

PHILIPPINE NATIONAL OIL COMPANY

PNOC Building VI, Energy Center, Rizal Drive, **BGC, Taguig City** TIN 000-169-191-000 VAT

PURCHASE ORDER

PY-716 (Rev. 09/88)

SURPLUE NAME AND ADDRESS CONSULTANCY AND SERVICES 67 TALLIPUGO, BALAOAN, LA UNION

YOUR QUOTATION REFERENCE

QUOTATION SUBMITTED BY:

Nº 298725

PO

MS. REINA P. OLIVAR

DATE POPREPARED, 2023

DEPMORP BOUNDS L'OF CENTER ABOVE PURCHASE ORDER AND REQUISITION NUMBERS MUST APPEAR ON ALL SHIPPING AND BILLING DOCUMENTS THE COMMODITY CODES SHOWN BELOW MUST APPEAR ON ALL INVOICES AND SHIPPING LISTS, CAREFULLY READ AND FOLLOW ALL INSTRUCTIONS SHOWN AT THE BACK OF THIS

ACCOUNTING CHARGES

DOLLAR CONVERSION/AMOUNT

RIZAL DRIVE, FORT BONIFACIO TAGUIG, M.M. ATTN: J.R. BAGUIO

PURCHASE ORDER PAYMENT TERMS (UPON SUBMISSION OF ORIGINAL INVOICE & PO) **NET 30 DAYS**

DELIVERY TERM

/ Conduct of Training

November 20 -21, 2023

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DATE RECEIVED:

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PHILIPPINE NATIONAL OIL COMPANY (PNOC)

TERMS OF REFERENCE

ENGAGEMENT OF A SUBJECT MATTER EXPERT FOR AN ADVANCED TRAINING
ON THE USE, APPLICATION AND WRITESHOP
ON THE HARMONIZED GENDER AND DEVELOPMENT GUIDELINES (HGDG)
FOR PROJECT DEVELOPMENT, IMPLEMENTATION, MONITORING AND EVALUATION

I. BACKGROUND

The Harmonized GAD Guidelines or HGDG, is a tool co-developed by the Philippine Commission on Women and the National Economic and Development Authority. It is used to ensure that programs and projects undertaken by the government in their various stages are gender responsive.

II. REQUIREMENTS

PNOC, needs to engage the services of a Subject Matter Expert (SME) who will conduct a comprehensive training on the use and application of HGDG, with a write-shop session, for the PNOC GFPS to gain knowledge and skills in integrating GAD elements in all its programs, projects and activities. The training should highlight how the results of HGDG are applied in preparing the annual GAD Plan and Budget and GAD Accomplishment Report, and in identifying strategies to address the gender gaps or issues. More importantly, the knowledge and skills will help in identifying possible gender issues and solutions to address issues during the development, implementation, monitoring and evaluation of PNOC's flagship programs, projects and activities.

The Subject Matter Expert (SME)

- 1. Must be an accredited/certified member of the Philippine Commission on Women (PCW) National GAD Resource Pool.
- 2. Must have been engaged and have successfully trained at least five (5) government agencies on the use and practical application of HGDG in the last five (5) years. Bidder to submit the appropriate supporting documents.
- 3. Must have a Very Satisfactory rating or its equivalent from the attendees of the conducted HGDG writing seminars for the last five (5) years certified by the training institutions. Bidder to submit the appropriate supporting documents.
- 4. Shall report to the PNOC Head Office in BGC Taguig to conduct the training, face to face, for two (2) days.

5. Must provide a valid negative COVID-19 Test Result prior to entering PNOC. The test result must be 1) administered by a DOH-accredited laboratory, clinic, or government health facility, 2) test kit must be FDA-approved, 3) must be certified by a medical doctor, and 4) the test result must have been taken within 24 hours.

III. SCOPE, COVERAGE AND DELIVERABLES

 As part of the advanced training, the SME shall conduct a lecture/presentation, samples, exercises, and write-shop necessary to enhance the knowledge and competence of the members of the PNOC Gender and Development Focal Point System on the use and application of the Harmonized Gender and Development Guidelines.

Training	No. of Participants	Duration
Use and Application of the	maximum of 35	two (2) days
Harmonized Gender and	participants	
Development Guidelines	(see list)	

2. Bidder must submit the following:

- Proposed training outline and time/duration for each topic
- Methodology
- Training Fee inclusive of all applicable government taxes (SME's professional fee, training materials, and final report)
- E-copy of materials to be emailed by GFPS Secretariat to participants and 1 hard copy of Training Materials/Presentation for PNOC file
- Certificate of Accreditation with PCW
- Curriculum Vitae
- List of all relevant training engagements in government agencies in the last five (5) years and ongoing training engagements, accompanied by Clients' letters of request and Certificates of Appreciation for serving as their resource speaker
- Certificates of Very Satisfactory Rating for the conducted HGDG Trainings in the last five
 (5) years certified by the training institutions
- Validity of the SME's Proposal
- Contact Details
- 4. Logistics Transportation, Accommodation, and Antigen Test will be for the personal account of the bidder.

IV. TARGET TRAINING SCHEDULE:

Second week of July 2023 or First to Second week of August 2023

V. APPROVED BUDGET COST (ABC):

The SME shall be paid the amount of TWENTY FOUR THOUSAND FIVE HUNDRED PESOS (PhP24,500.00) per day inclusive of all applicable government taxes in accordance with government procedure upon submission of the report on the outcome / results of the training, which will include a summary of the training participants' evaluations of the training received, and signed Certificates of Completion to be prepared by PNOC.

VI. CONTACT PERSONS:

FERNANDO J. CASTILLON
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Chief, Personnel Services Division
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Prepared by:

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Chairperson, GFPS Technical Working Group

Approved by:

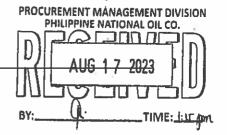
Uno Gerardo G. Calaor Repartment Manager A

Administrative Services Department



PHILIPPINE NATIONAL OIL COMPANY

Energy Center, Rizal Drive, BGC, Taguig City 1634



MEMORANDUM

For: A.R.O. Reyes

Date: August 17, 2023

Subject:

Advanced Training on the Use, Application, and Write-shop on the Harmonized Gender and Development (GAD) Guidelines

The Gender and Development (GAD) Focal Point System Technical Working Group (GFPS-TWG) would like to formally request for a change of date for the above training and write-shop.

We understand the importance of adhering to the initial schedule. However, our new President and CEO O. B. Butalid needed time to further assess the importance of the said HGDG Training, for which a modification of the training design was eventually proposed and imparted to the trainor, Ms. Reina Olivar.

Ms. Olivar's next availability is in November 2023. As we are busy with audit activities and Congressional budget hearings this August and September, we believe that rescheduling the training to November 20-21, 2023 will not only ensure the complete participation of the GFPS EXECOM, TWG and Secretariat members, but also maintain the quality of the training experience for the best learning and practical application outcomes:

For your consideration.

Thank you.

MARIA BELINDA L. CUBELO GFPS TWG Chairperson

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