

# CONSULTANCY CONTRACT

(2023-05-001)

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. TERESITA C. LUCAS**, of legal age, married and with residence and postal address at 1103B Paulo Street, Parkview Homes Sun Valley, Parañaque 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 Advisor to provide policy determining, primarily confidential and highly technical services to the WPSBP; including advice and assistance on the following:
  - a. Training of the newly appointed Administrative Assistant-Budget Officer who just assumed last June 2022, on matters relative to budget proposal of the WPSBP and in formulating the most economical, efficient and effective fund utilization for budget, personnel, and properties;
  - b. Cascading of skills and knowledge to the newly appointed personnel in assessing per capita requirements of the incoming witnesses considering that in the past, the Consultant maintains the per capita requirements for the witnesses;
  - c. Through her guidance and training of the newly appointed Administrative Assistant-Budget Officer, shall see to it that the WPSBP maintains a high utilization rate of obligation and disbursements and recommends modification of funds when the need arises; and
  - d. 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;

2. The PROGRAM has available fund for this purpose;
3. 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.

SIGNED IN THE PRESENCE OF:

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

**JOSIE S. LIM**  
Administrative Assistant III

by:   
**Ms. TERESITA C. LUCAS**  
Consultant

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

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

SIGNED IN THE PRESENCE OF:

EMMANUEL LOWELL A. PANDAAN  
Chief Accountant, DOJ

4. 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;
5. 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;
6. 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
7. 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

*Teresita C. Lucas*  
**Ms. TERESITA C. LUCAS**  
OSCA ID NO. 48899  
Issued at Parangue City  
On 9-3-2015

*Jose Marino C. Bernardez*  
**Atty. JOSE MARINO C. BERNARDEZ**  
Government Issued ID DD-220417  
Issued at Manila  
On Nov-11, 2022

SIGNED IN THE PRESENCE OF:

by: *Teresita C. Lucas*  
**Ms. TERESITA C. LUCAS**  
Consultant

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

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

Personally appeared before me this 24 MAY 2023 day of \_\_\_\_\_ at \_\_\_\_\_, Philippines, **Ms. TERESITA C. LUCAS** 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.

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

Atty. JOSE MARINO C. BERNARDEZ  
Program Director, WPSBP

*Rosanne A. Balauag*  
**ROSANNE A. BALAUAG**  
Senior Assistant State Prosecutor  
Assistant Program Director  
WPSBP