



**DOST-PCAARRD**

Department of Science and Technology

**PHILIPPINE COUNCIL FOR AGRICULTURE, AQUATIC AND NATURAL RESOURCES  
RESEARCH AND DEVELOPMENT**

ISO 9001:2015

**OFFICE OF THE EXECUTIVE DIRECTOR**

March 30, 2022

**NOTICE TO PROCEED**

**ATTY. ALLEN L. ESPINO**

President

FORA Communications

Las Piñas City, Metro Manila

Dear **Atty. Espino**:

Please acknowledge receipt and acceptance of this notice for the project, "Project 2: Upscaling, Developing, and Implementing the DOST-PCAARRD Promotional Campaigns" under the program, "Harmonizing Initiatives for R&D Advocacy in AANR (HIRAyA)" by signing the space provided below.

As per approved Contract for the Procurement of Consulting Service for Social Media Advertising Management Service dated March 30, 2022, you will perform the services stipulated under the agreement for the duration of April 1, 2022 to May 31, 2022.

Thank you.

Very truly yours,

**REYNALDO V. EBORA, PhD**  
Executive Director

I acknowledge receipt of this Notice on March 31, 2022

Name of the Representative of the Bidder Atty. Allen L. Espino

Authorized Signature: Allen L. Espino



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PHILIPPINE COUNCIL FOR AGRICULTURE, AQUATIC AND NATURAL RESOURCES  
RESEARCH AND DEVELOPMENT

DOCUMENT CODE	QMSF-ARMSS-07-01-09
REVISION NUMBER	1
PAGE NUMBER	1 of 1
EFFECTIVITY DATE	July 1, 2020

**JOB CONTRACT FOR SERVICES**

Job Contract No. 2022-041  
 Date Prepared: March 30, 2022  
 Purchase Request no. 22-04-186  
 AP No. 3100

above P100,000.00 (Executive Director)  
 P100,000.00 and below (FAD Director)

**ATTY. ALLEN L. ESPINO**  
 President  
 FORA Communications  
 Las Piñas City, Metro Manila

Dear **Atty. Espino**:

You are hereby contracted to undertake the job described as follows:

1. Facilitate ad buying with a total ad budget of Php10,000 per month for YouTube social media platform of DOST-PCAARRD.
2. Follow the following objectives for YouTube: Increase awareness about the two series and DOST-PCAARRD's accomplishments and increase video plays/views.
3. Achieve the following per month for this objective: Increase video plays in YouTube: Obtain at least 300,000 impressions
4. Submit a performance report within 10 days after the last day of each month for the duration of the service.
5. Regularly coordinate with the Client during business hours (Mondays to Fridays, 8:00 a.m. to 5:00 p.m.) and hold meetings, if needed, to evaluate the performance of the service.

With the above-described job you are entitled to receive as payment the amount of **SEVENTY-EIGHT THOUSAND FOUR HUNDRED PESOS (PhP78,400.00)** subject to % EWT and % VAT.

It is hereby agreed that any changes in the scope of job will mean adjustment of the contracted amount, subject to availability of funds.

You are expected to complete the job within **61 calendar days** from the day of your confirmation.

For inquiries regarding the job, please contact **Ms. Marita A. Carlos** of the Applied Communication Division (ACD).

Job rendered is subject to inspection and acceptance by PCAARRD. In case of failure to deliver the contracted job within the specified period, your company shall be charged a liquidated damage equivalent to one tenth of one percent (1/10 of 1%) of the total contracted amount for every day of delay.

Upon final acceptance by PCAARRD, the job rendered shall have a warranty of ninety (90) calendar days.

*RE*  
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**REYNALDO V. EBORA, PhD**  
 Executive Director, PCAARRD

Certified Funds Available:

\_\_\_\_\_  
**ABEGAIL GRACE M. MARALIT**  
 Accountant III, PCAARRD



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### JOB CONTRACT FOR SERVICES

CONFORME:

Allen L. Espino  
**ALLEN L. ESPINO**  
FORA Communications

March 31 2022  
Date conformed

Inv. No. \_\_\_\_\_ dated \_\_\_\_\_

Source of Fund: P78,400.00 charged to Professional Services of  
ObR No. "Project 3: Capacity Development in Communication  
and Promotion" under the program, "Harmonizing  
Initiatives for R&D Advocacy in AANR (HIRAYA)."

Property Section:

Received by:

Date: