

JOB ORDER

CITEM.STR.FR.006



CENTER FOR INTERNATIONAL TRADE EXPOSITIONS AND MISSIONS
 Garden Shell Pavilion, Rocas Boulevard corner San. Gil J. Pineda Avenue
 1300 Pasay City, Metro Manila, Philippines
 T: (832) 831-2201 to 09 ext. 218 F: (832) 831-1388, 832-3965
 E: info@citem.com.ph @ www.citem.com.ph



JO Number: 2020-0052	JO Date: 17 July 2020	PAGE 17
PR No: 2020-0185	PR Date: 04/02/2020	

CONTRACTOR/SUPPLIER <u>RACHELLE DAGNALAN</u>	DELIVERY TERM <u>30 days</u>
ADDRESS <u>Unit 1923 The Linear Tower 2, Makati Street, San Antonio</u> <u>Makati City</u>	PAYMENT TERM <u>CITEM</u>
MODE OF PROCUREMENT <u>SMALL VALUE PROCUREMENT</u>	PLACE OF DELIVERY _____
	DATE OF DELIVERY _____

Please provide/furnish this office the requirements listed below subject to the terms and conditions contained herein. Address all correspondence to the Center for International Trade Expositions and Missions (CITEM).

DESCRIPTION	QTY/UNIT	UNIT PRICE	AMOUNT						
HIRING OF PRODUCT DESIGN SPECIALIST FOR HOME AND FASHION (ARTISANS) Scope of Work: Manila FAME October 2020 I. Product Development/Selection Program 1. Upon CITEM coordinator's identification and assignment of companies to each product designer, based on the companies' product category and application, product designers shall conduct 2-3 consultation meetings regarding product development/enhancement/selection/mx to each participating company within the work calendar/engagement and through the appropriate CITEM coordinator. 2. Oversee the product development program of participating companies for Manila FAME October 2020. Minimum of 6 new products per company. Total Number of companies and required Product Designer, below: <table border="1"> <tr> <td>Product Designer</td> <td>Minimum No. of Companies</td> <td>Target No. of Companies</td> </tr> <tr> <td>1 Product Designer for Home and Fashion (Artisans)</td> <td>30 companies</td> <td>40 companies</td> </tr> </table> 3. Develop specifically market targeted capsule collections for participating companies. The products to be developed shall target overseas markets particularly buyers from Europe, Germany, the US and Asia Markets, being the consistent and biggest buyer arrivals of Manila FAME. The newly developed products shall be showcased collectively in Manila FAME 2020. Likewise, products developed targeting particular markets may be shown as standalone collections should any of the participating companies also join overseas trade shows i.e. Maison et Objet 2020 (Paris) B.S. MFD 2020	Product Designer	Minimum No. of Companies	Target No. of Companies	1 Product Designer for Home and Fashion (Artisans)	30 companies	40 companies			Php950,000.00
Product Designer	Minimum No. of Companies	Target No. of Companies							
1 Product Designer for Home and Fashion (Artisans)	30 companies	40 companies							

TOTAL AMOUNT IN WORDS: _____ Php _____

This order is placed subject to the following terms and conditions:
 The delivery must be made only during office hours to CITEM or as may be specified. Delivery is subject to the acceptance of CITEM's duly authorized representative/officer and inspection by CITEM Management Inspection Team and/or the Commission on Audit. Rejected deliveries are to be withdrawn and/or replaced immediately. Delay in the delivery is subject to the PENALTY of 1/10 OF 1% of the TOTAL VALUE of this ORDER for EACH DAY OF DELAY. In case the contractor/supplier does not deliver within the due date, she shall be considered in default and will be liable to pay LIQUIDATED DAMAGES in the amount of _____ of the TOTAL AMOUNT unless the contractor/supplier requested and CITEM granted an extension. The contractor/supplier authorizes CITEM to deduct the amount of undiversed portion and to deduct the penalty and liquidated damages from any of its receivables from CITEM. The contractor/supplier must present a Delivery Receipt and Invoice or Official Receipt with the Job Order upon delivery.

Very truly yours, JAIME ANTONIO S. SANDOVAL Chief, STREDC & Procurement Division	MFO-20080541 BUR No _____ DATE <u>8/7/2020</u> AMOUNT <u>Php 950,000.00</u>	Recommended by: ATTY. ANNA GRACE I. MARPURI CIC-DM, Operations Group 1 Approved by: PAULINA SUACO JUAN Executive Director
CONFIRME: RACHELLE L. DAGNALAN Name & Signature of Contractor/Supplier Date _____	Funds Available: MALERNA C. HUYAO Chief, Controllership Division	

JOB ORDER

CITEM.STR.FR.005



CENTER FOR INTERNATIONAL TRADE EXPOSITIONS AND MISSIONS
 Golden Shell Pavilion, Roxas Boulevard corner Sen. Gil J. Puyat Avenue
 1300 Pasay City, Metro Manila, Philippines
 T. (032) 831-2201 to 09 ext. 216 F. (032) 831-1368, 832-3985
 25 info@citem.com.ph @ www.citem.com.ph



JO Number: 2020-0052	JO Date: 17 July 2020	PAGE 2/1
PR No.: 2020-0195	PR Date: 04/02/2020	

CONTRACTOR/SUPPLIER RACHELLE DAGNALAN
 ADDRESS Unit 1823 The Linear Tower 2, Makati Street, San Antonio,
Makati City
 MODE OF PROCUREMENT SMALL VALUE PROCUREMENT

DELIVERY TERM 30 days
 PAYMENT TERM CITEM
 PLACE OF DELIVERY _____
 DATE OF DELIVERY _____

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DESCRIPTION	QTY/UNIT	UNIT PRICE	AMOUNT
<p>HIRING OF PRODUCT DESIGN SPECIALIST FOR HOME AND FASHION (ARTISANS) Scope of Work: Manila FAME October 2020 I. Product Development/Selection Program</p> <ol style="list-style-type: none"> 4. Specifically, products to be developed for France + EU Market shall be likewise showcased in the Maison et Objet in September 2020, and the product specialist shall conduct visual merchandising and curation of newly developed products for the said trade show. 5. Lead the creative collaboration between the companies. Cover for the personal travel expenses required to correspond/conduct 2-3 meetings/factory visits with each company, as follows: <ol style="list-style-type: none"> a. Initial consultation meeting to provide product design and development direction; b. Initial prototype inspection to review and evaluate product samples and prototypes; and, c. Final prototype inspection to review developments in product samples and prototypes and to finalize collections for display at the special setting. 6. Should the product designer/s be unable to serve the sector/market they are assigned to due to unforeseen circumstances or force majeure, and other factors beyond their control (e.g. no applicants), they shall inform CITEM through its assigned project coordinator, and shall discuss alternate deliverables, if necessary. 			

TOTAL AMOUNT IN WORDS:

Php

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Very truly yours,

Jaime Sandoval
JAIME ANTONIO S. SANDOVAL
 Chief, STREDO & Procurement Division

CONFORME

RACHELLE L. DAGNALAN

Name & Signature of Contractor/Supplier

Date

BLR No. MFO-20080541

DATE: 8/7/2020

AMOUNT Php 950,000.00

Funds Available: *Malerna C. Buyao*
MALERNA C. BUYAO
 Chief, Controllorship Division

Recommended by:

Anna Grace I. Marpur
ATTY. ANNA GRACE I. MARPUR
 OIC-DIV, Operations Group 1

Approved by:

Paulina Suaco-Juan
PAULINA SUACO-JUAN
 Executive Director

JOB ORDER

CITEM_STR_FR_005



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 Golden Shell Pavilion, Roxas Boulevard corner San. Gil J. Puyat Avenue
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JO Number: 2020-0062	JO Date: 17 July 2020	PAGE 3/7
FR No.: 2020-0195	FR Date: 04/02/2020	

CONTRACTOR/SUPPLIER RACHELLE DAGNALAN
 ADDRESS Unit 1823 The Linear Tower 2, Makati Street, San Antonio,
Makati City
 MODE OF PROCUREMENT SMALL VALUE PROCUREMENT

DELIVERY TERM 30 days
 PAYMENT TERM CITEM
 PLACE OF DELIVERY _____
 DATE OF DELIVERY _____

Please provide/furnish this office the requirements listed below subject to the terms and conditions contained herein. Address all correspondence to the Center for International Trade Expositions and Missions (CITEM).

DESCRIPTION	QTY/UNIT	UNIT PRICE	AMOUNT									
<p>HIRING OF PRODUCT DESIGN SPECIALIST FOR HOME AND FASHION (ARTISANS) Scope of Work: Manila FAME October 2020</p> <p>Below are the alternative deliverables that may be suggested or negotiated with the product development designers should there be any unforeseen circumstances that arise that hinder the successful delivery of the projects:</p> <table border="1"> <thead> <tr> <th>CONDITIONS</th> <th>ACTIONS</th> <th>REMARKS</th> </tr> </thead> <tbody> <tr> <td>1. No Applicants</td> <td>Cancelled contract</td> <td>CITEM will aggressively campaign for participants to join the product development program. However, in the most extreme case when there are no interested sign-ups, CITEM shall formally inform the designer/s and release them from the contract.</td> </tr> <tr> <td>2. Does not meet target no. of companies</td> <td>CITEM may allow the designer/s to provide design services to participants from a different market/sector to meet their own targets, designer's deliverables shall not be affected.</td> <td>Rates of professional fees shall remain constant and will not increase/decrease whether they are serving different sectors/markets.</td> </tr> </tbody> </table>	CONDITIONS	ACTIONS	REMARKS	1. No Applicants	Cancelled contract	CITEM will aggressively campaign for participants to join the product development program. However, in the most extreme case when there are no interested sign-ups, CITEM shall formally inform the designer/s and release them from the contract.	2. Does not meet target no. of companies	CITEM may allow the designer/s to provide design services to participants from a different market/sector to meet their own targets, designer's deliverables shall not be affected.	Rates of professional fees shall remain constant and will not increase/decrease whether they are serving different sectors/markets.			
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TOTAL AMOUNT IN WORDS: _____ Php

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Very truly yours,

JAIME ANTONIO S. SANDOVAL
 Chief, STREDO & Procurement Division

BUR No. MFO-20080541
 DATE 8/7/2020
 AMOUNT Php 950,000.00

Recommended by:

ATTY. ANNA GRACE I. MARPURI
 OIC-DM, Operations Group 1

CONFORME:

RACHELLE L. DAGNALAN
 Name & Signature of Contractor/Supplier

Funds Available:
MALERNA C. BUYAG
 Chief, Controllership Division

Approved by:
PAULINA SUACO-JUAN
 Executive Director

Date

JOB ORDER

CITEM_STR_FR.005



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JO Number: 2020-0052	JO Date: 17 July 2020	PAGE: 4/7
PR No.: 2020-0195	PR Date: 04/02/2020	

CONTRACTOR/SUPPLIER: RACHELLE DAGNALAN
 ADDRESS: Unit 1923 The Linear Tower 2, Makati Street, San Antonio,
Makati City
 MODE OF PROCUREMENT: SMALL VALUE PROCUREMENT

DELIVERY TERM: 30 days
 PAYMENT TERM: CITEM
 PLACE OF DELIVERY: _____
 DATE OF DELIVERY: _____

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DESCRIPTION	QTY./UNIT	UNIT PRICE	AMOUNT						
<p>HIRING OF PRODUCT DESIGN SPECIALIST FOR HOME AND FASHION (ARTISANS) Scope of Work: Manila FAME October 2020</p> <table border="1"> <thead> <tr> <th>CONDITIONS</th> <th>ACTIONS</th> <th>REMARKS</th> </tr> </thead> <tbody> <tr> <td>3. Does not meet minimum no. of companies</td> <td>CITEM will compensate the designers based on the number of companies they served</td> <td>For example: 15 companies successfully assisted x Design Specialist's Rate = Payment Designer shall receive</td> </tr> </tbody> </table> <p>ii. Brand Ambassadorship Act as Manila FAME Ambassador with the following specific roles: a. Uphold the image of Philippine design and craftsmanship among local and international buyers as well as other partners and stakeholders both from public and private sectors; b. Headline Manila FAME in local and international marketing and promotion initiatives which include features, interviews and portraits for all forms of mass media which include broadcast (television and radio), print (broadsheets, magazines, and other print collateral), outdoor (posters), and digital (emails, websites, blogs, and other internet-based media); c. Engage in public and media relations activities intended for the promotion of Manila FAME such as but are not limited to courtesy calls, launches, and press conferences, and d. Diligently attend all Manila FAME special events such as but not limited to the Opening Ceremonies and the KATHA Awarding Ceremony.</p> <p>iii. Report writing and other requirements: a. Submit design concepts and/or any additional documents in support of payments made by CITEM; b. Provide assessment and identify next steps by submitting a comprehensive post event terminal report detailing delivered undertakings, observations, and</p>	CONDITIONS	ACTIONS	REMARKS	3. Does not meet minimum no. of companies	CITEM will compensate the designers based on the number of companies they served	For example: 15 companies successfully assisted x Design Specialist's Rate = Payment Designer shall receive			
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TOTAL AMOUNT IN WORDS: _____ Php

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Very truly yours,

 JAIME ANTONIO S. SANDOVAL
 Chief, STREGO & Procurement Division

BUR No. MFO-20080541
 DATE 8/7/2020
 AMOUNT Php 950,000.00

Recommended by:
 ATTY. ANNA GRACE I. MARPURI
 CIC-DM, Operations Group 1

CONFORME: _____
 RACHELLE L. DAGNALAN
 Name & Signature of Contractor/Supplier

Funds Available:
 VALERNA C. BUYAO
 Chief, Controllorship Division

Approved by:
 PAULINA SUACO JUAN
 Executive Director

Date

JOB ORDER

CITEM,STR.FR.006



CENTER FOR INTERNATIONAL TRADE EXPOSITIONS AND MISSIONS
 Golden Shell Pavilion, Rocas Boulevard corner Sen. Gil J. Puyat Avenue
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2020-0052

JO Date:

17 July 2020

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PR No.:

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04/02/2020

CONTRACTOR/SUPPLIER RACHELLE DAGNALAN
 ADDRESS Unit 1923 The Linear Tower 2, Makati Street, San Antonio,
Makati City
 MODE OF PROCUREMENT SMALL VALUE PROCUREMENT

DELIVERY TERM 30 days
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DESCRIPTION	QTY/UNIT	UNIT PRICE	AMOUNT
HIRING OF PRODUCT DESIGN SPECIALIST FOR HOME AND FASHION (ARTISANS) Scope of Work: Manila FAME October 2020 recommendations for succeeding Manila FAME editions. The terminal report should be submitted no later than one month after the show; and c. Bear the cost/expenses and facilitate logistical requirements of the visits to the regions/provinces to conduct product development/selection for Manila October 2020.			
PROGRAM OF ACTIVITIES			
ACTIVITIES		TIMELINE	
Initial Round of Visits/Consultations - One-on-one meetings with participating companies		June 2020	
Sending of rendered/additional designs to the companies		July - August 2020	
2nd Round of Visits/Consultations			
Inspection of prototypes			
Product Pictorial		August - September 2020	
Line review 2nd batch of samples for Manila FAME		September 2020	
Mock-up		1st Week of October 2020	
Ingress		13 - 14 October 2020	
13 October	09:00PM - 10:00PM		
14 October	10:00AM - 10:00PM		
Fair Proper			
15 October	09:00AM - 07:00PM	15 - 17 October 2020	
16 October	09:00AM - 07:00PM		
17 October	09:00AM - 07:00PM		
Visual merchandising			
Evaluation		November 2020	
November 2020			
Assessment and Next steps			
Report-writing and submission			

TOTAL AMOUNT IN WORDS:

Php

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Very truly yours,

JAIME ANTONIO S. SANDOVAL
 Chief, STREDO & Procurement Division

CONFORME

RACHELLE L. DAGNALAN

Name & Signature of Contractor/Supplier

Date

BUR No. MFO-20080541

DATE 8/7/2020

AMOUNT Php 950,000.00

Funds Available:
 MALERNA C. BUYAO
 Chief, Cont'nership Division

Recommended by:


ATTY. ANNA GRACE I. MARPUR
 GIC-DM, Operations Group 1

Approved by:

PAULINA SUACO-JUAN
 Executive Director

JOB ORDER

CITEM.STR.JR.006

 CENTER FOR INTERNATIONAL TRADE EXPOSITIONS AND MISSIONS Golden Shell Pavilion, Rocas Boulevard corner San Gil J. Puyat Avenue 1300 Pasay City, Metro Manila, Philippines T: (632) 831-2201 to 08-ext. 218 F: (632) 831-1300, 832-3882 E: info@citem.com.ph @ www.citem.com.ph		JO Number: 2020-0052	JO Date: 17 July 2020	PAGE 8/7
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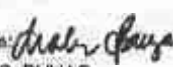
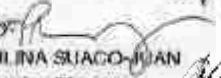
CONTRACTOR/SUPPLIER: <u>RACHELLE DAGNALAN</u> ADDRESS: <u>Unit 1923 The Linear Tower 2, Makati Street, San Antonio, Makati City</u> MODE OF PROCUREMENT: <u>SMALL VALUE PROCUREMENT</u>	DELIVERY TERM: <u>30 days</u> PAYMENT TERM: <u>CITEM</u> PLACE OF DELIVERY: _____ DATE OF DELIVERY: _____
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DESCRIPTION	QTY/UNIT	UNIT PRICE	AMOUNT
HIRING OF PRODUCT DESIGN SPECIALIST FOR HOME AND FASHION (ARTISANS) Scope of Work: Manila FAME October 2020 Period of Engagement: The Product Designer will be engaged from the issuance of Award Notice to November 2020. Professional Fee As Product Designer to be hired shall be required to travel, in consideration that exhibitors being served are spread all over the Philippines (and final exhibit execution may be in the country or overseas), to successfully deliver their undertakings, their respective professional fees include travel expenses, and all applicable taxes in the total contract price. Travel budgets vary per destination (domestic and overseas, as required by the corresponding bid category). Total budgetary requirement for Manila FAME Artisans: 1 Product Designer for Home and Fashion - PhP950,000.00 (inclusive of domestic travel expenses, and all applicable taxes) Payment Schedule Payment shall be made in the following schedule: * 40% - upon submission of the preliminary product development designs for the assigned Manila FAME October 2020 companies. Deliverables: submission of the product development designs for the assigned Manila FAME October 2020 companies. * 40% - upon final inspection of finalized prototypes of the assigned Manila FAME October 2020 companies. Deliverables: inspection and approval of final prototypes for the assigned Manila FAME October 2020 companies. * 20% - upon submission of Manila FAME October 2020 post-event evaluation report and photos of final products. Deliverables: submission of Manila FAME October 2020 post-event evaluation report and photos of final products.			

TOTAL AMOUNT IN WORDS: _____ P/ps

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Very truly yours,  JAIME ANTONIO S. SANDOVAL Chief, STREDO & Procurement Division	BUR No. <u>MFO-20080541</u> DATE <u>8/7/2020</u> AMOUNT <u>Php 950,000.00</u>	Recommended by:  ATTY. ANNA GRACE I. MARPUR OIC-DM, Operations Group 1
CONFORME:  RACHELLE L. DAGNALAN Home & Signature of Contractor/Supplier Date: _____	Funds Available:  MALERNA C. BUYAO Chief, Controllorship Division	Approved by:  PAULINA SIAGO-JUAN Executive Director

JOB ORDER

CITEM/STR/FR.008



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DESCRIPTION	QTY/UNIT	UNIT PRICE	AMOUNT				
<p>HIRING OF PRODUCT DESIGN SPECIALIST FOR HOME AND FASHION (ARTISANS) Scope of Work Manila FAME October 2020 Corresponding Deductions/Penalties: The Product Designer/s to be engaged shall be given corresponding deductions from the total amount of payment should the designer/s be unable to deliver their undertakings:</p> <table border="0"> <tr> <td style="text-align: center;">Particulars</td> <td style="text-align: center;">Deduction</td> </tr> <tr> <td>Inability of Product Designer/s to provide assistance to the approved number of companies.</td> <td>Total value of deduction shall be computed based on the disparity between actual number of companies exhibited and approved number of companies, multiplied by the per company rate of each product designer's market. (MANILA FAME ARTISANS) Product Designer for Home and Fashion (Php23,750.00 per company)</td> </tr> </table> <p>Incidental: Should the ingress set-up require the designer/s to work onsite beyond 12:00 midnight of 14 October 2020 due to circumstances that are not of their fault (i.e. delay caused by the contractor, procurement issues, venue-related problems, or construction related accidents), CITEM will shoulder the cost of one (1) room night accommodation (single deluxe room), per product designer, in the hotel where CITEM staff are billeted or if fully occupied, in one of its partner hotels. If the event is cancelled due to unforeseen circumstances of force majeure, the contract may be extended until the next event where the same approved concept shall be implemented, or the contract shall be paid pro-rated based on the accomplished deliverables stipulated in the terms of payment. Extension of contract shall not incur any additional payment to hired product designers.</p>	Particulars	Deduction	Inability of Product Designer/s to provide assistance to the approved number of companies.	Total value of deduction shall be computed based on the disparity between actual number of companies exhibited and approved number of companies, multiplied by the per company rate of each product designer's market. (MANILA FAME ARTISANS) Product Designer for Home and Fashion (Php23,750.00 per company)			
Particulars	Deduction						
Inability of Product Designer/s to provide assistance to the approved number of companies.	Total value of deduction shall be computed based on the disparity between actual number of companies exhibited and approved number of companies, multiplied by the per company rate of each product designer's market. (MANILA FAME ARTISANS) Product Designer for Home and Fashion (Php23,750.00 per company)						

TOTAL AMOUNT IN WORDS: Nine Hundred Fifty Thousand Pesos Php 950,000.00

This order is placed subject to the following terms and conditions:

The delivery must be made only during office hours to CITEM or as may be specified. Delivery is subject to the acceptance of CITEM's duly authorized representative/official and inspection by CITEM-Management Inspection Team and/or the Commission on Audit. Rejected deliveries are to be withdrawn and/or replaced immediately. Delay in the delivery is subject to the PENALTY of 1/10 of 1% of the TOTAL VALUE of this ORDER for EACH DAY OF DELAY. In case the contractor/supplier does not deliver within the due date, it shall be considered in default and will be liable to pay LIQUIDATED DAMAGES in the amount of _____ of the TOTAL AMOUNT unless the contractor/supplier requested and CITEM granted an extension. The contractor/supplier authorizes CITEM to deduct the amount of undelivered portion and to deduct the penalty and liquidated damages from any of its receivables from CITEM. The contractor/supplier must present a Delivery Receipt and Invoice or Official Receipt with the Job Order upon delivery.

Very truly yours,

JAIME ANTONIO S. SANDOVAL
 Chief, STREDO & Procurement Division

CONFORME:

RACHELLE L. DAGNALAN

Name & Signature of Contractor/Supplier

Date

BUR No. MFO-20080541

DATE 8/7/2020

AMOUNT Php 950,000.00

Funds Available:
 MALERNA C. BUYAC
 Chief, Controlling Division

Recommended by:

ATTY. ANNA GRACE I. MARPURI
 OIC-DM, Operations Group 1

Approved by:

PAULINA SUACO-JUAN
 Executive Director