

CONTRACT OF SERVICES

This Contract of Service made and entered into this 23rd day of February 2020 at Pasay City, Philippines, by and between:

The **TOURISM INFRASTRUCTURE AND ENTERPRISE ZONE AUTHORITY**, an attached body corporate of the Department of Tourism by virtue of Republic Act No. 9593, with principal office address at 6th & 7th Floors, Tower I Double Dragon Plaza, Double Dragon Meridian Park, Macapagal Avenue corner EDSA Extension, 1302, Bay Area, Pasay City represented herein by its Chief Operating Officer, **POCHOLO J.D. PARAGAS** (hereafter referred to as "**FIRST PARTY**").

- and -

LANCE RENZ M. BALDOVINO, a Filipino Citizen, of legal age and with postal address at 2178 Anonas Street, Sta. Mesa, Manila City (hereafter referred to as "**SECOND PARTY**").

RECITALS

WHEREAS, the Business Development Department of the First Party is in need of the services of the Second Party who shall perform work not performed by the regular personnel of TIEZA;

WHEREAS, the Second Party has signified his intention, to which the First Party has accepted, to provide the service needed by the latter;

WHEREAS, the Second Party hereby possesses the education, experience and skills required to perform the job as described herein;

WHEREAS, the Second Party has a background on advertising and promotions, tourism, sales and marketing;

WHEREAS, the Second Party is up to date with the latest computer graphics and design software and computer technologies to remain competitive;

NOW, THEREFORE, for and in consideration of the foregoing premises and covenants and undertakings hereinafter set forth, the parties hereto have agreed as follows:

1. The Second Party, to be designated at the Business Development Department is expected to perform the following functions:
 - a) Assists in the creation, development, execution of the overall design and layout, and in the production of brochures, other promo and collateral materials and print advertisements;
 - b) Assists in the creation, development, execution of new concepts, designs, graphics and layouts;
 - c) Renders concepts, graphics, and layouts for TIEZA logos, product illustrations and websites;
 - d) Assists in the creation of concepts and execution of booth design and layout during exhibits and other events;
 - e) Reviews final lay-out and suggests improvements, if necessary;
 - f) Incorporates changes or new designs recommended by TIEZA into the Final Design before printing or publication, and/or installation;


LANCE RENZ M. BALDOVINO
(SECOND PARTY)


POCHOLO J.D. PARAGAS
For TIEZA



- g) Works with a wide range of media and uses graphic design software;
 - h) With background in advertising, marketing, promotions, tourism and social media communications;
 - i) Concept and execution of Audio Visual Presentations for TIEZA;
 - j) Participates in the design and production of multimedia campaigns by way of assisting in production coordination, background design and progress tracking for TIEZA;
 - k) Creates special effects, animation and media for use in TIEZA products and/or creation of AVP and Digital ads;
 - l) Performs other creative services and related functions from time to time.
2. The Second Party hereby attests that he is not related within the third degree of consanguinity or affinity to the: 1) hiring authority and/or 2) representative of the First Party; that he has not been previously dismissed from government service by reason of an administrative offense;
 3. The Second Party is hereby contracted as a *Junior Graphic Designer Artist* at the Business Development Department to be assigned at the Sales Division in consideration of the monthly rate of **Twenty Seven Thousand Five Hundred Pesos (P27,500.00)** to be paid on a monthly basis;
 4. That the monthly fee shall be processed and paid only upon submission of the SECOND PARTY'S monthly outputs and/or deliverables to be required, as certified by the Chief Operating Officer or his duly authorized representative.
 5. The Second Party shall perform work at a time and schedule to be agreed upon by both parties;
 6. The duration of this Agreement shall commence from **February 23, 2020** until **Aug 31, 2020** or a period of Six (6) months subject to renewal upon agreement by both parties;
 7. It is understood that this contract does not create an employer and employee relationship between the First Party and the Second Party, that the services rendered hereunder are not considered and as bases for entitlements to leave privileges and other benefits enjoyed by the regular personnel of the First party, such as but not limited to PERA, ACA and RATA;
 8. Notwithstanding the fixed duration of this contract, the services of the Second Party may be terminated earlier than the expiration date due to unsatisfactory service, unavailability of funds, early completion or discontinuance of the project, or other reasons within the control of the First Party.

IN WITNESS WHEREOF, the parties hereto have set their hands on the date and place above-written.

POCHOLO J.D. PARAGAS
For the **FIRST PARTY**



LANCE RENZ M. BALDOVINO
SECOND PARTY

SIGNED IN THE PRESENCE OF:

JETRO NICOLAS F. LOZADA
Assistant Chief Operating Officer
Assets Management Sector

MA. EVELYNE A. FRANCISCO
Manager
Business Development Department

ACKNOWLEDGEMENT

REPUBLIC OF THE PHILIPPINES)
_____) S.S.

BEFORE ME, a Notary Public in and for _____, Philippines, this ____ day of _____ 2020 personally appeared:

Name	ID Presented/ID No.	Date & Place Issued
POCHOLO J.D. PARAGAS	TIEZA ID No. 3270	City of Makati
LANCE RENZ M. BALDOVINO	TIEZA ID No. 3371	City of Pasay

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

This instrument consists of **THREE (3) PAGES**, including this page where this acknowledgment is written.

IN TESTIMONY WHEREOF, I have hereunto set my hand and affixed my notarial seal on the date and at the place first above written.

NOTARY PUBLIC

Doc No. ____;
Page No. ____;
Book No. ____;
Series of 2020.