757.72

(In words):

MUNICIPAL / CITY TREASURER

SEVEN HUNDRED FIFTY SEVEN PESOS AND SEVENTY TWO CENTAVOS AND 72/100

Republic of the Philippines
Department of Budget and Management
PROCUREMENT SERVICE

CERTIFICATE OF PHILGEPS REGISTRATION (Blue Membership)

THIS IS TO CERTIFY THAT


MR. GEORGE VASADRE SOTELO

162 B Labao St., Napindan
Taguig City Metro Manila

*is registered in the Philippine Government Electronic Procurement System (PhilGEPS)
on 19-Feb-2014 pursuant to Section 8.5 of the Revised Implementing Rules and
Regulations of Republic Act No. 9184, otherwise known as the Government Procurement
Reform Act.*


This Certificate is valid until 29-May-2015.

Issued this 29th day of May, 2014.


ATTY. ESTANISLAO C. GRANADOS, JR.
EXECUTIVE DIRECTOR IV

Document Stamp Tax Paid Php 15.00

Certificate No: PhilGEPS-2014-114676
Certificate Reference No: 2014020013836





REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF BUDGET AND MANAGEMENT
GENERAL SOLANO STREET, SAN MIGUEL, MANILA

NOTICE OF AWARD

MR. GEORGE V. SOTELO
162B Labao St., Napindan
Taguig City

Dear **Mr. Sotelo**:

We are pleased to inform you that the Contract for the Document Management System Consultant is hereby awarded to you with a total consultancy fee of Two Hundred Thirty-Four Thousand Pesos (P234,000.00), inclusive of taxes.

In this regard, you are hereby required to post a performance security in the amount and form provided in Section 39 of the Implementing Rules and Regulations (IRR) of Republic Act (RA) No. 9184.

Very truly yours,


FLORENCIO B. ABAD
Secretary

ORIGINAL RECEIVED
By: GEORGE V. SOTELO
Designation:
Office:
Date: 10/8/2014



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF BUDGET AND MANAGEMENT
GENERAL SOLANO STREET, SAN MIGUEL, MANILA

NOTICE TO PROCEED

MR. GEORGE V. SOTELO
162B Labao St., Napindan
Taguig City

Dear **Mr. Sotelo:**

Notice is hereby given to you to commence your work as Document Management System Consultant, effective the receipt of this notice.

Thus, you shall be responsible for performing the services under the terms and conditions of the Contract, in coordination with Dir. Sofia C. Yanto of the Administrative Service, this Department.

Very truly yours,


FLORENCIO B. ABAD
Secretary

Conforme:

 10/10/2014
Mr. Sotelo

*Received one copy of
contract*

Republic of the Philippines
Department of Budget and Management
 Malacañang, Manila

OBLIGATION REQUEST

No. : 01-101601-2014-
10-001771-A
 Date : October 3, 2014

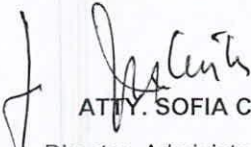
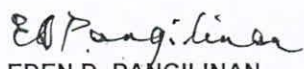
Payee : **GEORGE V. SOTELO**

Address / Office : 162B Labao St., Napindan,
 Taguig City

Legal Basis : 101101 - current agree

Responsibility Center	Particulars	P.P.A.	Account Code	Amount
AS	To cover the contract cost for the engagement of a Consultant for the Document Management System covering the period October 10, 2014 to April 9, 2015	100010001007103000		234,000.00

Attached documents: P 234,000.00

A. Certified		B. Certified	
<input checked="" type="checkbox"/>	Charges to appropriation / allotment necessary lawful and under my direct supervision	Allotment available and obligated for the purpose as indicated above	
<input checked="" type="checkbox"/>	Supporting documents valid, proper and legal		
Signature :		Signature :	
Printed Name :	ATTY. SOFIA C. YANTO	Printed Name :	EDEN D. PANGILINAN
Position :	Director, Administrative Service	Position :	Chief, Budget Division
Date :		Date :	