



**Gov. Alfonso D. Tan College**  
**Maloro, Tanguib City**

# **FACULTY**

## **B – Recruitment and Selection**

### **●Consultant Contract**

## CONTRACT OF SERVICE

This contract made and entered by and between:

CITY OF TANGUB, a local government unit, herein represented by the City Mayor, PHILIP T. TAN, herein referred to as "FIRST PARTY";

and

DR. RAYMUNDO P. ARCEGA, CSE, of legal age, Filipino and a resident of Makati City, herein after referred to as "SECOND PARTY";

### WITNESSETH

WHEREAS, the FIRST PARTY is in need of the services of the SECOND PARTY who shall perform work not performed by the regular personnel of the FIRST PARTY;

WHEREAS, the FIRST PARTY shall shoulder the accommodation and transportation expenses of the SECOND PARTY;

WHEREAS, the SECOND PARTY has signified his intention, to which the FIRST PARTY has accepted, to provide the service needed of the latter;

WHEREAS, the SECOND PARTY hereby possesses the education, experience, skills and expertise required to perform the job as described herein;

WHEREAS, the SECOND PARTY hereby attests that he is not related within the fourth 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; that he has not already reached the compulsory retirement age of sixty-five (65);

NOW, WHEREFOR, for and in consideration of the above-mentioned premises, the SECOND PARTY is hereby contracted as a Presidential Consultant for Education/Consultant to the Office of the City Mayor for Education for the period of one (1) year, starting January 1, 2018 renewable every year, in consideration of the monthly rate of Php 25,000.00, to be paid on a monthly basis, subject to the following terms and conditions set both in this contract to wit;

### I. FUNCTIONS

As a Presidential Consultant, the SECOND PARTY is expected to perform the following functions:

- a) Assists the College through its BOT chairman and President, in defining strategic directions;
- b) Assists in determining educational strategy at the institutional, functional and operational level;
- c) Assists in program monitoring and evaluation;
- d) Provides advises on matters relating to human resources and financial management; and
- e) Such other related functions as may be required by the College President or the City Mayor.

### II. SCHEDULE

The SECOND PARTY shall perform work at a time and schedule to be agreed upon by both parties.

That it is understood, at this contract does not create an employer-employee relationship between the FIRST PARTY and the SECOND PARTY, that the services rendered hereunder are not considered and will not be accredited as government service; and the latter is not entitled to benefits enjoyed by the regular personnel of the FIRST PARTY.

#### IV. SEPARABILITY CLAUSE

If any reason, any part or provision of this Contract shall be held unconstitutional or invalid, the other parts or provisions hereof which are not affected thereby shall continue to be in full force and effect.

#### V. EFFECTIVITY CLAUSE

This Contract of Service shall take effect upon signing of this document.

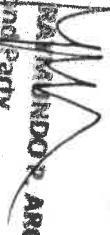
#### VI. VENUE

Any issues, breach of contract or case arising from this Contract of Service shall be filed in the appropriate courts of Tanguib City only, to the exclusion of all other courts.

IN WITNESS WHEREOF, both parties have hereunto set their hands this 1<sup>st</sup> day of January, 2018 at Tanguib City.

CITY OF TANGUB  
Name of agency  
T. I. N. - 100-000710427


  
PHILIP T. TAN  
City Mayor

  
DR. RAMUNDO R. ARCEGA, CSE  
Second Party  
CTC No. \_\_\_\_\_  
Date Issued: \_\_\_\_\_  
Place Issued: \_\_\_\_\_

represented by:

Signed in the presence of:

  
BELAFLORE E. FERNANDEZ

  
MARICELLE M. NUEVA

#### ACKNOWLEDGEMENT

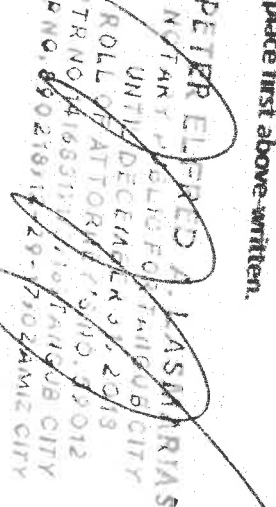
Republic of the Philippines)  
CITY OF TANGUB \_\_\_\_\_) S.S.

BEFORE ME, this FEB 12 2018 day of January 2017, in the City of Tanguib, Philippines, personality appeared the parties, known to me and to me known to be the same persons who executed the foregoing instrument and acknowledged the same to be of their own free and voluntary act and deed.

This instrument consisting of two (2) pages, including this wherein the acknowledgment is written, signed by the parties and their instrumental witnesses on each and every page thereof.

WITNESS MY HAND AND SEAL on the date, year and place first above-written.

DUG NO. 455  
PAGE NO. 51  
BOOK NO. XLVI  
SERIES OF 208

  
PETER ELMER A. MASAMARIAS  
NOTARY PUBLIC FOR TANGUB CITY  
ROLL OF ATTORNIES, 2013  
PTR NO. 14166371, TANGUB CITY  
BR NO. 89021871, 29-79021871 TANGUB CITY

2-3-17  
**CONTRACT OF SERVICE**

This contract made and entered by and between:

**CITY OF TANGUB**, a local government unit, herein represented by the City Mayor, **PHILIP T. TAN**, herein referred to as "**FIRST PARTY**";

- and -

**DR. RAYMUNDO P. ARCEGA, CESE**, of legal age, Filipino and a resident of Makati City, herein after referred to as "**SECOND PARTY**";

- **WITNESSETH** -

WHEREAS, the **FIRST PARTY** is in need of the services of the **SECOND PARTY** who shall perform work not performed by the regular personnel of the **FIRST PARTY**;

WHEREAS, the **FIRST PARTY** shall shoulder the accommodation and transportation expenses of the **SECOND PARTY**;

WHEREAS, the **SECOND PARTY** has signified his intention, to which the **FIRST PARTY** has accepted, to provide the service needed of the latter;

WHEREAS, the **SECOND PARTY** hereby possesses the education, experience, skills and expertise required to perform the job as described herein;

WHEREAS, the **SECOND PARTY** hereby attests that he is not related within the fourth 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; that he has not already reached the compulsory retirement age of sixty-five (65);

NOW, WHEREFOR, for and in consideration of the above-mentioned premises, the **SECOND PARTY** is hereby contracted as a **Presidential Adviser for Education/Adviser to the Office of the City Mayor** for **Education** for the period of one (1) year, starting January 1, 2017 renewable every year, in consideration of the monthly rate of Php 25,000.00, to be paid on a monthly basis, subject to the following terms and conditions set both in this contract to wit;

**I. FUNCTIONS**

As a **Presidential Adviser**, the **SECOND PARTY** is expected to perform the following functions:

- a) Assists the College through its BOT chairman and President, in defining strategic directions;
- b) Assists in determining educational strategy at the institutional, functional and operational level;
- c) Assists in program monitoring and evaluation;
- d) Provides advises on matters relating to human resources and financial management; and
- e) Such other related functions as may be required by the College President or the City Mayor.

**II. SCHEDULE**

The **SECOND PARTY** shall perform work at a time and schedule to be agreed upon by both parties.

### III. OTHERS

That it is understood that this contract does not create an employer-employee relationship between the FIRST PARTY and the SECOND PARTY, that the services rendered hereunder are not considered and will not be accredited as government service; and the latter is not entitled to benefits enjoyed by the regular personnel of the FIRST PARTY.

### IV. SEPARABILITY CLAUSE

If any reason, any part or provision of this Contract shall be held unconstitutional or invalid, the other parts or provisions hereof which are not affected thereby shall continue to be in full force and effect.

### V. EFFECTIVITY CLAUSE

This Contract of Service shall take effect upon signing of this document.

### VI. VENUE

Any issues, breach of contract or case arising from this Contract of Service shall be filed in the appropriate courts of Tanguib City only, to the exclusion of all other courts.

**IN WITNESS WHEREOF**, both parties have hereunto set their hands this 1<sup>st</sup> day of January, 2017 at Tanguib City.

CITY OF TANGUB  
FIRST PARTY  
T.I. N. - 100-000710427

DR. RAYMUNDO P. ARCEGA, CESE  
SECOND PARTY  
CTC No. \_\_\_\_\_

represented by:

PHILIP T. TAN  
City Mayor

Date Issued: \_\_\_\_\_  
Place Issued: \_\_\_\_\_

Signed in the presence of:

### ACKNOWLEDGEMENT

Republic of the Philippines)  
CITY OF TANGUB.....) S.S.

BEFORE ME, this 1<sup>st</sup> day of January 2017, in the City of Tanguib, Philippines, personality appeared the parties, known to me and to me known to be the same persons who executed the foregoing instrument and acknowledged the same to be of their own free and voluntary act and deed.

This instrument consisting of two (2) pages, including this wherein the acknowledgment is written, signed by the parties and their instrumental witnesses on each and every page thereof.

WITNESS MY HAND AND SEAL on the date, year and place first above-written.

DOC NO. 309  
PAGE NO. 69  
BOOK NO. XXVII  
SERIES OF 2017

PETER FLENER A. LASAMAS  
NOTARY PUBLIC FOR TANGUB CITY  
UNTIL DECEMBER 31, 2018  
ROLL OF ATTORNCY 34355012  
PTR NO. 12374701/10/17 TANGUB CITY  
IBP NO. 89032714/10/10 TANGUB CITY

## CONTRACT OF SERVICE

This contract made and entered into by and between:

The **CITY GOVERNMENT OF TANGUB**, with principal office address at Brgy. 1, Tangub City, represented by the City Mayor, **ATTY. PHILIP T. TAN**, Filipino, of legal age, married and a resident of Barangay 1, Tangub City hereinafter called as the "**FIRST PARTY**";

-and-

**EMELIO S. PASCUAL**, of legal age, Filipino, with residence address at Cebu City, Philippines, hereinafter referred to as the "**SECOND PARTY**".

-WITNESSETH-


1. That the **FIRST PARTY** is need of the services of the **SECOND PARTY** who shall perform the work enumerated hereunder;
2. That the **SECOND PARTY** has signified his intention, to which the **FIRST PARTY** has accepted, to provide the service needed by the latter;
3. That the **SECOND PARTY** hereby possesses the education, experience and skills required to perform the job as described herein;
4. That **SECOND PARTY** will carry out work on a regular or routine basis that is necessary, desirable, and essential to the conduct of business of the **FIRST PARTY**;
5. That the **SECOND PARTY** hereby attests that he is not related within the fourth degree of consanguinity or affinity to be the : 1) hiring authority and/or 2) representative of the **FIRST PARTY**; and that he has not been previously dismissed from government service by reason of an administrative offense;
6. That in the view hereof, the **SECOND PARTY** is hereby contracted as GADTC Development and Operation Officer, for the period, January 1, 2018- June 30, 2018 in consideration of the monthly rate of **THIRTY NINE THOUSAND PESOS** ( Php. 39,000.00) to be paid on monthly basis;
7. That as GADTC Development and Operation Officer, the **SECOND PARTY** is expected to perform the following functions;
  - a) Study and recommend to the College President strategies necessary to GADTC to become a self- sufficient institution;
  - b) Study and recommend to the College President the needed competences of GADTC faculty and academic staff, and;
  - c) Study and recommend to the College President strategies to improve the competitiveness of GADTC.


8. That the **SECOND PARTY** shall perform work at a time and schedule to determined by the Local Chief Executive;

9. That the **SECOND PARTY** shall provide the accommodation, meals and transportation expenses of the **SECOND PARTY** while he is in the performance of his functions stated above;

10. That it is understood that this contract does not create an employer-employee relationship between the **FIRST PARTY** and the **SECOND PARTY**, that the services rendered hereunder are not considered and will not be accredited as government service; and that the latter is not entitled to benefits enjoyed by the regular personnel of the **FIRST PARTY**.

**IN WITNESS WHEREOF**, both parties have hereunto set their hands this day of JAN 24 2018 2018 at Tanguub City.

  
**PHILIP T. TAN**  
City Mayor  
First Party

  
**EMELIO S. PASCUAL**  
GADTC Development & Operation Officer  
Second Party

Signed in the presence of:

  
**LUCY B. AMORA**  
Senior Administrative Asst. IV

  
**WILMAR CUAMBOT**  
City Administrator I

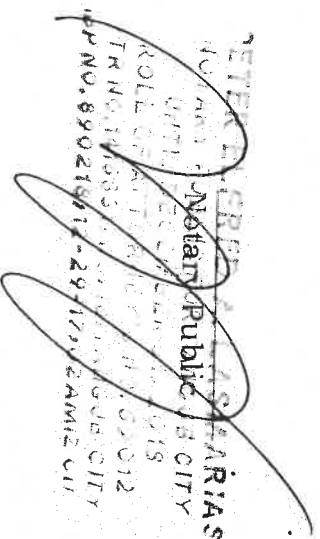
#### ACKNOWLEDGEMENT

Republic of the Philippines)  
City of Tanguub) S.S

JAN 24 2018

BEFORE ME this \_\_\_\_ day of \_\_\_\_\_, 2018 in \_\_\_\_\_ Mis. Occ., Philippines, personally appeared Atty. Philip T. Tan, with CTC No. \_\_\_\_\_ issued at Tanguub City on \_\_\_\_\_ and Emelio S. Pascual with CTC No. 28033945 issued at Tanguub City on January 24 2018 shown to me to be the same persons who executed the foregoing instrument, acknowledged the same to be their own free and voluntary acts and deed.

Doc. No. 177  
Page No. 36  
Book No. XLV  
Series of 2018

  
Notary Public  
CITY OF TANGUUB  
P. NO. 89021014-29-17202AMIZ CII



## CONTRACT OF SERVICES

KNOW ALL MEN BY THESE PRESENTS:

This contract made and entered by and between:

CITY OF TANGUB, a local government unit, herein represented by the City Mayor Philip T. Tan, hereinafter referred to as "First Party";

EMELIO S. PASCUAL, of legal age, Filipino and a resident of Cebu City hereinafter referred to as "Second Party";


### WITNESSETH:

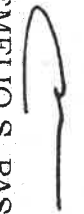
1. That the First Party is in need of the services of the Second Party who shall performed work not performed by the regular personnel of the First Party;
2. That the Second Party has signified his intention, to which the First Party has accepted, to provide the service needed by the latter;
3. That the Second Party hereby possesses the education, experience and skills required to perform the job as required therein;
4. That the Second Party hereby attests that he is not related within the fourth 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 ; that he has not already reached the compulsory retirement age of sixty-five (65);
5. That in view hereof, the Second Party is hereby contracted as a GADTC **Development and Operations Specialist**, for the period of January 1 to June 30, 2014 in consideration of the monthly rate of Thirty Nine Thousand Pesos (39,000.00), to be paid on a monthly basis;
6. That as GADTC Development and Operation Specialist, the Second Party is expected to perform the following functions:
  - a) Study and recommend to the College President strategies necessary to GADTC to become a self-sufficient institution;
  - b) Study and recommend to the College President the needed competences of GADTC faculty and academic staff, and
  - c) Study and recommend to the College President strategies to improve the competitiveness of GADTC.



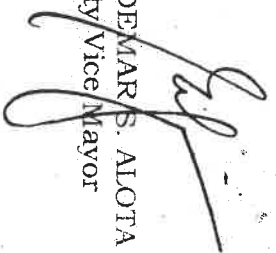
9. That it is understood that this contract does not create an employer-employee relationship between the First Party and the Second Party, that the services rendered hereunder are not considered and will not be accredited as government service; and that the latter is not entitled to benefits enjoyed by the regular personnel of the First Party;


IN WITNESS WHEREOF, the Parties have hereunto affix their signatures this 2<sup>nd</sup> day of February 2014 at Tanguib City Philippines.

  
PHILIP T. TAN  
City Mayor  
FIRST PARTY

  
EMELIO S. PASCUAL  
SECOND PARTY

SIGNED IN THE PRESENCE OF:

  
EDEMAR S. ALOTA  
City Vice Mayor

  
ELNORA ALNOHURO  
City councilor

#### ACKNOWLEDGEMENT

Republic of the Philippines

(-----) ss

BEFORE ME, this FEB 20 2014 day of FEB 20 2014, the City of Tanguib, Philippines, appeared MAYOR PHILIP T. TAN with CTC No. 27970697 issued at Tanguib City on January 14, 2014 and EMELIO S. PASCUAL with CTC No. 27974225 issued at Tanguib City on February 14, 2014 shown to me to be the same persons who executed the foregoing instrument, acknowledged the same to be their own free and voluntary acts and deed.

Doc. No. 884  
Page No. 13  
Book No. 74  
Series of 2014

  
ATTY. JOVELYN ALIMA

Notary Public for the City of Mis. Occ.

Notarial Commission No. 02-13 until 12/31/2013

PTR No. 0597482-01/09/14-Tanguib City

IBP No. 890121-12/26/13-Mis. Occ.

T.L.N. 256-482-343-000

Roll of Attorneys No. 55936



## ACCOMPLISHMENT REPORT

March 2013

- Held meetings to coordinate year end activities including Graduation Ceremonies and Tribute to Parents
- Initiated Earth Hour Activities of the College
- Monitored the piloting of new teachers' evaluation tool
- Continued the Review and assessment of the curricular revision and alignment of courses of the different departments
- Met with the security and safety officers of the college to formulate the security and safety plan of the campus
- Monitored the activities of the promotional team
- Monitored the External Team's visit to JRMSU and BSU
- Conducted consultative meetings with Department Heads and Council of Deans
- Reviewed the Rank and Tenure Tool for GADTC
- Regularly updated the College President on currents of the College
- Held several meetings with the research team for the Term Report of the City Mayor
- Held meetings with the various college committees
- Conducted series of Meetings with persons in charge of the Confucius Center and Mandarin Teaching mostly about the Chinese Spring Festival Celebration
- Conducted a general assembly meeting of faculty and staff
- Initiated the automation of process and operations project for GADTC
- Held meetings on the possibility of opening Graduate Programs for GADTC
- Sat in the review panel of the GADTC Research Group.
- Attended the Board of Trustees Meeting
- Monitored the team accomplishing the TESDA accreditation Requirements

Submitted by:

**P. EMELIO S. PASCUAL**  
GADTC CONSULTANT

## CONTRACT OF SERVICE

### KNOW ALL MEN BY THESE PRESENTS:

This contract made and entered by and between:

**CITY OF TANGUB**, a local government unit, herein represented by the City Mayor,  
**PHILIP T. TAN**, hereinafter referred to as "**First Party**";

- and -

**PASCUAL EMELIO S. PASCUAL**, of legal age, Filipino and a resident of Cebu City,  
hereinafter referred to as "**Second Party**";

- WITNESSETH -

1. That the First Party is in need of the services of the Second Party who shall perform work not performed by the regular personnel of the First Party;
2. That the Second Party has signified his intention, to which the First Party has accepted, to provide the service needed by the latter;
3. That the Second Party hereby possesses the education, experience and skills required to perform the job as described herein;
4. That the Second Party hereby attests that he is not related within the fourth 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; that he has not already reached the compulsory retirement age of sixty-five (65);
5. That in view hereof, the Second Party is hereby contracted as a **GADTC Development and Operations Specialist** for the period of One (1) year, starting September 1, 2012, in consideration of the monthly rate of **Thirty Nine Thousand Pesos (P39,000.00)**, to be paid on a monthly basis;
6. That as a GADTC Development and Operations Specialist, the Second Party is expected to perform the following functions:
  - a) Study and recommend to the College President strategies necessary for GADTC to become a self-sufficient institution;
  - b) Study and recommend to the College President the needed competencies of GADTC faculty and academic staff; and
  - c) Study and recommend to the College President strategies to improve the competitiveness of GADTC;
7. That the Second Party shall perform work at a time and schedule to be agreed upon by both parties;
8. That the First Party shall provide the accommodation and transportation expenses of the Second Party while he is in the performance of his functions stated above;

9. That it is understood that this contract does not create an employer-employee relationship between the First Party and the Second Party, that the services rendered hereunder are not considered and will not be accredited as government service; and that the latter is not entitled to benefits enjoyed by the regular personnel of the First Party.

**IN WITNESS WHEREOF**, both parties have hereunto set their hands this 1<sup>st</sup> day of September, 2012 at Tanguib City.

**CITY OF TANGUB**

Name of agency

T. I. N. – 100-000710427

**PASCUAL EMELIO S. PASCUAL**  
Second Party  
CTC No. 27940906  
Date issued: January 10, 2012  
Place issued: Tanguib City

By: **PHILIP T. TAN**  
City Mayor

Signed in the presence of:



**ACKNOWLEDGMENT**

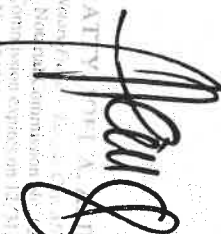
Republic of the Philippines)  
CITY OF TANGUB.....) S. S.

BEFORE ME, this 1<sup>st</sup> **SEP 06 2012** September 2012, in the City of Tanguib, Philippines, personally appeared the parties, known to me and to me known to be the same persons who executed the foregoing instrument and acknowledged the same to be of their own free and voluntary act and deed.

This instrument consisting of two (2) pages, including this wherein the acknowledgment is written, signed by the parties and their instrumental witnesses on each and every page thereof.

WITNESS MY HAND AND SEAL on the date, year and place first above-written.

DATE 2023  
PAGE NO. 52  
BOOK NO. 19  
SERIES OF 2012



ATTEST:  
Notary Public for the Philippines  
My Commission Expires on 12/31/2013  
PTR No. 1245014 - 01/02/12, Tanguib City  
IBP No. 720480 - 01/26/12, Nla Occ.  
Roll of Attorneys No. 55976