

# CONSULTANCY CONTRACT

(2023-05-002)

This **CONTRACT** made and entered into this 24 MAY 2023 day of \_\_\_\_\_ in the City of Manila by and between:

The **WITNESS PROTECTION, SECURITY AND BENEFIT PROGRAM (WPSBP)**, an office created under Republic Act No. 6981, herein represented by its Program Director **Atty. JOSE MARINO C. BERNARDEZ**, hereinafter referred to as the **PROGRAM**;

-and-

**Ms. FLERIDA A. JIMENEZ**, of legal age, married and with residence and postal address at 20 JM Basa Compound, E. Rodriguez Jr. Avenue, Quezon City, hereinafter referred to as **CONSULTANT**;

## WITNESSETH, that:

1. Pursuant to the provisions of R.A. No. 6981, Witness Protection Security and Benefit (WPSP) Act, and CSC-COA-DBM Joint Circular No. 1 dated June 15, 2017, the WPSBP hereby hires the **CONSULTANT** as Financial Administration/Internal Control Advisor to provide policy determining, primarily confidential and highly technical services to the WPSBP; including advice and assistance on the following:
  - a. Training of newly appointed WPSBP personnel on matters of Internal Control and on handling the internal control measures of the WPSBP;
  - b. On matters relative to the granting and utilization of Confidential Fund that is the main source of funds for the WPSBP;
  - c. Digitization Plan of the WPSBP;
  - d. Cascading of skills and knowledge to the newly appointed personnel of WPSBP who just assumed office last June 2022;
  - e. In crafting the proposed internal guidelines on the grant and utilization of Confidential Funds;
  - f. Drafting of measures in the settlement of the audit findings noted on the accounts of WPSBP; and,
  - g. Render other services and perform other functions as maybe directed by the Secretary of Justice and/or the WPSBP Program Director;

which function cannot be provided by the present members of the office staff in view of the nature of such services;

1. The PROGRAM has available fund for this purpose;
2. The PROGRAM agrees to pay the **CONSULTANT** a regular monthly consultancy fee in the sum of **FIFTY-SIX THOUSAND PESOS (P56,000.00)**, effective **1 June 2023 up to 30 November 2023**, to be paid on a monthly basis.
3. Pursuant to the provision of R.A. No. 9184, this Contract shall be for a maximum period of six (6) months, renewable at the option of the Head of the Procurement Entity (HOPE), but in no case shall exceed the term of the latter;

SIGNED IN THE PRESENCE OF:

**EMMANUEL LOWELL A. PANDAAN**  
Chief Accountant, DOJ

**JOSIE S. LIM**  
Administrative Assistant III

**Ms. FLERIDA A. JIMENEZ**  
Consultant

**Atty. JOSE MARINO C. BERNARDEZ**  
Program Director, WPSBP

DEPARTMENT OF JUSTICE  
WITNESS PROTECTION, SECURITY &  
BENEFIT PROGRAM (WPSBP)  
by:

SIGNED IN THE PRESENCE OF:

EMMANUEL LOWELL A. PANDAAN  
Chief Accountant, DOJ

4. All confidential matters/information obtained during the consultant's employment with the WPP shall be kept by her in confidence even after the termination of the contract and shall not be divulged to any person other than the authorized Program Implementor/s. Violation of this clause shall be subject to the penal provision of Section 7 paragraph 2 of R.A. No. 6981 and such action as the WPP may deem proper to take;
5. Should the WPSBP be dissolved/discontinued for any reason, this Contract shall be ipso facto terminated and the WPSBP shall not be liable for the pre-termination of this Contract; and
6. The **CONSULTANT** hereby accepts this consultancy contract and conditions herein prescribed.

**IN WITNESS WHEREOF**, the parties have hereunto signed this CONTRACT at the place and date above.

CONFORME:

WITNESS PROTECTION  
SECURITY & BENEFIT PROGRAM  
DEPARTMENT OF JUSTICE:

JOSIE S. LIM  
Administrative Assistant III

*Flerida A Jimenez*  
Ms. FLERIDA A. JIMENEZ  
OSCA ID NO. 206957  
Issued at QUEZON CITY  
On 2021/03/03

*J.C. Bernardez*  
Atty. JOSE MARINO C. BERNARDEZ  
Government Issued ID \_\_\_\_\_  
Issued at \_\_\_\_\_  
On \_\_\_\_\_

SIGNED IN THE PRESENCE OF:

*Josie S. Lim*  
JOSIE S. LIM  
Administrative Assistant III

*Emmanuel Lowell A. Pandaan*  
EMMANUEL LOWELL A. PANDAAN  
Chief Accountant

*Flerida A Jimenez*  
Ms. FLERIDA A. JIMENEZ  
Consultant

Personally appeared before me this 24 MAY 2023 day of \_\_\_\_\_ at \_\_\_\_\_, Philippines, **Ms. FLERIDA A. JIMENEZ** and **Atty. JOSE MARINO C. BERNARDEZ** and exhibited their government issued IDs as mentioned above, respectively, known to me and to be known to be the same persons who executed the foregoing instruments and acknowledged that same is their free will and voluntary act.

*Rosalie E. Balauag*  
ROSANNE E. BALAUAG  
Senior Assistant State Prosecutor  
Assistant Program Director  
WPSBP

DEPARTMENT OF JUSTICE  
WITNESS PROTECTION, SECURITY &  
BENEFIT PROGRAM (WPSBP)  
by:

*Jose Marino C. Bernardez*  
Atty. JOSE MARINO C. BERNARDEZ  
Program Director, WPSBP