



Republic of Philippines
DEPARTMENT OF EDUCATION

DepEd Complex, Meralco Avenue, Pasig City
<https://www.deped.gov.ph/>



PROJECT: Highly Technical Consultant for the Enhancement and Maintenance of the Program Management Information System
CONTRACT NO.: 2025c-PS3(004)-BIV-NPHTC038-C104

CONTRACT

13 AUG 2025

THIS CONTRACT is made and entered into this _____ day of _____ 2025 by and between the **DEPARTMENT OF EDUCATION**, located at DepEd Complex, Meralco Avenue, Pasig City, represented herein by its Director IV for Policy and Planning Service, **MARIA CLARISSE T. LIGUNAS-ROQUE**, as per DepEd Order No. 001, s. 2025, dated 17 January 2025 (hereinafter referred to as "**DEPED**"); and **ARNOLD P. SAYSON**, of legal age, Filipino, and with address at Blk 151 Lot 25 Phase 1 Mabuhay City, Paliparan III, Dasmariñas, Cavite, Philippines, 4414 (hereinafter referred to as the "**CONSULTANT**").

DEPED and the **CONSULTANT** are collectively called **PARTIES**.

WHEREAS, under Section 53.7 of Republic Act (RA) No. 9184 and its 2016 Revised Implementing Rules and Regulations (RIRR), negotiated procurement for Highly Technical Consultants (HTCs) may be resorted to in the case of individual consultants hired or engaged to do work that is highly technical or proprietary, or primarily confidential or policy determining;

WHEREAS, **DEPED**, through the Policy and Planning Service – Planning and Programming Division (PPS-PPD) pursuant to the approved Resolution to Engage Consultant No. 2025c-PS3(004)-BIV-NPHTC-038 dated 5 June 2025, on the hiring of a Highly Technical Consultant who shall perform work that cannot be performed by regular personnel of **DEPED**, engages the services of the **CONSULTANT** for the aforementioned purpose.

NOW, THEREFORE, PREMISES CONSIDERED, the **PARTIES** hereby agree as follows:

1. CONTRACT DOCUMENTS

The following documents shall be deemed to form and be read and construed as part of this Contract, *viz*:

- a. Resolution to Engage Consultant No. **2025c-PS3(004)-BIV-NPHTC-038** dated 5 June 2025 and all its attachments;
- b. Notice of Award; and
- c. Terms of Reference.

2. DURATION OF ENGAGEMENT

The **CONSULTANT** shall perform the required services for a period of SIX (6) MONTHS upon his or her receipt of the Notice to Proceed (NTP). Extension of the period may be allowed on justifiable grounds as determined by and subject to the approval of **DEPED**, provided that it shall be at no additional expense to **DEPED**, other than what is stipulated in this Contract.

He-render Legado A. Sison
CONSULTANT'S Witness
 ARNOLD P. SAYSON
CONSULTANT
 MARY JANE B. FELICIANO
DEPED'S Witness
 MARIA CLARISSE T. LIGUNAS-ROQUE
DEPED

3. TERMS OF REFERENCE

Scope of the Services

The highly technical consultant shall work in line with the following Terms of Reference:

I. Planning

- Provide inputs on system technical design and development strategies to ensure adherence to industry “best practices” and standards.
- Provide inputs on the formulation of technical design specifications, including prototyping.

II. Analysis and Design

- Design and development of applications, data modeling and Entity Relationship Diagram (ERD) specifications related to the Project Management Information System (PMIS), eSaliksik, and other information systems.

III. Development and Testing

- Test, debug, deploy and document program modules in coordination with the individuals or teams involved in system development, quality assurance, database management, and user support.
- Provide technical recommendations for suggested improvements to systems.
- Adjust and enhance existing application components according to agreed-upon requirements/ adjustments and set development standards.

IV. Implementation and Maintenance

- Monitor performance and perform fine-tuning of applications.
- Document and update as necessary the system architecture or components and programs developed.
- Provide technical input in the development of user’s and operations manual.
- On-the-job coaching of the relevant DepEd personnel regarding maintenance of program codes and technologies for programming.

V. Technical assistance/ Coaching

- Coach system owners and relevant DepEd offices on data retrieval and the development of programs/scripts.
- Actively participate and provide technical assistance and recommendations on all phases of information systems design and development.
- Participate in and provide technical assistance in the conduct of training organized by DepEd Central Process Owners.
- Provision of direct training to DepEd personnel on systems development, improvement, programming, coding, scripting and data retrieval.

Rescander Jayme A. Sayson
CONSULTANT'S Witness

ARNOLD P. SAYSON
CONSULTANT

MARY JANE B. FELICIANO
DEPED's Witness

Maria Clarisse T. Ligunas-Roque
DEPED

4. PAYMENT

DEPED shall, subject to existing disbursement, accounting, and auditing rules and procedures, pay the services of the **CONSULTANT** in the total amount of **PHILIPPINE PESOS FOUR HUNDRED EIGHTY THOUSAND AND 00/100 (PhP480,000.00) ONLY** inclusive of VAT, detailed as follows:

Position	Contract Duration	Amount (PhP)
Highly Technical Consultant	Six (6) Months	80,000.00 per month
Total (PhP)		480,000.00

Payment shall be made on a monthly basis and subject to submission of accomplishment reports, outputs, and/or deliverables by the **CONSULTANT** to justify payment as provided under the Terms of Reference, which is hereto attached as Annex "A" and made an integral part hereof.

5. INTELLECTUAL PROPERTY RIGHTS

All deliverables, studies, reports, or other materials, prepared by the **CONSULTANT** for **DEPED** under this Contract, including the intellectual property rights thereto, shall belong to and remain the exclusive property of **DEPED** and shall not be used by the **CONSULTANT** for any purpose other than what is stipulated under this Contract. Immediately upon completion or termination of this Contract, the **CONSULTANT** shall return all copies, files, materials, records, notes, other written, printed, tangible or intangible materials (soft and hard copies), and any other property in the **CONSULTANT**'s possession that belong or relate to the interest of **DEPED**.

6. CONFIDENTIALITY

The **CONSULTANT** acknowledges that this Contract is dependent on the trust and confidence reposed on him or her by **DEPED**. The **CONSULTANT** also acknowledges that, in the course of carrying out his or her duties under this Contract, he or she may receive, be furnished with, or become privy to confidential matters concerning the transactions of **DEPED** and/or sensitive discussions with or between any **DEPED** official (the "Confidential Information"). The **CONSULTANT** shall hold and maintain all Confidential Information relative to **DEPED** in the strictest confidence for the sole and exclusive benefit of **DEPED** and the **CONSULTANT** shall carefully restrict access to Confidential Information to third parties without consent from **DEPED** through the Supervising Undersecretary and/or the Secretary. This confidentiality shall survive the term of this Contract.

7. EMPLOYER-EMPLOYEE RELATIONSHIP

It is understood that this Contract does not create an employer-employee relationship between **DEPED** and the **CONSULTANT**; that the services rendered hereunder by the **CONSULTANT** are not considered and will not be credited as government service; and that the **CONSULTANT** is not

[Signature]
 ACCEPTED FOR
 CONSULTANT'S WITNESS

[Signature]
ARNOLD P. SAYSON
 CONSULTANT

[Signature]
MARY JANE B. FELICIANO
 DEPED'S WITNESS

[Signature]
MARIA CLARISSE T. LIGUNAS-ROQUE
 DEPED

entitled to benefits enjoyed by regular personnel of **DEPED** unless otherwise provided by law.

8. LIQUIDATED DAMAGES

If the **CONSULTANT** fails to satisfactorily perform his or her services within the period(s) specified in the Contract inclusive of duly granted time extensions, if any, **DEPED** will, without prejudice to other remedies under the Contract and applicable laws, deduct from the Contract Price, as liquidated damages, the applicable rate of one-tenth (1/10) of one percent (1%) of the cost of the unperformed portion for every day of delay until the actual performance of services required. **DEPED** need not prove that it has incurred actual damages to be entitled to liquidated damages. Once the liquidated damages amount to ten percent (10%) of the Contract Price, then **DEPED** may rescind or terminate the Contract, without prejudice to other courses of action and remedies open to it.

9. SETTLEMENT OF DISPUTES

The **PARTIES** shall exert their best efforts to properly resolve any differences or disagreements with respect to any issue that may arise in connection with this Agreement. It shall be settled through amicable means, such as but not limited to, mutual consultation and negotiation, in accordance with Republic Act No. 9285, otherwise known as the "Alternative Dispute Resolution Act of 2004."

In case of failure to settle amicably, the Parties, without herein waiving the benefit of immunity from suit, if any, shall, whenever permitted, submit the dispute to the appropriate courts of Pasig City, to the exclusion of all other venues.

Alexander S. ...
CONSULTANT'S Witness

Arnold P. Sayson
ARNOLD P. SAYSON
CONSULTANT

Mary Jane B. Feliciano
MARY JANE B. FELICIANO
DEPED'S Witness

Maria Clarisse T. Ligunas-Roque
MARIA CLARISSE T. LIGUNAS-ROQUE
DEPED

IN WITNESS WHEREOF, the **PARTIES** hereto have caused this Contract to be executed in accordance with governing laws on the day and year first above written.

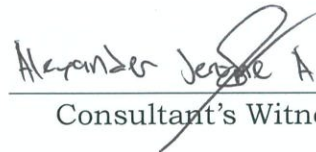
SIGNED, SEALED AND DELIVERED BY:

mtligunas-roque
MARIA CLARISSE T. LIGUNAS-ROQUE
Director IV
Policy and Planning Service
Department of Education



ARNOLD R. SAYSON
Consultant

SIGNED IN THE PRESENCE OF:


MARY JANE B. FELICIANO
Chief, PPD, PS
Department's Witness 


Alexander Jesse A. Sayson
Consultant's Witness

CERTIFIED FUNDS AVAILABLE: ₱480,000.-


WILMA P. ECALM
Accountant IV
DIC, Chief Accountant

REPUBLIC OF THE PHILIPPINES)
PASIG CITY, METRO MANILA) S.S

ACKNOWLEDGMENT

BEFORE ME, a Notary Public for and in the PASIG CITY,
Philippines, this ____ day of AUG 13 2025 2025 personally appeared:

NAME

GOVERNMENT ISSUED ID
(Number, Issued On, Issued By)

MARIA CLARISSE T. LIGUNAS-ROQUE Director IV Policy and Planning Service DEPED	Passport No.: P6654401C DFA Manila
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Known to me and to me known to be the same person who executed the foregoing instrument and acknowledged to me that the same is the free and voluntary act and deed of the entity which he/she respectively represents.

The foregoing instrument is a CONTRACT consisting of seven (7) pages (exclusive of attachments), including this page on which this acknowledgment is written and signed by the party hereto.

WITNESS MY HAND AND SEAL on the date and place first above written.

NOTARY PUBLIC

Doc. No. 117;
Page No. 25;
Book No. XIII;
Series of 2025.

CHRISTOPHER C. SANDICO
Appointment No. 14 (2025-2026) Renewal
Notary Public for Pasig City and Pateros
27 Duhat St., Vaila Verde I, Pasig City
Roll No. 50321 IEP No. 5326 (Lifetime) Rizal
PTR No. 3040543 1/7/2025 Pasig City
MCLE Compliance No. VIII-0015622 4/14/2025

REPUBLIC OF THE PHILIPPINES)

PASIG CITY, METRO MANILA) S.S

ACKNOWLEDGMENT

BEFORE ME, a Notary Public for and in the PASIG CITY, Philippines, this AUG 13 2025 day of 2025 personally appeared:

NAME

GOVERNMENT ISSUED ID
(Number, Issued On, Issued By)

ARNOLD P. SAYSON Consultant	Unified Multi-Purpose ID: 006-0068-4342-7
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Known to me and to me known to be the same person who executed the foregoing instrument and acknowledged to me that the same is the free and voluntary act and deed of the entity which he/she respectively represents.

The foregoing instrument is a CONTRACT consisting of seven (7) pages (exclusive of attachments), including this page on which this acknowledgment is written and signed by the party hereto.

WITNESS MY HAND AND SEAL on the date and place first above written.

NOTARY PUBLIC

Doc. No. 117 ;
Page No. 25 ;
Book No. XIII ;
Series of 2025.

[Signature]
CHRISTOPHER C. SANDICO
Appointment No. 14 (2025-2026) Renewal
Notary Public for Pasig City and Pateros
27 Dupat St., Valle Verde I, Pasig City
Roll No. 50321 IBP No. 5326 (Lifetime) Rizal
PTR No.3040543 1/7/2025 Pasig City
MCLE Compliance No. VIII-0015622 4/14/2025



Republic of the Philippines
Department of Education

NOTICE OF AWARD

June 24, 2025

Date

ARNOLD P. SAYSON

Blk 151 Lot 25 Phase I Mabuhay City,
Paliparan III, Dasmariñas, Cavite,
Philippines, 4114
Telephone No.: 09171328396
Email Add.: apsayson@gmail.com, apsayson@yahoo.com

Project No. : **2025c-PS3(004)-BIV-NPHTC-038**

Project : **Hiring of Highly Technical Consultant for the Enhancement and Maintenance of the Program Management Information System**

Dear **Mr. Sayson:**

We are pleased to notify you of this award as Highly Technical Consultant of the Department of Education – Policy and Planning Service – Planning and Programming Division in the amount of **Philippine Pesos Four Hundred Eighty Thousand and 00/100 (PhP480,000.00)** only, inclusive of VAT, detailed as follows:

<i>Position</i>	<i>Contract Duration</i>	<i>Amount (PhP)</i>
Highly Technical Consultant	Six (6) Months	80,000.00 per month
Total (PhP)		480,000.00

Kindly affix your signature on the space provided to indicate your formal acceptance of the award.

MBE - DA - JBY - SLA



BAC Secretariat Division
Room M-512, 5th Floor, Mabini Building
DepEd Complex, Meralco Avenue, Pasig City 1600
Telephone No.: (02) 8633-9343; 8636-6542
Email Address: depcentral.bacsecretariat@deped.gov.ph

Doc. Ref. Code	ProcMS_BACSD_F003	Rev	00
Effectivity	September 20, 2021	Page	1 of 2



Certificate No. PHP OMS
22 93 0085

Notice of Award


Arnold P. Sayson

Hiring of Highly Technical Consultant for the Enhancement and Maintenance of the Program Management Information System

Please return the original copy of this Notice to the DepEd Procurement Management Service – BAC Secretariat Division within two (2) calendar days from receipt hereof for contract preparation.

Very truly yours,

mcligunas-roque
MARIA CLARISSE T. LIGUNAS-ROQUE
Director IV
Policy and Planning Service
Head of Procuring Entity

CONFORME: 
ARNOLD P. SAYSON
Signature over Printed Name and Position

JUNE 25, 2024
Date Signed



Republic of the Philippines
Department of Education
 BIDS AND AWARDS COMMITTEE IV

Resolution to Engage Consultant
Project No. 2025c-PS3(004)-BIV-NPHTC-038
 June 5, 2025

WHEREAS, the Department of Education (DepEd), through the Policy and Planning Service – Planning and Programming Division, is in need of a Highly Technical Consultant with a total Approved Budget for the Contract (ABC) in the amount of **Philippine Pesos Four Hundred Eighty Thousand and 00/100 (PhP480,000.00)**, broken down as follows:

Position	Contract Duration	Amount (PhP)
Highly Technical Consultant for the Enhancement and Maintenance of the Program Management Information System	Six (6) Months	80,000.00 per month
Total (PhP)		480,000.00

WHEREAS, the project is in the approved CY 2025 Supplemental Annual Procurement Plan (APP) 1 dated February 28, 2025, APP Project Code PS3-004, copy of which is attached as **Annex “A”**;

WHEREAS, the project is covered by the approved Authority to Engage Highly Technical Consultant dated April 7, 2025, copy of which is attached as **Annex “B”**;

WHEREAS, assignment of the Members of the DepEd - Bids and Awards Committee (BAC) IV for this project was approved through Office Orders OO-OSEC-2024-279 dated November 18, 2024 and OO-OSEC-2025-134 dated June 4, 2025; copies of the office orders are attached and marked as **Annex “C”**;

WHEREAS, the end-user proposed to engage the services of Arnold P. Sayson for the period of six (6) months only through Negotiated Procurement – Highly Technical Consultant (NP-HTC); the BAC determined that the expertise of the proposed consultant is highly technical and not within the capability of DepEd; copies of the BIR Certificate of Registration, PhilGEPS Registration, Terms of Reference, and Curriculum Vitae are attached as **Annex “D”**;

WHEREAS, the BAC, in the conduct of the procurement activity for the subject project, has undertaken due diligence and exerted best efforts to ensure faithful compliance with the provisions of Republic Act (R.A.) No. 9184, its Revised Implementing Rules and Regulations (RIRR), and relevant laws and issuances;

MBB - GDA - JRY - SLA



BAC Secretariat Division
 Room M-512, 5th Floor, Mabini Building
 DepEd Complex, Meralco Avenue, Pasig City 1600
 Telephone No.: (02) 8633-9343; 8636-6542
 Email Address: depedcentral.bacsecretariat@deped.gov.ph

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WHEREAS, NP-HTC is provided under Section 53.7 of R.A. 9184 and its RIRR as an alternative mode of procurement, in the case of individual consultants or partnerships hired to do work that is **(i) highly technical or proprietary**, provided, however, that the term of the individual consultants shall, at the most, be **Six (6) Months**, renewable at the option of the appointing Head of the Procuring Entity, but in no case shall exceed the term of the latter;

WHEREFORE, all premises considered, in its meeting today, the Committee resolves as it is hereby resolved, to recommend to the Secretary of Education and/or his duly authorized representative pursuant to Office Order OO-OSEC-2025-001 dated January 17, 2025, the hiring of highly technical consultant through the use of NP - HTC in accordance with Section 53.7 of R.A. 9184 and its RIRR, with a **monthly payment of PHILIPPINE PESOS EIGHTY THOUSAND AND 00/100 (PhP 80,000.00) ONLY** or in the total amount of **PHILIPPINE PESOS FOUR HUNDRED EIGHTY THOUSAND AND 00/100 (PhP480,000.00) ONLY**, to wit:

Name of Consultant	Contract Duration	Amount (PhP)
Arnold P. Sayson	Six (6) Months	80,000.00 per month

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Attached as Appendix A are the Terms of Reference.


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BIDS AND AWARDS COMMITTEE IV
Resolution to Engage Consultant No. 2025c-PS1(001)-BIV-NPHTC-032

June 5, 2025




ATTY. MARCELINO G. VELOSO III
Assistant Secretary and Chairperson



ATTY. GERARD L. CHAN, CESO I
Undersecretary and Vice-Chairperson



DR. MIGUEL ANGELO S. MANTARING
Director IV and Regular Member




MARIO M. BERMUDEZ
OIC-Director IV and Provisional Member



PETER MARC D. MAGSALIN
Director IV and Provisional Member

APPROVED/DISAPPROVED:



MARIA CLARRISSE T. LIGUNAS-ROQUE
Director IV
Policy and Planning Service
Head of the Procuring Entity

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Republic of the Philippines
Department of Education
Policy and Planning Service – Planning and Programming Division

CONSULTANCY SERVICES
TERMS OF REFERENCE

PROJECT TITLE:	Hiring of Highly Technical Consultant for the Enhancement and Maintenance of the Program Management Information System
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DESCRIPTION	END-USER'S TERMS OF REFERENCE
RATIONALE / OVERVIEW	<p>Information systems are crucial for the operations of Policy and Planning Service, as the official source of data used in resource programming, data management, and research which are crucial in evidence-based decision making.</p> <p>One of the information systems that the Policy and Planning Service owns is the Program Management Information System (PMIS). The PMIS was developed to support the Department's Planning and Budgeting Strategy. The system shall be the official source of data on programs, projects, and activities (PPAs) of DepEd from planning to implementation, and aims to promote transparency and accountability in the Department, in accordance with DepEd Order No. 11, s. 2021 titled "Guidelines on the Operationalization of the Program Management Information System (PMIS)". It also supports the Department's strategic goal of "Modernizing Education Management and Governance".</p> <p>Currently, PMIS is being operationalized at school level. The operationalization of the PMIS in schools will require continuous development and enhancement of the system to ensure that it is tailored based on the context of schools' processes.</p> <p>The other system is the E-Saliksik. The system is designed to serve as the central repository of completed research funded by the <i>Basic Education Research Fund (BERF)</i>. Supported by DepEd Order no. 14, s. 2022 or the "Adoption of E-Saliksik: DepEd Research Portal" it aims to improve access to education research and foster the culture of research.</p> <p>The systems will require regular maintenance to ensure usability, structural integrity, and efficiency in the processes. Continuous overall development is also crucial for enhancement.</p>
OBJECTIVE	<p>With the gradual scaling up of the PMIS' operationalization at school level, continuous development and enhancement of the system will be crucial to ensure its integrity.</p> <p>In this view, we will engage a system developer/ programmer that will continue to provide system maintenance and support system refinement and ensure that the requirements for the operationalization of the PMIS at school level and the demands for enhancement of the E-Saliksik be facilitated.</p>

MBB - DA - SLA

DESCRIPTION	END-USER'S TERMS OF REFERENCE
	<p>Specifically, the objectives of this HTC engagement is:</p> <ol style="list-style-type: none"> a. To continuously develop and enhance the system; b. Provide continuous overall maintenance of the system, ensuring its integrity.
<p>SCOPE OF THE SERVICES</p>	<p>The highly technical consultant shall work in line with the following Terms of Reference:</p> <ol style="list-style-type: none"> I. Planning <ul style="list-style-type: none"> • Provide inputs on system technical design and development strategies to ensure adherence to industry "best practices" and standards. • Provide inputs on the formulation of technical design specifications, including prototyping. II. Analysis and Design <ul style="list-style-type: none"> • Design and development of applications, data modeling and Entity Relationship Diagram (ERD) specifications related to the Project Management Information System (PMIS), eSaliksik, and other information systems. III. Development and Testing <ul style="list-style-type: none"> • Test, debug, deploy and document program modules in coordination with the individuals or teams involved in system development, quality assurance, database management, and user support. • Provide technical recommendations for suggested improvements to systems. • Adjust and enhance existing application components according to agreed-upon requirements/adjustments and set development standards. IV. Implementation and maintenance <ul style="list-style-type: none"> • Monitor performance and perform fine-tuning of applications. • Document and update as necessary the system architecture or components and programs developed • Provide technical input in the development of user's and operations manual. • On-the-job coaching of the relevant DepEd personnel regarding maintenance of program codes and technologies for programming. V. Technical assistance/ Coaching <ul style="list-style-type: none"> • Coach systems owners and relevant DepEd offices on data retrieval and the development of programs/scripts. • Actively participate and provide technical assistance and recommendations on all phases of information systems design and development. • Participate in and provide technical assistance in the conduct of training organized by DepEd Central Process Owners.

DESCRIPTION	END-USER'S TERMS OF REFERENCE
	<ul style="list-style-type: none"> • Provision of direct training to DepEd personnel on systems development, improvement, programming/coding, scripting and data retrieval.
MINIUM MANPOWER REQUIREMENTS	<p>The project shall be handled by HTC to be engaged as the lead developer and programmer of the PMIS, E-Saliksik, and other relevant systems in the Policy and Planning Service.</p> <p>Preferably, the HTC shall have the following qualifications:</p> <ol style="list-style-type: none"> 1. Tertiary qualifications in Information Technology, Computer Science, or Computer Engineering 2. With at least ten years of experience in Web application development using open-source technologies (PHP, Kohanna Framework, HTML5, web 2.0, AJAX, reporting tools such as ChartJS, PHPEXcel or similar reporting tools), MySQL/Postgre or related RDBMS. 3. With at least ten years of experience in model-view-controller (MVC) design pattern and object-oriented development and approach. 4. With at least ten years of experience in systems integration and complete system development life cycle in an enterprise-wide setting 5. With at least three years of experience providing technical support and user training, IT quality assurance, review and operations 6. Knowledge of Agile approaches, methodologies and tools such as SCRUM, XP and git 7. Has been involved in a systems development project deployed and utilized by the Department of Education.
FACILITIES AND EQUIPMENT (TO BE PROVIDED BY PROCURING ENTITY)	<p>The HTC shall be provided with office space, with chair and table for onsite schedule.</p>
OUTPUT SCHEDULE/ DELIVERABLES AND PAYMENT SCHEDULE	<p>Payment shall be made monthly at a rate of Eighty Thousand Pesos (Php 80,000.00), payable after the last day of each month, subject to applicable withholding tax and submission of a monthly accomplishment report accepted and signed by the Director IV, Policy and Planning Service, for six months of engagement chargeable against PMIS 2024 Continuing Funds.</p>