



Republic of the Philippines
Province of Guimaras

OFFICE OF THE SANGGUNIANG PANLALAWIGAN

EXCERPTS FROM THE MINUTES OF THE REGULAR SESSION OF THE HONORABLE SANGGUNIANG PANLALAWIGAN OF THE PROVINCE OF GUIMARAS HELD AT THE SP SESSION HALL, PROVINCIAL CAPITOL ON JANUARY 13, 2016.

PRESENT:

<i>Hon. Vicente B. de Asis</i>	-	<i>Vice Governor/Presiding Officer</i>
<i>Hon. Cyril C. Beltran</i>	-	<i>SP Member Majority Floor Leader</i>
<i>Hon. David G. Gano</i>	-	<i>SP Member Deputy Majority Floor Leader</i>
<i>Hon. John Edward G. Gando</i>	-	<i>SP Member</i>
<i>Hon. Josefina G. de la Cruz</i>	-	<i>SP Member</i>
<i>Hon. Dan Elby C. Habaña</i>	-	<i>SP Member</i>
<i>Hon. Diosdado G. Gonzaga</i>	-	<i>SP Member</i>
<i>Hon. Roy P. Habaña</i>	-	<i>SP Member</i>
<i>Hon. Rex G. Fernandez</i>	-	<i>SP Member</i>
<i>Hon. Nelly S. Rentoy</i>	-	<i>Ex-Officio Member (PCL Fed. President)</i>
<i>Hon. Fred C. Gamayao</i>	-	<i>Ex-Officio Member (LNB President)</i>

OFFICIAL BUSINESS:

None

ABSENT:

None

RESOLUTION NO. 05

RESOLUTION AUTHORIZING GOVERNOR SAMUEL T. GUMARIN, MD, MPH TO SIGN FOR AND IN BEHALF OF THE PROVINCIAL GOVERNMENT OF GUIMARAS, THE RENEWAL OF THE CONTRACT OF SERVICES WITH MA. NIEVA JEAN S. EFONDO AS PROGRAM COORDINATOR/REGISTRAR AT THE PROVINCIAL TRAINING AND ENTERPRISE DEVELOPMENT CENTER (PTEDC) EFFECTIVE JANUARY 13, 2016

WHEREAS, Ms Ma. Nieva Jean S. Efono had been contracted by the Provincial Government as Program Coordinator-Registrar at the Provincial Training and Enterprise Development Center (PTEDC), however said Contract had expired last December 31, 2015;

WHEREAS, the Honorable Governor, in his letter dated 11 January 2016, requested for an authority to sign the renewal of the Contract of Services with Ms Ma. Nieva Jean S. Efono for the period covering January 13, 2016 to December 31, 2016;

WHEREAS, finding the request to be in order, this Honorable Body interposes no objection in the same;

NOW THEREFORE, on motion of SP Member Hon. Josefina G. de la Cruz, Chairperson, Committee on Social Services, unanimously seconded;

THE SANGGUNIANG PANLALAWIGAN IN SESSION DULY ASSEMBLED:

RESOLVED, to authorize Governor Samuel T. Gumarin, M.D., MPH to sign for and in behalf of the Provincial Government of Guimaras the following:

CONTRACT OF SERVICES

KNOW ALL MEN BY THESE PRESENTS,

This Contract made and entered to by and between:

The Provincial Government of Guimaras, with office address at San Miguel, Jordan, Guimaras, herein represented by HON. SAMUEL T. GUMARIN, MD, MPH, Provincial Governor, hereafter referred to as the "FIRST PARTY",

-and-

MS MA. NIEVA JEAN S. EFONDO, of legal age, Filipino and with residence address at Bugnay, Jordan, Guimaras, herein referred to as the "SECOND PARTY"

WHEREAS, the Provincial Government of Guimaras operates the Provincial Training and Enterprise Development Center (PTEDC);

WHEREAS, the PTEDC implement TESDA-registered programs in Metals and Engineering, Tourism, and other programs of the center and likewise coordinate with TESDA offered programs;

WHEREAS, due to unavailability of personnel, TESDA shall augment effort to look for personnel who shall perform the duties of a regular personnel for the operation of the PTEDC;

WHEREFORE, on the premises considered the two parties agreed to:

FIRST PARTY

1. Shall provide funds for the operation of PTEDC.
2. Shall pay the services of the personnel as compensation in the amount of P11,000.00 chargeable against General Funds.
3. Shall monitor the output of the personnel.

SECOND PARTY

1. Shall possess the required education, experience and skills to perform the job as Center Registrar such as:
 - Take charge of trainees' recruitment and admission.
 - Administer entrance examination.
 - Coordinate conduct of training programs.
 - Maintains and keeps trainees' records and files.
 - Assist in the conduct of guidance and other trainees services.
 - Assist in the conduct career guidance.
 - Assist in the promotion of PTEDC training program.
 - Assist in the promotion of PTQCS in the Province of Guimaras.
 - Assist in the promotion and operation of Job Information Center (JIC) formulating training programs responsive to industry needs in the Province of Guimaras, and

As Program Coordinator

- Undertake activities for the development of PTEDC as local government enterprise.
- Formulate programs for viable groups.
- Prepare project proposal for enterprise development.
- Coordinate program implementation.
- Coordinate with industry for trainees' OJT.
- Provide guidance and other trainees services.
- Conduct career guidance session.
- Take charge of monitoring of CBT programs. PTEDC graduates. data gathering for the sector.
- Assist in the promotion of PTEDC programs. coordination of center activities. trainees' services and prepare necessary reports.
- Assist in the promotion and operation of Job Information Center (JIC) specifically on gathering job information and labor market demand.
- Provide placement assistance to the PTEDC graduates.
- Coordinate with Provincial Government concerns of the PTEDC. and
- Perform other duties as may be assign by my supervisor.
- Focal Person for Community-Based Training Program of the Center
- Formulate design TVET Programs for the community.
- Prepare Reports.

2. Shall attest in writing that:
 - a. She is not related within the third degree of consanguinity or affinity to the hiring authority and or representative of the First Party.
 - b. She has not been previously dismissed from government service by reason of administrative offense.
 - c. She has not reached the compulsory retirement age of sixty five (65) years old.
3. Perform other assignments to include:
 - a. Submit monthly written reports to the first party.
 - b. Other duties as may be directed by the Center Administrator, and the Provincial Government.
4. That written notice of termination of this contract by either party shall be issued thirty (30) days prior to its effective date to the other party and the second party shall be required to accomplish clearances from money and property accountabilities.
5. That this Contract supersede previous contract entered into. and
6. That the Contract of Services may be renewed upon agreement of both parties.

This contract of services shall be effective from January 13 to December 31, 2016.

IN WITNESS WHEREOF, both parties have hereunto set their hands this ____ day of _____ at _____.

HON. SAMUEL T. GUMARIN, MD,MPH
Provincial Governor-Guimaras
(First Party)

MA. NIEVA JEAN S. EFONDO
Program Coordinator/Registrar
(Second Party)

Signed in the presence of:

ROMEO M. TUBUNGAN
PTEDC Center Administrator

SOFRONIO V. GRACIOSA, JR.
Provincial Accountant

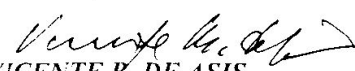
RESOLVED FURTHER, to send a copy of this resolution to the Honorable Governor, Ms Niya Je in S. Efondo, Provincial Budget Office, Provincial Treasurer's Office, Provincial Accounting Office, COA and all other concerned offices for information and appropriate action.

APPROVED. January 13, 2016.

I hereby certify that the foregoing is a true and accurate copy of the resolution which was duly adopted by the Sangguniang Panlalawigan of the Province of Guimaras during its regular session held on January 13, 2016.


LORENA MINIERVA-ITUCAS
Secretary to the Sangguniang Panlalawigan

Attested:


ATTY. VICENTE B. DE ASIS
Vice Governor
Presiding Officer

Approved:


SAMUEL T. GUMARIN, MD, MPH
Governor