

BIDS AND AWARDS COMMITTEE

BAC Resolution No. 005-2023, Series of 2023

RECOMMENDING THE AWARD FOR THE PROCUREMENT OF MANAGEMENT CONSULTANT (APP Item No. 2023-0023)

WHEREAS, the National Privacy Commission (NPC) is the agency mandated to administer and implement Republic Act No. 10173 or the Data Privacy Act of 2012, and to monitor and ensure compliance of the country with international standards set for data protection;

WHEREAS, to effectively implement this mandate, the Office of the Privacy Commissioner (OPC) needs to on board a well-rounded highly technical consultant, with extensive knowledge and expertise on financial and administrative management to provide expert advice, opinion, and recommendation to the OPC:

WHEREAS, the Highly Technical Consultant shall undertake the functions indicated in the Terms of Reference herein attached as Annex "A";

WHEREAS, said procurement is reflected and has been approved in the Commission's CY 2023 Annual Procurement Plan (APP) under Item Number 2023-0023 with an Approved Budget for the Contract (ABC) amounting to SIX HUNDRED THOUSAND PESOS (Php 600,000.00), inclusive of all taxes, duties, levies, and other charges imposed under applicable laws, to commence from the date of receipt of the Notice to Proceed, and for an engagement period of six (6) months;

WHEREAS, said procurement is based on Section 53.7 of the Implementing Rules and Regulations (IRR) of Republic Act No. 9184 (RA 9184), otherwise known as the Government Procurement Reform Act, providing for the engagement of individual consultants for no more than six (6) months, to do work that is highly technical or proprietary;

WHEREAS, the NPC Bids and Awards Committee (BAC) Secretariat sent a Request for Quotation (RFQ) to Mr. Juan S. Reyes, Jr. on 23 January 2023;

WHEREAS, after evaluation of the qualifications and documentary submissions of Mr. Juan S. Reyes Jr., the NPC-BAC determined that he fully qualifies as a Highly Technical Consultant to perform the functions indicated in Annex "A";

NOW, THEREFORE, for and in consideration of the foregoing, WE, the members of the NPC-BAC, hereby RESOLVE, as it is hereby **RESOLVED**, to recommend the award of contract for **MANAGEMENT CONSULTANT** for the Office of the Privacy Commissioner in the total amount of SIX HUNDRED THOUSAND PESOS (Php 600,000.00) for a contract period of six months to **MR. JUAN S. REYES, JR**.

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The original of this document (containing only the BAC member's signature) is in digital format NPC_BAC_RESO-V1.0, R0.0, 05 May 2021

Ref No.: BAC-23-00061

RESOLVED this 23rd day of January 2023 via combination of on-site and videoconference meeting.

ATTEST:

Digitally signed by Paragas Teresa Magbanua

MS. TERESA M. PARAGAS

Executive Assistant III, OPC End-User/ Provisional BAC Member MR. MARLON RUBEN N. FABRICANTE

Chief, ASD BAC Member

Digitally signed by Espenilla Erwin Dejucos

MR. ERWIN D. ESPENILLA

HEA, OPC BAC Member Digitally signed by Mendoza Ma Josefina Eusebio

ATTY. MA. JOSEFINA E. MENDOZA

Attorney IV, LD BAC Member

Jen John

Digitally signed by Milanes Rainier Anthony Mabias

ATTY. RAINIER ANTHONY M. MILANES

Chief, CMD BAC Member On official business

ATTY. IVY GRACE T. VILLASOTO

Attorney V, PDD BAC Vice Chairperson

Begatula

Digitally signed by Patula Maria Theresita Elnar

ATTY. MARIA THERESITA E. PATULA

Director IV, LEO BAC Chairperson

Approved:

ATTY. JOHN HENRY D. NAGA

Privacy Commissioner Head of the Procuring Entity

Date: <u>IAN 7 4 2023</u>

The original of this document (containing only the BAC member's signature) is in digital format NPC_BAC_RESO-V1.0, R0.0, 05 May 2021



NOTICE OF AWARD

J _ JAN_24_2023

MR. JUAN S. REYES, JR. Highly Technical Consultant

Dear Mr. Reyes,

Please be advised that upon the recommendation of the NPC Bids and Awards Committee, per BAC Resolution No. 005-2023, series of 2023, the contract for the engagement of professional services MANAGEMENT CONSULTANT in total amount of Six Hundred Thousand Pesos (P 600,000.00), VAT inclusive, for a contract period of six (6) months, is hereby awarded to you, consistent with Republic Act No. 9184 and its 2016 Revised Implementing Rules and Regulations.

Very truly yours,

ATTY. JOHN HENRY D. NAGA

Privacy Commissioner
Head of the Procuring Entity

Date: ____ JAN 2 4 2023

Conforme:

MR JUAN S. REYES, JR.

JAN 25 2023

Ref No.: BAC-23-00062

NPC_BAC_NOA-V1.0, R0.0, 05 May 2021

5th Floor, Philippine International Convention Center, Vicente Sotto Avenue, Pasay City, Metro Manila 1307 URL: https://www.privacy.gov.ph Email Add: info@privacy.gov.ph Tel No. 8234-2228



NOTICE TO PROCEED

Date Issued Feb. 1, 2023

Mr. Juan S. Reyes, Jr. Highly Technical Consultant

Dear Mr. Reyes:

Notice is hereby given to **Juan S. Reyes**, **Jr.** for the commencement of the procurement for the **Management Consultant** for the National Privacy Commission at the Philippine International Convention Center (PICC) in accordance with the terms and conditions of the attached Contract.

Kindly acknowledge receipt and acceptance of this notice by signing both the copies in the space provided below. Keep one (1) copy and return the other to the NPC within three (3) days upon receipt of this notice.

Very truly yours,

ATTY. JOHN HENRY DU NAGA Head of the Procuring Entity/ Privacy Commissioner

I acknowledge receipt of this notice on the Name of the authorized representative of the Bidder MR. JUANS. REYES, JR. Signature of the authorized representative

Ref No.: ASD-23-00189

NPC_FAO_ASD_NTP-V1.0, R0.0, 19 August 2021

5th Floor, Philippine International Convention Center, Vicente Sotto Avenue, Pasay City, Metro Manila 1307 URL: https://www.privacy.gov.ph Email Add: info@privacy.gov.ph Tel No. 8234-2228

CONSULTANCY CONTRACT

KNOWN ALL MEN BY THESE PRESENTS:

This AGREEMENT made and entered into this 31 January 2023 by and between:

The NATIONAL PRIVACY COMMISSION, a government agency mandated to administer and implement the Data Privacy Act of 2012, and to monitor and ensure compliance of the country with international standards set for data protection, with office address at 5th Floor Delegation Building, PICC Complex, Roxas Blvd, Pasay, Metro Manila, represented herein by its Privacy Commissioner, ATTY. JOHN HENRY D. NAGA, hereinafter referred to as the "NPC";

and

JUAN S. REYES, JR., Filipino, of legal age, residing at

and hereinafter referred to as the "Consultant".

NPC and the Consultant shall hereafter be referred to collectively as the **Parties.**

WITNESSETH, that:

WHEREAS, NPC needs to on board a well-rounded Management Consultant, to provide appropriate staff support and has an expertise or knowledgeable in financial and administrative management to the NPC-Office of the Privacy Commissioner (OPC) as detailed in the Terms of Reference (TOR). A copy of said TOR is hereto attached as ANNEX "A" and made an integral part of this Agreement;

WHEREAS, the NPC has resorted to Negotiated Procurement pursuant to Section 53.7 of the 2016 Revised Implementing Rules and Regulations of Republic Act 9184 Updated as of 31 March 2021 (Government Procurement Reform Act), allowing negotiated procurement as a mode of procuring the services of individual consultants hired to do work that is highly technical or proprietary;

WHEREAS, the Office of the Privacy Commissioner as end-unit has justified to the Bids and Awards Committee the engagement of such Highly Technical Management Consultant as per existing laws and regulations;

WHEREAS, the Consultant, representing to have the requisite governmental permits, licenses, and the necessary expertise, experience, and resources, has proposed to undertake all that which is necessary for completing the services;

WHEREAS, NPC, subject to the terms, conditions, and specifications hereinafter contained, has accepted the Consultant's offer;

WHEREAS, on 18 January 2023 the NPC Accountant issued Certificate of Availability of Funds (CAF) amounting Php600,000.00. A copy of the CAF is hereto attached as **ANNEX** "B" and made an integral part of this Agreement.

WHEREAS, on 24 January 2023, the Head of the Procuring Entity approved the NPC-BAC Resolution No. 005-2023, Series of 2023, recommending the Award of Contract for Management Consultant to JUAN S. REYES, JR.;

WHEREAS, on 24 January 2023 the Head of the Procuring Entity issued the Notice of Award to JUAN S. REYES, JR.;

NOW, THEREFORE, for and in consideration of the foregoing premises, the mutual covenants and conditions herein contained and other good and valuable considerations, the parties hereto mutually agree as follows:

1. Services

The **Consultant** shall perform and provide all that is necessary to carry out the services required in the contract. The details of the services, scope of work, duties and responsibilities, among others, appear in the attached Terms of Reference, herein attached as Annex "A", which forms an integral part hereof.

2. Term

The term of the contract shall commence from issuance of Notice to Proceed <u>until July 31, 2023</u> unless the same is terminated by either party after written notice thirty (30) days prior to the intended date of termination or immediately upon proof of violations prescribed under Annex "I" of 2016 Revised Implementing Rules and Regulations of Republic Act No. 9184 Updated as of 31 March 2021 (IRR of R.A. No. 9184.)

In no instance shall the term of the contract be extended without undergoing the necessary procurement process as prescribed by R.A. No. 9184.

3. Payment

A. Consultant's Fee

As consideration for the full and faithful performance by the Consultant of his obligations under this Agreement and the completion of the services in accordance with the terms and conditions herein set forth, NPC shall pay the Consultant a total amount of Six Hundred Thousand Pesos (Php 600,000.00) inclusive of all applicable taxes, duties, fees, levies and other charges imposed under applicable laws.

The contract price shall constitute the entire remuneration payable to the **Consultant**. It shall be deemed inclusive of all applicable national and local taxes, fees, and charges, and any other taxes that may arise on account hereof.

B. Payment of Services

Full payment shall be made in Philippine Peso upon completion of all the required deliverables and submission of the following:

- i. Accomplishment Report and
- ii. Certificate of Acceptance of Output
- iii. (others required by FAO or end-user)

| TIMELINE | OUTPUT | |
|-----------------------|---------------|--|
| February 1 - 28, 2023 | Actual Output | |
| March 1 - 31, 2023 | Actual Output | |
| April 1 - 30, 2023 | Actual Output | |
| May 1 – 31, 2023 | Actual Output | |

| June 1 - 30, 2023 | Actual Output | |
|-------------------|---------------|--|
| July 1 - 31, 2023 | Actual Output | |

All payments will be subject to the usual government accounting and auditing rules and regulations.

4. Project Administration

NPC designates MR. ERWIN D. ESPENILLA, Head Executive Assistant, as the Representative responsible for the coordination of tasks and deliverables under the contract. The Office of the Privacy Commissioner shall be responsible for the acceptance of the deliverables/Accomplishment Report submitted by the Consultant prior to payment.

5. Performance Standard

The **Consultant** undertakes to perform the services detailed in Annex "A" herein, with the highest standards of professional and ethical competence and integrity.

The Consultant likewise binds himself to follow the standards imposed by NPC in the delivery of said services. In relation with this, the Consultant shall provide a monthly report, using the documents enumerated in paragraph 3 hereof, with the NPC to show progress of the Services specified in this Contract.

6. Confidentiality and Privacy

In the course of the undertaking between the NPC and the Consultant, any data received by the latter from the NPC shall be treated as confidential information, which may not be disclosed to any person without authority from the NPC or the relevant government department or agency. Further, should there be any data containing personal and sensitive personal information received by the Consultant from the NPC, the processing of such, if any, shall comply with the provisions of the Data Privacy Act of 2012 and its Implementing Rules and Regulations (IRR).

7. Non-Disclosure

All non-public confidential or proprietary information relating to NPC, whether written or oral, whether or not communicated as confidential information by NPC to the Consultant, which the Consultant may have access to in the course of the consultancy contract, shall not be disclosed to any person even after the termination of the Contract.

The **Consultant** shall sign a Non-Disclosure Agreement and shall form part of this contract.¹

8. Amendments

No modification, amendment, or supplement to this Contract shall be effective for any purpose unless the same is in writing and signed by both parties.

9. Suspension of Contract

The NPC may, by written notice of suspension, suspend all payments to the Consultant if he fails to perform any of his obligations due to his own fault or due to *force majeure* or other circumstances beyond the control of either party. Such notice of suspension shall: a) Specify the nature of the failure; and b) Request the Consultant to remedy such failure within a period not exceeding thirty (30) days after its receipt by the Consultant.

¹ Non- disclosure Agreement dated 31 January 2023

<u>NPC</u> can order the resumption of work if the grounds for work suspension no longer exist, and the continuation of the work is practicable.

10. Termination of Contract

The NPC, by written notice sent to the Consultant, may terminate the contract, in whole or in part in accordance with Annex "I" of IRR of RA No. 9184.

The notice of termination shall specify the cause of termination in accordance with Annex "I" of IRR of RA No. 9184, the extent to which performance of the contractor under the contract is terminated, and the date upon which such termination becomes effective.

The **NPC** may also terminate the contract in case it is determined prima facie that the **Consultant** has engaged, before or during the implementation of the contract, in unlawful deeds and behaviors relative to contract acquisition and implementation.

The NPC may also terminate a contract for default when any of the following conditions attend its implementation: a) Outside of force majeure, the Consultant fails to deliver or perform the Outputs and Deliverables within the period(s) specified in the contract, or within any extension thereof granted by the NPC pursuant to a request made by the Consultant prior to the delay; b) As a result of force majeure, the Consultant is unable to deliver or perform a material portion of the Outputs and Deliverables for a period of not less than sixty (60) calendar days after the Consultant's receipt of the notice from NPC stating that the circumstance of force majeure is deemed to have ceased; or c) The Consultant fails to perform any other obligation under the contract.

The Consultant may terminate its agreement with NPC if the latter is in material breach of its obligations pursuant to the contract and has not remedied the same within sixty (60) calendar days following its receipt of the Consultant's notice specifying such breach.

Termination of contract encompasses all causes and grounds provided under RA No. 9184.

12. Relationship

This Contract neither constitutes a partnership agreement nor creates an employer-employee relationship, joint venture, or agency relationship between parties. It is specifically understood that the **Consultant** is an independent contractor and shall not be considered as an employee of **NPC**.

13. Dispute Resolution

In the event of any dispute or difference of any kind whatsoever arising out of or relating to this Contract, both **Parties** shall exercise their best efforts to resolve the dispute or difference by mutual consultation as soon as possible. In case best efforts fail, the dispute or difference shall be submitted to alternative dispute resolution, including arbitration in accordance with the rules provided in Republic Act No. 9285 or the Alternative Dispute Resolution Law.

If any party contends that a claim cannot be submitted to alternative dispute resolution, that party shall be limited to filing a lawsuit in the appropriate courts in Pasay City, Philippines, to the exclusion of all courts.

14. Ownership of Material

All articles, plans, studies, reports or other materials prepared by the Consultant for NPC under the Contract shall exclusively belong to and remain the property of NPC.

be Engaged in Certain Activities

15. Consultant Not to The Consultant agrees that, during the term of this Contract he/she shall be disqualified from providing goods, works, or services (other than the services or any continuation thereof) for any project resulting from or closely related to the herein services provided to NPC. The Consultant shall not engage in activities that are prejudicial to the interests of the NPC.

16. Insurance

The Consultant will be responsible for taking out any appropriate insurance coverage.

17. Assignment

The Consultant shall not assign this Contract or subcontract any portion of it.

18. Law Governing Contract and Language

The Contract shall be governed by the laws of the Government of the Philippines, and the language of the Contract shall be English.

19. Other Provisions

The terms and conditions contained in the Annexes and all relevant procurement documents shall form an integral part of this Contract. In the event of conflict between the terms of this Contract and those in the Annexes or relevant documents, the former shall prevail

NATIONAL PRIVACY COMMISSION

By:

ATTY. JOHN HENRY D. NAGA

Privacy Commissioner

By:

Consultant

Accountant III

Signed in the Presence of:

ERWIND

Signature over Printed Name

Signature over Printed Name

[Acknowledgment page follows.]

ACKNOWLEDGMENT

Republic of the Philippines)
City of Pasay) S.S.

BEFORE ME, a Notary Public for and in the above jurisdiction, personally appeared the following:

| NAME | VALID ID | DATE/PLACE ISSUED |
|-------------------------|----------|----------------------|
| ATTY.JOHN HENRY D. NAGA | | |
| JUAN S. REYES, JR. | | |
| | | |

Known to me to be the same persons who executed the foregoing instrument and acknowledged to me that the same are their own free will and voluntary act and deed.

This instrument consists of six (6) pages including this page wherein this Acknowledgment is written, and is signed by the parties' instrumental witnesses on each and every page hereof.

WITNESS MY HAND AND SEAL, this JAN 31, 2023 at Pasay Wity, Philippines

Doc. No.:

Page No.: 19
Book No.: 17

Series of 2023.

NOTATIVE LITTY OF MARIES

NOTARY PUBLIC CITY OF MANILA APPOINTMENT 097/12/31/2023 MANILA IBP NO. 191139 / 01/03/2023 PTR N. 0461145 / 01/03/2023

ROLL NO. 29679, FIN NO. 172-528-620

MCLE COMP. NO. VII-0000165 VALID UNTIL APRIL 14, 2025

(24) 1411 TAYUMAN ST., STA. CRUZ, MANILA



NON-DISCLOSURE AGREEMENT

This Non-Disclosure Agreement (hereinafter "Agreement") is entered into on <u>31 January 2023</u> in Pasay City, Philippines, by and between:

The National Privacy Commission, represented by *Privacy Commissioner* ATTY. JOHN HENRY D. NAGA hereinafter referred to as the "NPC"

and

JUAN S. REYES, JR., Filipino, of legal age, residing at and hereinafter referred to as the "Consultant".

The undersigned Consultant hereby covenants and agrees as follows:

1. CONFIDENTIAL INFORMATION

The term "confidential information" means those personal information, sensitive personal and privileged information, and other information, knowledge or data which is gained or acquired by the Consultant on the occasion of his contract/assignment with the NPC, under any circumstances whether deliberate or accidental, and from any sources, whether verbal, written or recorded (such as sound recordings, photographs, films, etc.), regardless of whether it was provided before or after the date of execution of this Agreement, except for the following:

a) Information that is generally known to the public;

Information that is currently or subsequently becomes generally available to the public through no wrongful act of the NPC or any of its Consultant;

c) Information that is known and possessed by the Consultant prior to the disclosure to the Consultant by the NPC, unless such information, if misused or prematurely disclosed, could adversely affect the functions and operations of the NPC and other government agencies and endanger the national security or prejudice public interest; and

d) Information that the NPC expressly approved to be disclosed by the Consultant, when used in accordance with the approved purpose of disclosure.

Notwithstanding the foregoing exceptions, any other information expressly designated by the **NPC** *en banc* as sensitive and privileged shall be considered confidential information, provided it is duly communicated to the **Consultant**.

2. OBLIGATION TO MAINTAIN CONFIDENTIALITY

The **Consultant** shall, at all times, ensure the confidentiality of any personal data that comes to the knowledge and possession of the **Consultant**, pursuant to Section 8 of Republic Act No. 10173 or the "Data Privacy Act of 2012" and shall disclose confidential information only to the **NPC**'s commissioners, directors and division chiefs, and, to the extent necessary for the effective performance of his duty, to the rank-and-file staff and other persons contracted by the **NPC** for examination and improvement of the systems and other processes.

The **Consultant** shall maintain the duty of professional confidentiality with regard to confidential information to which the **Consultant** was given access even after the term of contract has ended, as provided for in the Data Privacy Act of 2012, its IRR and other issuances.

In the event of disclosure and dissemination of confidential information to NPC commissioners, directors, officers, staff, or other persons contracted to do specific duties, the Consultant shall inform the recipient/s of the confidential nature of such information and shall take necessary steps to ensure the privacy of the confidential information disclosed to them.

3. TURNOVER OF CONFIDENTIAL INFORMATION AND PROPERTY

The **Consultant** shall return to the NPC all data, information, documents, materials and other property, in relation to the contract with the **NPC**, which are in the possession, control and custody of the **Consultant** and which are obtained during the **Consultant** 's term, employment or contract within **15 calendar days** upon termination of the contract. The **Consultant** shall not retain copies or duplicates of the abovementioned property.

4. NOTICE OF DISCLOSURE

In the event that the **Consultant** is required in any civil, criminal or administrative proceeding to disclose any confidential information, the **Consultant** shall promptly give a written request to the **NPC** in order for the **NPC** to seek immediate and appropriate action. The **NPC** and the **Consultant** shall take all possible measures to limit such disclosure and make best efforts to afford the confidential information the highest level of protection.

In the event that the **Consultant** accidentally makes an unauthorized disclosure of any confidential information, the **Consultant** must promptly notify the **NPC** and take all reasonable steps necessary to retrieve the improperly divulged confidential information and to mitigate the potential damage.

The Consultant shall also report and notify the NPC, immediately upon discovery, of any unauthorized disclosure of confidential information or any other breach of this Agreement committed by other Consultant /s of the NPC and cooperate in protecting the confidential information and imposing sanctions on the Consultant /s responsible for the breach.

5. REMEDIES FOR VIOLATION OF AGREEMENT

The Consultant agrees that in the event of his violation of this confidentiality agreement, he shall be subject to prosecution for violation of any and all applicable penal laws, in addition to and without prejudice to any civil and/or administrative liability that may likewise arise, and for any and all damages that may be caused to the NPC and other aggrieved parties, directly or indirectly. Violation of this agreement shall likewise be understood to constitute grave misconduct on the part of the Consultant.

The NPC shall be entitled to, in addition to all other remedies and courses of action available to it, restrain and prohibit the Consultant from directly or indirectly continuing the commission of the act restrained by the NPC in relation to the breach of the Consultant 's obligation to maintain confidentiality or any violation of this Agreement.

6. FAILURE TO EXERCISE RIGHTS SHALL NOT CONSTITUTE AS WAIVER

No failure or delay by the Parties in exercising any right, power or privilege hereunder shall constitute waiver or estoppel nor will any single or partial exercise preclude further exercise thereof.

7. GOVERNING LAW

This Agreement will be construed in accordance with and governed by the law of the Republic of the Philippines. All applicable laws and regulations shall be deemed read into this Confidentiality Agreement.

8. MISCELLANEOUS

This Agreement will inure to the benefit of and be binding upon the heirs, executors, administrators, successors and assigns of the Parties. Neither party may assign its rights and delegate its obligations under this Agreement without the other party's written consent.

If any provision of this Agreement shall hereafter be held to be invalid or unenforceable for any reason, that provision shall be reformed to the maximum extent permitted to preserve the Parties' original intent, failing which, it shall be severed from this Agreement with the balance of this Agreement continuing in full force and effect. Such occurrence shall not have the effect of rendering the provision in question invalid in any other case or circumstances, or of rendering invalid any other provisions contained herein to the extent that such other provisions are not themselves actually in conflict with any applicable law.

IN WITNESS WHEREOF, the parties hereunto affixed their signatures on the date and in the place first above-written.

NATIONAL PRIVACY COMMISSION

By:

0

Privacy Commissioner

By:

JUAN S. REYES, J

Consultant

Signed in the Presence of:

ERWIN DJESPENILLA

Signature over Printed Name

Signature over Printed Name

[Acknowledgment page follows.]

ACKNOWLEDGMENT

| Republic of | the Philippines |) |
|-------------|-----------------|---|
| PASANCILLA | CILY |) |

personally appeared the following persons with their government issued identification cards, to wit:

| Name | VALID ID | Date/Place Issued |
|--------------------------|----------|-------------------|
| ATTY. JOHN HENRY D. NAGA | | |
| JUAN S. REYES, JR. | | |

known to me and to me known to be the same persons who executed the foregoing instrument and the parties have acknowledged to me that the same is their free and voluntary deed.

This instrument consists of four (4) pages, including this page wherein this Acknowledgement is written, and is signed by the parties' instrumental witnesses on each and every page hereof.

WITNESS MY HAND AND SEAL at the place and on the date above mentioned.

Doc. No. _

Page No. __

Book No.__/

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NOTARY DERIC CITY OF MANILA

APPOINTMENT 097/12/S1/2023 MANILA IBP NO. 181139 / 01/03/2023 978 N. 0361145 / 01/03/2023

ROLL NO. 29679, TIN NO. 17Z-528-620
MCLE COMP. NO. VII-06/57-65 VALID UNTIL APRIL 14, 2025

(24) 1411 JAYUMAN ST., STAL CRUZ, MANILA