TERMS OF REFERENCE

DEVELOPMENT OF APPLICATION FOR COMPETENCY ASSESSMENT TOOL

I. RATIONALE

The Office of the Solicitor General (OSG) is the Republic Defender and People's Tribune securing Justice for the nation through excellence in legal advocacy. Its performance is highly dependent on its human resources and the latter's professionalism, and competence is imperative. Thus, in line with good governance, the OSG has shifted to Competency-Based Human Resource Management System (CBHRMS).

At the onset of 2023, the Office contracted a Provider to undertake the project on enhancement and alignment of existing competency framework. The project covered all two hundred five (205) positions in the Office consisting of one hundred thirty-nine (139) Administrative positions; ten (10) Legal positions; and fifty-six administrative positions profiled in-house. The end-product was completed at the second quarter of 2024, that is, the "New Competency Framework." The project run for six (6) months which includes organizational profiling and a series of consultations and focus group discussion with all concerned. The end-result was then discussed to top management and approved by the Solicitor General.

In 2025, the Office contracted a consultancy service for the assessment of incumbent employees' baseline competencies using the profile of their corresponding positions. This assessment was mainly performed by the Provider; employees' participation was limited to answering the assessment tool and calibration of the outputs.

For the instant contracting of consultancy services, the Office aims to procure the services of a Provider for the development of an application for competency assessment tool that will be utilized, maintained and sustained by the Office. This is a long-term project that will be crucial in identifying, analyzing, recommending and providing various development interventions both in the aspects of employees' performance and competency gaps. In the same manner, institutionalization of the application for competency assessment tool will strengthen the human resources capital by hiring and placing employees in the organization where their skills, knowledge and attitude aptly fit.

II. OBJECTIVES

1. Assess the baseline level of individual employees' competencies based on the position currently occupied;

    a. Individual competency assessment report
    b. Supervisors assessment report
    c. Consolidated assessment report per position per division
        i. List
        ii. Graphical presentation

2. Assess the gap between the baseline level and the required level of competencies of the position;

    a. Competency framework
    b. Gaps

3. Identify learning and development interventions based on the results of the competency-based assessment, which may either be used for rewards and recognition and/or for performance management;

    a. Menu on recommended intervention

4. Generate assessment results and reports for Individual Development Plan such as Learning and Development Plan, Recruitment and Selection Plan, Performance Management related plans including Coaching and Mentoring activities, Rewards and Recognition Plans, and others; and

5. Store critical and relevant personnel data.

    a. Competency Assessment System including
        i. Database
        ii. Source code
        iii. User manual
        iv. System documentation
        v. Knowledge transfer

III. APPROVED BUDGET FOR THE CONTRACT

The Approved Budget for the Contract (ABC) of the project is **SEVEN MILLION FIVE HUNDRED TWO THOUSAND NINE HUNDRED SIXTEEN (₱7,502,916.00) PESOS,** inclusive of all government taxes, fees and charges, and other incidental and administrative costs, excluding food and venue for the conduct of workshops, seminars, consultations and focused-group discussions, if need be.

IV. SCOPE OF WORK AND DELIVERABLES AND SYSTEMS REQUIREMENTS SPECIFICATIONS

The Project will be deployed in seven (7) phases within a period of **forty-eight (48) weeks** as specified below:

A. SCOPE OF WORK AND DELIVERABLES

Activities	Deliverables	Timeline (48 weeks)

Phase 1 – Project Planning and Review
 	
Project Planning and Review
▪ Inception Meeting
  ○ Alignment of expectations for scope, deliverables, timelines and agreement
  ○ Assignment of authorized project manager[1]
  ○ Establishment of communication channels
▪ Review of OSG's Competency Framework / Desk Review
▪ Orientation Session
	Submission of at least three (3) hard copies and soft copies of the following:
	
	▪ Inception Report
	▪ Documentation of the Core Team and Management Orientation
		Weeks **1 – 4**
		
		(4 weeks from receipt of NTP)
		
		▪ Within 1 week from the conclusion of the Orientation Session

[1] The project manager must be duly authorized to make and to carry out decisions as may be agreed upon between the parties

Phase 2 **Gathering of Requirements** ▪ Consultations/Interview of End-Users ▪ Process Flow and Data Flow Documentation ▪ Scoping/Identification of Requirements ▪ Validation of Scope/Requirements	Submission of at least three (3) hard copies and soft copy of the Business Requirements Document (BRD) including Wireframe Presentation of the proposed application **Approved BRD by End-User*	Weeks **5 – 12**
Phase 3 **Design and Development** ▪ System Design ▪ Functional Specification Development ▪ Prototype Configuration and ▪ Internal Refinement	▪ **System Design Document** o Network requirements/ o Internet requirements o Storage and requirements o Data Lifespan (how long will the data be stored before being deleted and considered obsolete) ▪ **Functional Specifications** o Access Level (Roles-based) o Security (MFA) o Reports Generation **A. Employee/End-user** ✓ **Individual** competency assessment report including competency gaps **B. Immediate Supervisor** ✓ **Summary** of competency	Weeks **13 – 36**

	assessment results **per position in a particular division *only*** that **can be filtered per competency type** [technical, leadership and organizational] and **level** [1-Basic, 2-Intermediate, 3-Advanced, 4-Superior) ✓ **"Remarks"** portion where the supervisor can encode their comments for the purpose identifying L&D interventions **C. HRMD** ✓ **Individual** competency assessment report including competency gaps ✓ **Summary** of competency assessment results **per position in a particular division** that **can be filtered per competency type** [technical, leadership and organizational] and **level** [1-Basic, 2-	

	Intermediate, 3-Advanced, 4-Superior) **with the Immediate Supervisor's Comments/ Remarks** ✓ **Summary** of competency assessment results **per division** that **can be filtered per competency type** [technical, leadership and organizational] and **level** [1-Basic, 2-Intermediate, 3-Advanced, 4-Superior) ✓ **Summary of individual** competency gaps [between the requirements of the position and the employee's assessment results] that **can be filtered per competency type** [technical, leadership and organizational] and **level** [1-Basic, 2-Intermediate, 3-Advanced, 4-Superior)	

	✓ **Summary of Ranked Competency from Strongest to Weakest** (or vice versa) ➢ **per Division** ➢ **per Position for Technical** ➢ **per ASG and Director Positions for Leadership** ➢ **whole office for Organizational** Monthly Presentation of the Draft / Prototype Competency Assessment Tool **Note:** Provider is required to present to the Committee the development progress of the project every last working day of the month either onsite or online, whichever is more applicable	
Phase 4 **Testing, Refinement and Initial Implementation of the Competency Assessment (CA) Tool** ▪ Testing ▪ Issue Resolution ▪ Tool Refinement ▪ Validation of the refinements ▪ Initial Implementation	Submission of at least three (3) hard copies and soft copies of the following: **Report on**: ▪ Test Results ▪ Refined Competency Assessment Tool or Ticket Report ▪ Assessment of Implementation Outputs ▪ Data Gathering Report	Weeks **37 – 42**

○ Data Gathering of Competency Assessment Report	○ Competency Assessment Report *Approved by End-User	
Phase 5 **Deployment (Onsite and Online)** ▪ Production ▪ Preparation ▪ Onsite Installation ▪ Configuration ▪ Rollout ▪ System Verification	Submission of at least three (3) hard copies and soft copies of the Deployment Report	Weeks **43 – 44**
Phase 6 **Knowledge Transfer** ▪ User Orientation Training, Walkthroughs, ▪ Maintenance and Configuration Training for IT Personnel Turnover of Reference Materials	▪ Knowledge Transfer/ Transfer of Technology ▪ User Orientation/Training Documentation, Walkthroughs ▪ Maintenance and Configuration Training for IT Personnel ▪ Turned-over reference materials	Weeks **45 – 46**
Phase 7 **Project Closing** ▪ Final Documentation ▪ Turnover ▪ Closeout of Activities	Submission of at least three (3) hard copies and soft copies of the Project Terminal Report	Weeks **47 – 48** **Note:** 6-Month aftersales services will be provided to OSG reckoned from the date of the Project Closing

B. SYSTEMS REQUIREMENT SPECIFICATIONS

B.1 Purpose

The purpose of this document is to define the system architecture, functional requirements, and operational specifications for the System-Based Competency Assessment Tool for the OSG. This system is designed to operationalize the OSG Competency Framework across its 205 plantilla positions.

B.2 Objectives

- Automate the competency assessment process to promote efficiency, accuracy, and consistency.
- Enable assessment of employee competency levels and identify development needs.
- Provide a foundation for a competency-based HR management system and support HR decision-making.

B.3 System Architecture & Infrastructure Requirements

The system will be deployed within the OSG's existing IT infrastructure to ensure security and accessibility:

- **Hosting Environment:** Hosted on the OSG Azure Environment or OSG Datacenter
- **Server Environment:** Configured to run on an OSG Virtual Machine.
- **Database Management System:** MySQL Database.
- **Frontend Framework:** Built using a Bootstrap template.
- **Platform Support:** Cross-platform accessible with multi-browser text/tag search retrieval (Chrome, Firefox, Safari).

B.4 Functional Requirements by Module

B.4.1 User-Account Module

- **Security & Access:** Implements brute force protection by blocking accounts after 3 failed login attempts.
- **Session Management:** Features an idle timeout auto-logout, configurable up to 15 minutes, and manual force logout for user sessions.
- **Account Controls:** Allows administrators to create user accounts, disable disconnected employees, and reset user passwords. Admin panel includes password recovery tools.
- **Input Validation:** Restricts username and password fields to alphanumeric keys only.
- **Role-Based Access Control (RBAC):** Supports dynamic role configuration based on context and allows adding or deleting roles depending on account types.

B.4.2 Record-Files Management Module

- **Storage & Organization:** Supports unlimited creation of folders and subfolders, featuring breadcrumb navigation.
- **Access Repositories:** Features public repositories (view-only) and private repositories (view/edit limited to permitted users/groups).
- **File Uploads:** Supports single or bulk uploading of scanned documents, embedding image watermarks, and capturing metadata for document tagging and mining.
- **Document Control:** Includes version control (Check-in/Check-out), folder locking, and parent/child document linking.
- **Lifecycle Management:** Manages document retention and purging, including automatic archiving based on set parameters or expiration dates. Notifications are triggered for archived or expiring documents.
- **Collaboration & Tracking:** Tracks document history via an audit trail, routes records or tasks to single or

multiple user accounts, and allows users to add notes to specific documents.

B.4.3 Search and Retrieval Module

- Allows users to search the system using indexes, names, or metadata.
- Provides filtering options within search results.

B.4.4 Competency Assessment Administration Module

- **Scheduling:** Enables administrators to create, schedule, and configure the availability and deadlines of competency assessments.
- **Distribution:** Allows assignment to individuals, teams, or departments, complete with invitation emails, resend capabilities, and automated reminders via scheduled background jobs.
- **Monitoring:** Features an assessment schedule calendar/list and tracks user statuses (Pending, In Progress, Completed, Expired).

B.4.5 Test-Taking Interface Module

- **User Experience:** Provides a responsive interface accessible across Desktop, Tablet, and Mobile devices.
- **Assessment Features:** Includes secure user authentication, assessment instructions, next/previous question navigation, timer support, and auto-saving of responses.
- **Submission:** Allows users to resume incomplete assessments (if enabled) and requires confirmation before final submission.

B.4.6 Scoring and Results Generation Module

- **Data Processing:** Automatically scores assessment responses and calculates specific competency ratings.
- **Reporting Outputs:** Generates individual assessment reports and summary evaluation reports.
- **Exporting:** Supports exporting reports to PDF or Excel formats, as well as bulk downloading of multiple reports.

B.4.7 Dashboard, Reporting, and Analysis Module

- **Visual Dashboards:** Features an executive dashboard overview, department performance dashboard, and organization-wide competency summaries.
- **Analytics:** Provides individual competency profiles, strength analysis, gap analysis, team competency comparisons, and trend analysis over time.
- **System Tracking:** Displays storage capacity vs. total capacity and tracks total uploaded or deleted records per user or folder.
- **Data Manipulation:** Allows users to filter dashboard reports by department, team, period, and competency, and supports exporting these views.

B.4.8 System Management Module

- Provides a dedicated feature allowing users to send system feedback.

C. Security and Compliance

- **Data Privacy Compliance:** The system and development process must strictly adhere to the requirements of Republic Act No. 10173, known as the Data Privacy Act of 2012, ensuring transparency, legitimate purpose, and proportionality.

A. DOCUMENTARY REQUIREMENTS

Pursuant to Pursuant to Section 52 Rule VIII of the New Government Procurement Act (RA 12009), the prospective bidder shall submit the following documentary requirements on the date and time as may be determined by the OSG Bids and Awards Committee:

Item	Particulars
1	Registration certificate from SEC and/or DTI for sole proprietorship
2	Mayor's/Business Permit
3	BIR Tax Clearance

4	PhilGEPS Registration Number
5	Statement of ongoing and completed government and private contracts, including contracts awarded but not yet started, if any, whether similar or not similar in nature and complexity to the contract to be bid.
6	Statement specifying nationality of Provider and confirming that those who will actually perform the service are registered professionals authorized by the appropriate regulatory body to practice those professions and allied professions, including their respective curriculum vitae.
7	Audited financial statements, showing, among others, the Provider's total and current assets and liabilities, stamped "received" by the BIR or its duly accredited and authorized institutions, for the preceding calendar year which should not be earlier than two (2) years from the date of bid submission

B. PROJECT DURATION

The project shall be completed within a period of **Forty-Eight (48) Weeks** commencing from the date of receipt of the Notice to Proceed (NTP) of the Provider.

Any extension from the indicated schedule may be mutually agreed upon by both parties provided it shall not exceed thirty (30) days.

C. QUALIFICATION REQUIREMENTS

The Developer and team must meet the following qualifications:

1. Must have extensive knowledge in the development and implementation of competency-based human resource management system;

2. Must have an SLCC that is at least one (1) contract similar to the Project, the value of which, adjusted to current prices using the PSA's Consumer Price Index, must be equivalent to at least fifty percent (50%) of the ABC, completed within five (5) years prior to the deadline for the submission and receipt of bids.

The bidder may present a combination of contracts completed withing the same period, provided their total value is at least fifty (50%) of the ABC, thus:

a. The bidder should have completed at least one (1) similar contract amount to at least 25% of the ABC; and
b. The bidder should have completed other contracts, whether similar or not, with an aggregate amount of at least 25% of the ABC.

For this purpose, a similar contract shall refer to the development and implementation of competency-based human resource management system.

3. Must have completed at least three (3) organizational development projects relevant to competency-based systems with government agencies and/or private corporations within the last five (5) years and shall present a Client Satisfaction Certification for the said projects with whom the Developer has previous contracts similar to this Project.

4. Must have a team of at least three (3) personnel excluding the domain expert for project implementation composed of highly competent individuals with the following qualifications:

a. Domain Expert:
   - with at least fifteen (15) years of experience in human resource management and development; and
   - with Master's Degree relevant to Human Resource and Organizational Development as a minimum requirement.

b. Assistant Domain Expert:
   - with at least ten (10) years of experience in the development of competency-based systems; and
   - with Bachelor's Degree relevant to Human Resource Management Development.

D. MODE OF PROCUREMENT

The procurement shall be undertaken through Competitive Bidding pursuant to R.A. No. 12009 and its IRR.

E. TURNOVER AND CONFIDENTIALITY OF MATERIALS USED IN RELATION TO THE PROJECT

All manuals, reports, materials, databases, references, etc. acquired through the conduct of the project shall be turned over to the OSG at the conclusion of the undertaking and shall not be released to any person without prior written consent from the OSG.

F. OWNERSHIP OF SOFTWARE AND INTELLECTUAL PROPERTY OWNERSHIP.

All software, computer programs, source code, object code, databases, systems, documentation, specifications, configurations, enhancements, modifications, updates, derivative works, and all other materials or outputs (collectively, the "Software") that are developed, authored, customized, or delivered by the Provider, whether solely or jointly with others, in the performance of or arising from this Contract, shall be the exclusive property of the Office of the Solicitor General (OSG).

In accordance with Republic Act No. 8293 (Intellectual Property Code of the Philippines), the parties expressly agree that any Software developed under this Contract is commissioned work, and ownership thereof shall vest in the Office of the Solicitor General. To the extent that ownership does not automatically vest in the OSG under applicable law, the Provider hereby irrevocably assigns, transfers, and conveys to the OSG all rights, title, and interest in and to the Software, including all economic rights and intellectual property rights, for the entire duration of such rights and for all territories, without further compensation other than that provided under this Contract.

No Retained Rights.

The Provider shall retain no ownership or usage rights over the Software and shall not reproduce, reuse, distribute, disclose, license, or commercially exploit the Software, in whole or in part, except with the prior written consent of the Office of the Solicitor General.

Waiver of Moral Rights.

To the maximum extent permitted under Philippine law, the Provider hereby waives any and all moral rights in the Software in favor of the Office of the Solicitor General.

Third-Party Materials.

The Provider warrants that the Software does not infringe any third-party intellectual property rights and that any third-party or open-source components used therein are properly licensed and disclosed in writing to the OSG, and shall not limit the OSG's ownership, use, or modification of the Software.

G. SOFTWARE INSTALLATION AND CONFIGURATION

The Provider shall install, configure, and deploy the software solution within the Office of the Solicitor General's (OSG) cloud infrastructure hosted on Microsoft Azure, ensuring compatibility with the existing environment and compliance with applicable security, data privacy, and government ICT standards. The scope shall include configuration of all necessary components, databases, security controls, access rights, integration with existing systems as required, performance optimization, testing, and the submission of complete technical documentation, such that the system is fully operational and ready for production use upon final acceptance by OSG.

H. SCHEDULE OF PAYMENT

DETAILS	BUDGET COST
PHASE 1 (Complete submission/compliance of Deliverables in Phase 1)	**1,500,583** (20%)
PHASE 2 (Complete submission/compliance of Deliverables in Phase 2)	**1,500,583** (20%)
PHASE 3 (Complete submission/compliance of Deliverables in Phase 3)	**2,250,875** (30%)
PHASE 4 (Complete submission/compliance of Deliverables in Phase 4)	**750,292** (10%)
PHASE 5 (Complete submission/compliance of Deliverables in Phase 5)	**750,292** (10%)
PHASE 6 (Complete submission/compliance of Deliverables in Phase 6)	**375,146** (5%)
PHASE 7 (Complete submission/compliance of Deliverables in Phase 7)	**375,146** (5%)
TOTAL CONTRACT PRICE (TCP)	**₱7,502,916.00** inclusive of VAT

The Provider shall be paid upon submission of the following:

1. Outputs/Performance Reports/Accomplishments;
2. Billing Invoice/Statement of Account.

The OSG-Employee Competency Technical Working Group shall perform the following:

1. Oversee the progress and deliverables of the Provider;
2. Issue the Certificate of Acceptance together with the Output/Performance Reports/Accomplishments and Billing Invoice/Statement of Account;

3. Submit and endorse the Certificate of Acceptance to the Director of Human Resource Management and Administrative Service (HRMAS), copy furnished the Financial Management Service (FMS) - Accounting Division.

All payments are subject to the deduction of applicable taxes and retention/warranty security. However, the Provider may submit a special bank guarantee equivalent to at least one percent (1%) of the contract price upon issuance of the first billing, in lieu of the retention/warranty security.

The final and last payment shall be made only after the final report and statement, identified as such, shall have been submitted by the Provider and approved as Satisfactory by the OSG-Employee Competency Technical Working Group.

Overall time frame for the Project is expected to be completed within forty-eight (48) weeks from the date of receipt of the Notice to Proceed by the Provider.

I. RESERVATION CLAUSE

The OSG reserves the right to reject any and all bids, declare a failure of bidding or not award the contract at any time prior to contract award in accordance with Rule XI Section 70 of the IRR of RA 12009, without thereby incurring any liability to the affected bidder or bidders.

J. WARRANTIES OF THE PROVIDER

1. The Provider warrants that they shall conform strictly with all the conditions of this Terms of Reference;

2. The Provider in the performance of their services shall secure, maintain at their own expense all registration, licenses or permits required by law and shall comply with the rules, regulations and directives of the Regulatory Authorities;

3. The Provider shall coordinate with the authorized and/or designated personnel in the performance of their duties.

K. OTHER PROVISIONS

Where Services are to be Performed. Provider's services will be performed at the OSG's official address.

Nature of Relationship. Nothing herein shall be construed to create an employee-employer relationship between the OSG and the Provider. The Provider shall not enter into any agreement or incur any obligations on the OSG's behalf or commit the OSG in any manner without its prior written approval.

Performance Security

a. To guarantee the faithful performance by the Provider of its obligations under this contract, it shall post a performance security bond within a maximum period of ten (10) calendar days from the receipt of the Notice of Award from the OSG and in no case later than the signing of the contract.
b. The performance security bond shall be denominated in Philippine Pesos and posted in favor of the OSG in an amount equal to the percentage of the total contract price in accordance with the following schedule:

Form of Performance Security	Amount of Performance Security (Equal to Percentage of the Total Contract Price)
(a) Cash or cashier's/manager's check issued by a Universal or Commercial Bank.	Five percent (5%)
(b) Bank draft/guarantee or irrevocable letter of credit issued by a Universal or Commercial Bank: Provided, however, that it shall be confirmed or authenticated by a Universal or Commercial Bank, if issued by a foreign bank.	
(c) Surety bond callable upon demand issued by a surety or insurance company duly certified by the Insurance Commission as authorized to issue such security; and/or	Thirty percent (30%)

(d) Any combination of the foregoing.	Proportionate to share of form with respect to total amount of security

c. Failure of the Provider to comply with the above-mentioned requirement shall constitute sufficient ground for the annulment of the award, in which event the OSG shall initiate and complete the post qualification of the second highest rated proposal.

Extension of Time and Force Majeure. The Provider shall complete the project in strict compliance with the Terms of Reference within **forty-eight (48) weeks** reckoned from the date of receipt of Notice to Proceed. An extension of time may be allowed for the following causes: typhoons, fires, earthquakes, other forms of force majeure, valid stoppage, suspension, orders of competent authority, civil disorder, and such other similar and analogous causes.

Liquidated Damages for Delay. If the Provider fails to deliver any or all of the Services within the period(s) specified in the Contract, the OSG shall impose, without prejudice to its other remedies under the Contract and under the Applicable Law, as liquidated damages, a sum equivalent to one-tenth of one percent of the price of the unperformed portion of the Services for each day of delay based on the approved contract schedule. Once the cumulated liquidated damages reaches ten percent (10%) of the contract, the OSG may rescind or terminate the contract, without prejudice to other courses of action and remedies available under the circumstances.

CONFIDENTIALITY OF DATA. The Provider shall document detailed procedures/techniques in identifying systems security risks and breach(es) and how such shall be handled. All project staff of the Provider shall be required to sign a non-disclosure agreement. The competency assessment tool application, its components, parts and all products, product samples and specifications, data, ideas, technology, and technical and non-technical materials, all or any of which may be derived from any of the foregoing (all of which, individually and collectively, referred to as "Proprietary Information") are confidential and proprietary to

the Office of the Solicitor General. The Provider agrees to hold the Proprietary Information in strict confidence. The Provider furthermore agrees not to reproduce, transcribe, or disclose the Proprietary Information to third parties without prior written approval of the Office of the Solicitor General. To ensure the confidentiality of all information that will come to the knowledge of the Provider and its employees detailed with the OSG, the Provider and its employees assigned therein shall be considered agents of the OSG. The contract that will be executed heretofore shall categorically provide that the Provider and its employees, as agents of the OSG, shall uphold strict confidentiality of any information regarding all cases handled by the OSG.

CHANGE OF MANPOWER. There should be no replacement of key personnel before the awarding of contract, except for any delay caused by the Procuring Entity, or for justifiable reason as may be determined by the BAC, such as, illness, death, or resignations; Provided, That is it duly supported by relevant certificates. The BAC shall immediately consider negotiation with the next ranked Provider if an unjustifiable replacement of personnel by the first ranked firm is made. Once the contract has been awarded, no replacement shall be allowed by the HoPE until after fifty (50%) of the personnel's man-months have been served, except for justifiable reasons, subject to appropriate sanctions as prescribed in the PDBs.

TECHNICAL WORKING GROUP
Employee Competency Committee

DIANA H. CASTAÑEDA-DE VERA, MNSA
Assistant Solicitor General
Chairperson

EDITHA R. BUENDIA
Director IV
Human Resource Management and Administrative Service
Vice Chairperson

OMAR T. GABRIELES
State Solicitor II
Raul I. Goco Division
Member

JUDY ANN A. FACISTOL
Associate Solicitor II
Cesar Bengzon Division
Member

ANALIE R. BOLO-APOSTOL
Chief Administrative Officer
Human Resource Management Division
Member

RICARDO G. LOPEZ
Chief Administrative Officer
Budget Division
Member

JENINA MARIE L. PULUMBARIT
Planning Officer IV
Planning Division
Member

MAY RAQUEL M. TONOG
Administrative Officer V
Human Resource Management Division
Member

ARABELLE M. MARABE
Administrative Officer V
Human Resource Management Division
Member

Note:

With technical assistance of *Director IV* **EDUARDO ALEJANDRO O. SANTOS** and *Information Technology Officer (ITO) III* **JAYVIE NEIL MALICK S. MALICDEM** of the Case Management Service (CMS).