

25 September 2025

MELQUIZEDEK G. BORBON

Program Chairperson
Father Saturnino Urios University
San Francisco St., Brgy. Sikatuna, Butuan City

Dear **Mr. Borbon**:

This letter officially appoints you as TESDA Technical Expert in the **Formulation of Assessment Fees (AFs) for Game Development-related Qualifications**. A series of workshops will be conducted from September to December 2025 through blended modalities. Alternative permissible methods may also be employed to ensure flexibility and inclusivity throughout the project.

In view of these engagements, you are entitled to an honoraria amounting to ₱16,000, which will serve as compensation for the services you render. This amount is subject to applicable tax deduction and existing government accounting and auditing rules and regulations. The honoraria will be processed and released only upon the completion of the following requirements:

1. Attendance to All scheduled Meetings and Workshops and must have signed the attendance sheet for each session. A daily rate of ₱2,000 will be applied for each attended meeting/workshop.
2. Submission of All Required Outputs and Pertinent Documents such as:
 - Assessment Fee (AF) and other relevant outputs
 - Expert Data Sheet (EDS)
 - Personal Bank Account Details
 - Bank Name
 - Account Name
 - Account Number
 - Bank Branch
 - Bank Address/Location)
 - Tax Identification Number (TIN)
 - Billing statement
 - Signed "Conforme"