



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF TRANSPORTATION
MARITIME INDUSTRY AUTHORITY
REQUEST FOR QUOTATION

Date: _____

Company/Business Name: _____

Address: _____

Business/Mayor's Permit No.: _____

TIN: _____

PhilGEPS Registration Number (required): _____

The **Maritime Industry Authority (MARINA)**, through its Bids and Awards Committee (BAC), intends to procure **Engagement of a Certifying Body for the Certification of the Maritime Industry Authority's Quality Management System (QMS) under ISO 9001:2015**, in accordance with Section 34 Small Value Procurement of the Implementing Rules and Regulations of Republic Act No. 12009 or The New Government Procurement Act. The Approved Budget for the Contract (ABC) is **Nine Hundred Thousand Pesos (Php900,000.00) inclusive of all taxes and any other applicable fees.**

Please submit your duly signed quotation addressed to the Bids and Awards Committee (BAC) Chairperson and to the given address below, on or before **12:00 noon of 17 November 2025**, subject to the compliance with the Terms and Conditions provided on this Request for Quotation (RFQ):

Mr. JOSE LOUIE B. BANUA

BAC Chairperson

MARINA BAC Office, 10th Floor MARINA Building,
Bonifacio Drive cor., 20th Street, Port Area, Manila, Philippines.

Telephone No.: **+632) 8524-6518**

Email: bacsec@marina.gov.ph

Interested service provider shall also submit a copy of the following documents and along with the quotation on or before the above specified deadline of submission of quotation:

- a. Valid Mayor's/Business Permit
- b. Valid PhilGEPS Registration

The Supplier/ Service Provider with the Single/Lowest Calculated Quotation shall submit its Omnibus **Sworn Statement (GPPB – Prescribed forms)** within the period (maximum of 5 calendar days) as indicated in the Notice to Single/Lowest Calculated Quotation.

The Head of the Procuring Entity (HoPE) of the MARINA reserves the right to reject any and all quotations, declare a failure of procurement, or not award the contract at any time prior to contract award in accordance with Sections 35.6 and 41 of the 2016 revised IRR of RA No. 9184, without thereby incurring any liability to the affected bidder or bidders.

For any clarification, you may contact the BAC Secretariat at **(+632) 8524-6518** or email address at bacsec@marina.gov.ph.

By the Authority of the Bids and Awards Committee:

MS. MELLANIE T. BALIN

Head, Bids and Awards Committee Secretariat

INSTRUCTIONS:

Note: Failure to follow these instructions will disqualify your entire quotation.

(1) Do not alter the contents of this form in any way.

(2) The use of this RFQ is highly encouraged to minimize errors or omissions of the required mandatory provisions. In case of any changes, bidders must use or refer to the latest version of the RFQ, except when the latest version of the RFQ only pertains to deadline extension.

If another form is used other than the latest RFQ, the quotation shall contain all the mandatory requirements/provisions including manifestation on the agreement with the Terms and Conditions below.

In case a prospective supplier/service provider submits a filled-out RFQ with a supporting document (i.e., a price quotation in a different format), both documents shall be considered unless there will be discrepancies. In this case, provisions in the RFQ shall prevail.

(3) All technical specifications must be complied with. Failure to comply with the mandatory requirements shall render the quotation ineligible/disqualified.

(4) Quotations may be submitted through electronic mail at bacsec@marina.gov.ph.

(5) Quotations, including documentary requirements, received after the deadline shall not be accepted. For quotations submitted via electronic mail, the date and time of receipt indicated in the e-mail shall be considered.

TERMS AND CONDITIONS:

1. Bidders shall provide correct and accurate information required in this form.
2. Any interlineations, erasures or overwriting shall be valid only if they are signed or initialed by you or any of your duly authorized representative/s.
3. Price quotation/s must be valid for a period of **FORTY-FIVE (45) calendar days** from the date of submission.
4. Price quotation/s, to be denominated in Philippine peso shall include all taxes, duties and/or levies payable.
5. Quotations exceeding the Approved Budget for the Contract shall be rejected.
6. In case of two or more bidders are determined to have submitted the Lowest Calculated Quotation/Lowest Calculated and Responsive Quotation, the MARINA shall adopt and employ "draw lots" as the tie-breaking method to finally determine the single winning provider in accordance with GPPB Circular 06-2005.

7. Award of contract shall be made to the lowest quotation which complies with the technical specifications, requirements and other terms and conditions stated herein.
8. The item/s shall be delivered according to the accepted offer of the bidder.
9. Item/s delivered shall be inspected on the scheduled date and time of the MARINA. The delivery of the item/s shall be acknowledged upon the delivery to confirm the compliance with the technical specifications.
10. Payment shall be made after delivery and upon the submission of the required supporting documents, i.e. Order Slip and/or Billing Statement, by the supplier, contractor, or consultant. Our Government Servicing Bank, i.e. the Land Bank of the Philippines, shall credit the amount due to the identified bank account of the supplier, contractor, or consultant **not earlier than twenty-four (24) hours, but not later than forty-eight (48) hours**, upon receipt of our advice. Please note that the corresponding bank transfer fee, if any, shall be chargeable to the account of the supplier, contractor, or consultant in accordance with existing accounting rules and regulations. Please note that the **corresponding bank transfer fee, if any, shall be chargeable to the supplier's account.**
11. Liquidated damages equivalent to one tenth of one percent (0.1%) of value of the goods not delivered within the prescribed delivery period shall be imposed per day of delay. The MARINA may terminate the contract once the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of the contract without prejudice to other courses of action and remedies open to it.
12. The Procuring Entity may cancel or terminate the contract at any time in accordance with the grounds provided under RA No. 9184 and its updated 2016 revised IRR.
13. The RFQ, Purchase Order (PO), and other related documents for the above-stated Procurement project/s shall be deemed to form part of the contract.

After having carefully read and accepted the Instructions and Terms and Conditions, I/we submit our quotation/s for the item/s as follows:

DESCRIPTION	Statement of Compliance ("Comply" or "Not Comply")	Unit Cost (Vat Inclusive)	Total Cost (Vat Inclusive)
<p>Engagement of a Certifying Body for the Certification of the Maritime Industry Authority's Quality Management System (QMS) under ISO 9001:2015</p> <p>SCOPE OF SERVICES</p> <p>The following are the Scope of Services of the Certifying Body:</p> <ul style="list-style-type: none"> • The Certification under ISO 9001:2015 shall cover the Quality Management System (QMS) activities of the MARINA, under which are: 			

a. Eleven (11) Service Units in the Central Office – includes the Head Office: Offices located at 2nd, 7th, 8th, 9th, 10th, 11th and 12th Floors, MARINA Bldg. Bonifacio Drive cor 20th St. South Harbor Brgy. 653, Port Area Manila; and

b. One (1) Regional Office (MRO IV Batangas) – located at Hinch Building II, Apacible St., Brgy. 10, Batangas City.

• Personnel (as of July 31, 2025)

Central Office	Permanent – 508 Job Order (JO) / Contract of Services (COS) – 230
MRO IV – Batangas	Permanent – 41 JO/COS – 40
Total	819

TIMETABLE AND DELIVERABLES

The Certifying Body shall perform and deliver the following services:

**Statement of Compliance
("Comply" or "Not Comply")**

ACTIVITY	TIMELINES	DELIVERABLES
Certification Audit	30 days upon receipt of the Notice to proceed (NTP) and/or Issuance of Start Notification from MARINA	<ul style="list-style-type: none"> • Audit plan • Certification audit of the MARINA's QMS under the terms of ISO 9001:2015 • On-site Assessment Audit • Audit Report
Issuance of ISO 9001:2015 Certificate valid for 3 years	30 days after the last day of audit	ISO 9001:2015 Certificate
Surveillance Audit for 2 nd and 3 rd year of Certification	2026 and 2027	<ul style="list-style-type: none"> • Surveillance Audit/ On-site Assessment Audit • Audit plan • Audit Report

QUALIFICATION AND ELIGIBILITY	Statement of Compliance ("Comply" or "Not Comply")
<p>A. The Certifying Body must meet the following qualifications:</p> <ol style="list-style-type: none"> 1. Accredited for ISO 9001:2015 certification activities by a national or international accreditation agency duly recognized by the Philippine Government such as Philippine Accreditation Bureau (PAB) of the Department of Trade and Industry; 2. Must submit a notarized certification that their company has not provided quality management system consulting services with the MARINA; 3. Submit to the MARINA its Company Profile showing that it has been existing for at least five (5) years. Curriculum Vitae, including supporting documents, of the members of the audit team shall also be submitted; 4. The audit team of the Certifying Body must satisfy the following: <ul style="list-style-type: none"> - At least one (1) is a registered auditor in the International Register of Certified Auditors (IRCA) to conduct audits in the name of the Certifying Body; - At least one (1) member of the audit team should participate in all audits of the three (3) year audit cycle; - Replacement of an audit team member requires the written approval from the MARINA; and - Abide with the auditing principles, terminologies and guidelines as specified in the ISO 19011 on Quality Management Systems Requirements. 	
<p>B. The Certifying Body must provide the following documents:</p> <ol style="list-style-type: none"> 1. Accreditation from national or international accreditation agency duly recognized by the Philippine Government such as the Philippine Accreditation Bureau (PAB) of the Department of Trade and Industry (DTI); 2. SEC or DTI registration; 3. PhilGEPS registration; 4. Mayor's / Business Permit; 5. Income / Business Tax Return; 6. Omnibus Sworn Statement; 7. Curriculum Vitae of Auditors to be assigned; and 8. Proposal of the project/activity. 	

RESPONSIBILITIES OF THE CONTRACTING PARTIES	Statement of Compliance ("Comply" or "Not Comply")
<p>Responsibilities of the Certifying Body:</p> <ol style="list-style-type: none"> 1. Prepare and submit an Audit Plan within ten (10) working days from the signing of the Contract of Services, subject to concurrence of the MARINA Deputy Administrator for Planning / Quality Assurance Representative; 2. Conduct of Certification Audit of the QMS in accordance with the mutually agreed Audit Plan; 3. Issue ISO 900:2015 Certificate; 4. Conduct Surveillance Audit for the 2nd and 3rd year of certification; 5. Provide full report on the operations audited within the content and approved scope of work/ deliverables to the MARINA within then (10) working days after each audit unless otherwise agreed by the MARINA. The report shall contain the following minimum items: <ul style="list-style-type: none"> - Summary of the activities performed; - Details of the audit findings, substantiated by relevant objective evidence; and - Statement on the status of the management system of the MARINA and the fulfillment of the applicable standard. 6. Provide in their activities a procedure for client appeals. If Resolution on good terms for disputes between the MARINA and the Certification Body cannot be made, the MARINA shall be afforded the right to lodge appeals about the decisions of the audit team to the management of the Certification Body; and 7. At all times, shall not be allowed to subcontract its services to any other person or entities. 	
CONFIDENTIALITY AND IMPARTIALITY CAUSE	Statement of Compliance ("Comply" or "Not Comply")
<ol style="list-style-type: none"> 1. Except with prior written consent from the MARINA, the Certification Body shall not at any time communicate to any person or entity any confidential information acquired in the course of the services, nor shall the Certification Body make public the findings, observations, recommendations in the course of, or as a result of the services; 2. The Certification Body shall value the importance of impartiality in the certification on the system and shall use all reasonable efforts to manage possible conflict of interest and ensure the objectivity of the certification process; 	

3. Uphold strict confidentiality of all information that will arise on all materials/information discussed during the course of the work and adhere to the rules under the Data Privacy Act of 2012 (RA 10173) and the PRC Policy on Data Privacy.

TERMS OF PAYMENT

**Statement of Compliance
("Comply" or "Not Comply")**

1. In consideration of the services to be performed by the Certification Body, the MARINA shall make to the former the payments which shall be made in Philippine currency in accordance with following schedule:

ACTIVITY	SCHEDULE OF PAYMENT
A. Conclusion of the Certification Audit	25% of the Contract Price
B. Issuance of the ISO 9001:2015 Certificate	25% of the Contract Price
C. Conclusion of the Surveillance Audit for 2 nd year of certification	25% of the Contract Price
D. Conclusion of the Surveillance Audit for 3 rd year of certification.	25% of the Contract Price

2. Payment shall be based on the completion of the activities as evidenced by the submission and acceptance of the required deliverables;
3. In order to protect the interest of the Philippine Government, the MARINA may refuse payment when there is evident failure by the Certification Body to comply with the terms and conditions in the delivery of services agreed hereto;
4. Send Bill Arrangement, within fifteen to thirty (15-30) calendar days upon receipt of billing invoice/ Statement of Account;
5. The provider shall provide the bank Account wherein payment will be credited through List of Due and Demandable Accounts Payable with Advice to Debit Account (LDDAP-ADA). Preferably Landbank Account otherwise, bank charges shall be borne by the supplier/provider;
6. Any delay affecting the delivery of services shall be promptly reported in writing to the Procuring Entity stating the cause, the amount of time involved, and its impact on the timetable and work schedule; and
7. Adjustment to the contract price may be made in case of charges resulting in the increase or decrease in the delivery of services contracted. An

equivalent adjustment on the contract price, time or both shall be agreed upon in writing by the contracting parties.

FINANCIAL OFFER

Terms of Payment:

Within Twenty (20) calendar days upon receipt of billing invoice/SOA and issuance of Inspection and Acceptance Report by MARINA.

Payment Details:

Banking Institution : _____

Account Number : _____

Account Name
(should be the exact account
name as registered in the bank): _____

Bank Branch : _____

Please quote your best offer for the item/s below. Please do not leave any blank items. Indicate "0" if item being offered is for free.

PROCUREMENT OF ENGAGEMENT OF A CERTIFYING BODY FOR THE CERTIFICATION OF THE MARITIME INDUSTRY AUTHORITY'S QUALITY MANAGEMENT SYSTEM (QMS) UNDER ISO 9001:2015

Approved Budget for the Contract (ABC)	Total Offered Quotation
<p>Nine Hundred Thousand Pesos (Php900,000.00)</p>	<p><i>In words:</i></p> <p>_____</p> <p>_____</p>
	<p><i>In figures:</i></p> <p>_____</p> <p>_____</p>

Signature over Printed Name

Position/Designation

Office Telephone/Fax/Mobile Nos.

Email address/es



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF TRANSPORTATION
MARITIME INDUSTRY AUTHORITY

**TERMS OF REFERENCE (TOR) FOR THE ENGAGEMENT OF A CERTIFYING BODY
FOR THE CERTIFICATION OF THE MARITIME INDUSTRY AUTHORITY'S QUALITY
MANAGEMENT SYSTEM (QMS) UNDER ISO 9001:2015**

1. BACKGROUND

The Maritime Industry Authority (MARINA), a government agency established pursuant to Presidential Decree No. 474 (1974) and attached to the Department of Transportation (DOTr), is responsible for integrating the development, promotion, and regulation of the maritime industry in the country. The MARINA aims to expand its ISO 9001:2015 certification to MARINA Central Office and MARINA Regional Office IV – Batangas. The ISO 9001:2015 certification is in compliance with Administrative Order No. 161, "Institutionalizing Quality Management System in Government " and as amended by Executive Order No. 605, all departments and agencies in the Executive branch are required to institutionalize Quality Management System.

2. OBJECTIVES

The MARINA intends to procure the services of an independent party to conduct a certification audit of the MARINA's QMS pursuant to the requirements of ISO 9001:2015 through Small Value Procurement (SVP) as the mode of procurement.

3. APPROVED BUDGET FOR THE CONTRACT (ABC)

The Approved Budget for the Contract (ABC) is **NINE HUNDRED THOUSAND PESOS ONLY (P900,000.00)** inclusive of VAT, and all applicable taxes and charges, is available for this undertaking chargeable against the FY 2025 MARINA Funds.

4. SCOPE OF SERVICE

The following are the Scope of Services of the Certifying Body:

4.1. The Certification under ISO 9001:2015 shall cover the Quality Management System (QMS) activities of the MARINA, under which are:

- a. Eleven (11) Service Units in the Central Office – includes the Head Office: Offices located at 2nd, 7th, 8th, 9th, 10th, 11th and 12th Floors, MARINA Bldg. Bonifacio Drive cor 20th St. South Harbor Brgy. 653, Port Area Manila; and
- b. One (1) Regional Office (MRO IV Batangas) – located at Hinch Building II, Apacible St., Brgy. 10, Batangas City.

4.2. Personnel (as of July 31, 2025)

Central Office	Permanent – 508 Job Order (JO) / Contract of Services (COS) – 230
MRO IV – Batangas	Permanent – 41 JO/COS – 40
Total	819

5. TIMETABLE AND DELIVERABLES

The Certifying Body shall perform and deliver the following services:

ACTIVITY	TIMELINES	DELIVERABLES
A. Certification Audit	30 days upon receipt of the Notice to proceed (NTP) and/or Issuance of Start Notification from MARINA	<ul style="list-style-type: none"> • Audit plan • Certification audit of the MARINA's QMS under the terms of ISO 9001:2015 • On-site Assessment Audit • Audit Report
B. Issuance of ISO 9001:2015 Certificate valid for 3 years	30 days after the last day of audit	<ul style="list-style-type: none"> • ISO 9001:2015 Certificate
C. Surveillance Audit for 2 nd and 3 rd year of Certification	2026 and 2027	<ul style="list-style-type: none"> • Surveillance Audit/ On-site Assessment Audit • Audit plan • Audit Report

6. QUALIFICATION AND ELIGIBILITY

6.1 The Certifying Body must meet the following qualifications:

- 6.1.1 Accredited for ISO 9001:2015 certification activities by a national or international accreditation agency duly recognized by the Philippine Government such as Philippine Accreditation Bureau (PAB) of the Department of Trade and Industry;
- 6.1.2 Must submit a notarized certification that their company has not provided quality management system consulting services with the MARINA;
- 6.1.3 Submit to the MARINA its Company Profile showing that it has been existing for at least five (5) years. Curriculum Vitae, including supporting documents, of the members of the audit team shall also be submitted;
- 6.1.4 The audit team of the Certifying Body must satisfy the following:
 - a. At least one (1) is a registered auditor in the International Register of Certified Auditors (IRCA) to conduct audits in the name of the Certifying Body;
 - b. At least one (1) member of the audit team should participate in all audits of the three (3) year audit cycle;
 - c. Replacement of an audit team member requires the written approval from the MARINA; and
 - d. Abide with the auditing principles, terminologies and guidelines as specified in the ISO 19011 on Quality Management Systems Requirements.

6.2 The Certifying Body must provide the following documents:

- a. Accreditation from national or international accreditation agency duly recognized by the Philippine Government such as the Philippine Accreditation Bureau (PAB) of the Department of Trade and Industry (DTI);
- b. SEC or DTI registration;

- c. PhilGEPS registration;
- d. Mayor's / Business Permit;
- e. Income / Business Tax Return;
- f. Omnibus Sworn Statement;
- g. Curriculum Vitae of Auditors to be assigned; and
- h. Proposal of the project/activity.

7. RESPONSIBILITIES OF THE CONTRACTING PARTIES

7.1. Responsibilities of the Certifying Body:

- 7.1.1 Prepare and submit an Audit Plan within ten (10) working days from the signing of the Contract of Services, subject to concurrence of the MARINA Deputy Administrator for Planning / Quality Assurance Representative;
- 7.1.2 Conduct of Certification Audit of the QMS in accordance with the mutually agreed Audit Plan;
- 7.1.3 Issue ISO 900:2015 Certificate;
- 7.1.4 Conduct Surveillance Audit for the 2nd and 3rd year of certification;
- 7.1.5 Provide full report on the operations audited within the content and approved scope of work/ deliverables to the MARINA within then (10) working days after each audit unless otherwise agreed by the MARINA. The report shall contain the following minimum items:
 - a. Summary of the activities performed;
 - b. Details of the audit findings, substantiated by relevant objective evidence; and
 - c. Statement on the status of the management system of the MARINA and the fulfillment of the applicable standard.
- 7.1.6 Provide in their activities a procedure for client appeals. If Resolution on good terms for disputes between the MARINA and the Certification Body cannot be made, the MARINA shall be afforded the right to lodge appeals about the decisions of the audit team to the management of the Certification Body; and
- 7.1.7 At all times, shall not be allowed to subcontract its services to any other person or entities.

7.2. Responsibilities of the Maritime Industry Authority (MARINA)

- 7.2.1 Identify the focal point/contact persons to coordinate all activities related to the conduct of the ISO certification audit;
- 7.2.2 Make available all relevant documents and provide access to all information as deemed relevant and necessary to support the work of the auditors of the Certifying Body;
- 7.2.3 Provide any other assistance and support as may be required, to conduct a smooth and efficient ISO certification audit; and
- 7.2.4 The MARINA shall be responsible for the auditor's meals and transportation from Bureau Veritas Office to Audit site and vice versa.
- 7.2.5 In case of audits conducted outside Manila, the MARINA shall be responsible for all accommodation, meals and transportation of the Audit Team.

8. Proposals shall be evaluated based on Quality-Cost Based Evaluation (QCBE)
The criteria and rating system for the selection of the winning certifying body are as follows:

EVALUATION CRITERIA		WEIGHT
1. Technical Proposal		80%
1.1 Applicable Experience and Track Record – 30%		
a. No. of years of experience	10%	
5 years and above – 10%		
3-4 years – 7%		
1-2 years – 5%		
b. Similar projects completed within the last five (5) years	10%	
Above 10 projects – 10%		
5-10 projects – 7%		
Less than 5 projects – 5%		
c. Similar projects conducted from government institutions within the last five (5) years	10%	
5 projects and above – 10%		
3-4 projects – 7%		
1-3 projects – 5%		
1.2 Qualification of Audit Team – 30%		
a. Audit team members with actual hands-on experience on QMS who are qualified to conduct audits in the name of the Certifying Body	10%	
Above 5 years – 10%		
Below 5 years – 5%		
b. Audit Team Lead with a minimum of three (3) years ISO 900:2015 auditing experience	10%	
c. Audit Team Lead with actual hand-on experience on the Government QMS	5%	
Above 5 years – 5%		
Below 5 years – 3%		
d. Educational Attainment	5%	
Doctoral degree – 5 %		
Master's degree – 4%		
Bachelor's degree – 3%		
1.3 Plan of Approach and Methodology - 20%		
a. Organization of Project Team/Project Management including the respective roles of members	10%	
b. Technical Proposal provides clear and structured approach to the Audit Plan and Program in accordance to ISO 9001:2015	10%	
2. Financial Proposal		20%
TOTAL		100%

9. CONFIDENTIALITY AND IMPARTIALITY CAUSE

- 9.1. Except with prior written consent from the MARINA, the Certification Body shall not at any time communicate to any person or entity any confidential information acquired in the course of the services, nor shall the Certification Body make public the findings, observations, recommendations in the course of, or as a result of the services.
- 9.2. The Certification Body shall value the importance of impartiality in the certification on the system and shall use all reasonable efforts to manage possible conflict of interest and ensure the objectivity of the certification process.
- 9.3. Uphold strict confidentiality of all information that will arise on all materials/information discussed during the course of the work and adhere to the rules under the Data Privacy Act of 2012 (RA 10173) and the PRC Policy on Data Privacy.

10. TERMS OF PAYMENT

- 10.1. In consideration of the services to be performed by the Certification Body, the MARINA shall make to the former the payments which shall be made in Philippine currency in accordance with following schedule:

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D. Conclusion of the Surveillance Audit for 3 rd year of certification.	25% of the Contract Price

- 10.2. Payment shall be based on the completion of the activities as evidenced by the submission and acceptance of the required deliverables;
- 10.3. In order to protect the interest of the Philippine Government, the MARINA may refuse payment when there is evident failure by the Certification Body to comply with the terms and conditions in the delivery of services agreed hereto;
- 10.4. Send Bill Arrangement, within fifteen to thirty (15-30) calendar days upon receipt of billing invoice/ Statement of Account;
- 10.5. The provider shall provide the bank Account wherein payment will be credited through List of Due and Demandable Accounts Payable with Advice to Debit Account (LDDAP-ADA). Preferably Landbank Account otherwise, bank charges shall be borne by the supplier/provider;
- 10.6. Any delay affecting the delivery of services shall be promptly reported in writing to the Procuring Entity stating the cause, the amount of time involved, and its impact on the timetable and work schedule; and
- 10.7. Adjustment to the contract price may be made in case of charges resulting in the increase or decrease in the delivery of services contracted. An equivalent adjustment on the contract price, time or both shall be agreed upon in writing by the contracting parties.

11. OFFICIAL CONTACT PERSON

KRIS ANN G. PONCE

Administrative Officer V

Management Division, MFAS

Telephone No. (02) 8523-2950

Email Address: managementdivision.mfas@marina.gov.ph

Prepared by:



RALPHY A. NARVAEZ

Chief, Management Division

Approved by:



MARIVIC S. RAMOS

Director II, MFAS