



CONTRACT AGREEMENT FORM
PR_NO. 21-11-039 PIA-Admin 2021
EARLY PROCUREMENT OF SECURITY SERVICES FOR
PIA CENTRAL OFFICE (ITB 2021-03)

JAN 31 2022

THIS AGREEMENT made this ____ day of _____ 2022 between **PHILIPPINE INFORMATION AGENCY (PIA)**, a government agency of the Philippines with office address at PIA Building, Visayas Avenue, Diliman, Quezon City, represented herein by its Director IV **KARL LOUIE B. FAJARDO**, hereinafter referred to as **PHILIPPINE INFORMATION AGENCY (PIA)** of the one part and **LEONARDO C. CASTRO III**, President and General Manager of **EX-BATAAN VETERANS SECURITY AGENCY, INC.** hereinafter referred to as "**SUPPLIER**" with office address at 1730 Yakal Street, Tondo Manila of the other part;

WHEREAS, the "PHILIPPINE INFORMATION AGENCY (PIA)" solicited Bids for certain goods and ancillary services, particularly for the **EARLY PROCUREMENT OF SECURITY SERVICES FOR PIA CENTRAL OFFICE (ITB 2021-03)** and has accepted a Bid from the EX-BATAAN VETERANS SECURITY AGENCY, INC. for the supply of the aforementioned goods and services in the sum of **SIX MILLION TWO HUNDRED THIRTY-ONE THOUSAND TWO HUNDRED EIGHTY-ONE PESOS AND 71/100 ONLY (PHP 6,231,281.71)** hereinafter called "the Contract Price", payable upon receipt of the billing statement including all taxes and subject to government accounting rules and regulations.

WITNESSETH

- 1) In this Agreement words and expressions shall have the same meanings as are respectively assigned to them in the Conditions of Contract referred to.
- 2) The following documents as required by the 2016 revised Implementing Rules and Regulations of Republic Act No. 9184 shall be deemed to form and be read and construed as integral part of this Agreement, viz.:
 - I. Philippine Bidding Documents (PBDs);
 - i. Schedule of Requirements;
 - ii. Technical Specifications;
 - iii. General and Special Conditions of Contract; and
 - iv. Supplemental or Bid Bulletins, if any
 - II. Winning bidder's bid, including the Eligibility requirements, Technical and Financial Proposals, and all other documents or statements submitted;

Bid form, including all the documents/statements contained in the Bidder's bidding envelopes, as annexes, and all other documents submitted (e.g., Bidder's response to request for clarifications on the bid), including corrections to the bid, if any, resulting from the Procuring Entity's bid evaluation;
 - III. Performance Security;
 - IV. Notice of Award of Contract; and the Bidder's conforme thereto; and

WHEREAS, the **Philippine Information Agency (PIA)** located at PIA Bldg., Visayas Avenue, Quezon City in its desire to protect its properties from theft, pilferage, robbery, arson, loss or damage and all other unlawful acts by third persons and/or any other person therein, and to maintain peace and order within the premises at all times requires the services of a reliable and competent security agency;

Fund Cluster:	01
Func	P6,231,281.71 (available upon submission of required documents)
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CIERLYN A. SALLO	
Chief, Accounting Section	

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WHEREAS, the EX-BATAAN VETERANS SECURITY AGENCY, INC. which is a duly licensed security agency has offered its services to protect the aforementioned properties and installations from theft, pilferage, robbery, arson, loss or damage and all other unlawful acts by third persons and/or any other persons therein, and to maintain peace and order within the premises at all times;

WHEREAS, the PIA desires to engage the services offered by the EX-BATAAN VETERANS SECURITY AGENCY, INC. The latter was recommended to be awarded a contract by the Bid and Awards Committee (BAC) as per BAC Resolution No. 044 series of 2021;

WHEREAS, the EX-BATAAN VETERANS SECURITY AGENCY, INC has agreed to render such services to the PIA for the consideration and under the terms and conditions herein specified;

NOW, THEREFORE, for and in consideration of the premises and of the covenants and stipulations herein set forth, the PIA and EX-BATAAN VETERANS SECURITY AGENCY, INC do hereby agree, as follows:

1. The EX-BATAAN VETERANS SECURITY AGENCY, INC. shall provide security services for the Philippine Information Agency which offices occupy the basement, 1st flr., 2nd flr., 3rd flr, 4th flr. and rooftop of the PIA Bldg. located at Visayas Ave., Q.C.;

- One (1) year supply of Security Services for seven (7) days' work, rendering at least twelve (12) hours duty daily per shift, including Saturdays and Sundays

2 Head Guards
15 Regular Guards
17 Total Number of Guards required

2. **AREA OF RESPONSIBILITY** – All areas within the following:

- a) Parking Area – Area assigned to PIA, PIA frontage- Visayas Avenue (provide assistance to PIA employees and clients going in and out of PIA premises);
- b) Basement – Maintenance Unit working area, basement parking, motorpool quarters;
- c) Ground floor – Entrance, lobby including elevator, side gate;
- d) 2nd floor – All except PNA and APO areas;
- e) 3rd floor – All areas
- f) 4th floor – All except PBS area;
- g) Rooftop – Tarpaulin production area, gym;
- h) All other areas assigned under PIA's safekeeping.

3. To provide a minimum of seventeen (17) security guards for PIA Central Office. The security guards will be deployed in the PIA entrance driveway, parking areas, side gate, ground flr., 2nd flr., 3rd flr., 4th flr., and rooftop and shall inspect, monitor, secure and guard the areas occupied by PIA by rotation 24 hours a day from Monday to Sunday.

Day Shift (12 hours duty) – 9 guards and 1 Officer-In-Charge
Night Shift (12 hours duty) – 4 guards and 1 Officer-In-Charge
One (1) reliever guard should be assigned per shift in case of day-off /absence

Four (4) guards will be deployed at day and night shifts during Saturdays and Sundays to be supervised by one (1) Officer-In-Charge in each shift

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Duty Shift

Day Shift (Monday – Friday)

Post	Time of Duty	Hours of Duty
Entrance Lobby - Receptionist (Lady Guard) - Entrance Checker	0600-1800H 0600-1800H	12 12
Elevator Guard	0600-1800H	12
3 rd Floor	0600-1800H	12
4 th Floor	0600-1800H	12
Roving (including monitoring of 2 nd Floor and Rooftop)	0600-1800H	12
Side Gate	0600-1800H	12
Parking Area	0600-1800H	12
PIA frontage- Visayas Ave	0600-1800H	12
Supervisor	0600-1800H	12
Total	10	

Night Shift (Monday to Friday)

Post	Time of Duty	Hours of Duty
Entrance Lobby	18:00-0600H	12
Roving	18:00-0600H	12
Side Gate	18:00-0600H	12
3 rd Floor	18:00-0600H	12
Supervisor	18:00-0600H	12
Total	5	

One (1) reliever guard should be assigned per shift in case of day-off /absence

Day Shift (Saturdays & Sundays)

Post	Time of Duty	Hours of Duty
Entrance Lobby	0600-1800H	12
Roving	0600-1800H	12
Side Gate	0600-1800H	12
3 rd Floor	0600-1800H	12
Supervisor	0600-1800H	12
Total	5	

Night Shift (Saturdays & Sundays)

Post	Time of Duty	Hours of Duty
Entrance Lobby	18:00-0600H	12
Roving	18:00-0600H	12
Side Gate	18:00-0600H	12
3 rd Floor	18:00-0600H	12
Supervisor	18:00-0600H	12
Total	5	

Except in times of emergency or force majeure when relievers are not immediately, no guard must be permitted to render service beyond a period of twelve (12) hours continuously.

The duty guards will perform the following:

- a) To guard and protect PIA properties from theft, arson, pilferage, trespassers, robbery, destruction and other unlawful

acts committed by any person as well as maintain peace in order within PIA premises.

- b) Protect PIA officials, employees, visitors and guests from assault, harassment, threat and intimidation and other criminal acts and to enforce and implement security and safety rules and regulations within PIA premises.
- c) Conduct inspection of all bags and baggages carried by people coming in out of the PIA premises.
- d) Conduct random physical inspection of people coming in and out of the premises, as warranted.

QUALIFICATIONS OF SECURITY GUARD

- 4. The EX-BATAAN VETERANS SECURITY AGENCY, INC. shall provide the PIA with specified number of qualified, competent, uniformed and armed guards who possess the following qualifications:
 - a) Must be a Filipino Citizen;
 - b) The Chief Security should be a graduate of Criminology or any related courses. The rest of the guards must be at least 2nd year college or should have earned 72 units in college. The security guards should also have at least three (3) years relevant experience as guards;
 - c) Must be physically and mentally fit;
 - d) Must have passed and undergone regular security service training within the last six (6) months, psychological evaluation test (taken 6 months prior to deployment), neuro-psychiatric examination, polygraph integrity profile, drug test (taken 6 months prior to deployment) and negative Covid result test;
 - e) Must be of good moral character, courteous, alert and without any pending criminal case filed in court or any police record involving criminal acts;
 - f) Must be duly-licensed and properly screened and cleared by PNP, NBI, and other government offices issuing clearances for employment

TECHNICAL SPECIFICATION OF SECURITY SERVICES

- 5. The technical specification of the security services to be rendered by BATAAN VETERANS SECURITY AGENCY, INC. shall cover the following :
 - a) Provide 24/7 security services for the PIA parking area perimeter including PIA frontage-Visayas Avenue, Basement (Maintenance Unit working area, basement parking, motor pool quarters), Ground floor (Entrance, lobby including elevator, Side Gate), 2nd floor (all areas except PNA and APO areas), 3rd floor, 4th floor (all areas except PBS area), Rooftop (Tarpaulin production area, gym), equipment facilities, employees, officers and guests of the Philippine Information Agency (PIA) located at PIA Building, Visayas Avenue, Quezon City.;
 - b) Provide seventeen (17) qualified, with good moral character, bonded, uniformed and armed security personnel who will render twelve (12) hours duty per day on two (2) rotating shifts without straight duty except on change shifts. Provide at least 2 female guards to be deployed at the lobby and elevator area;
 - c) Provide at least two (2) security personnel, trained in Basic Life Support and first aid which will be deployed in different shift;
 - d) Provide an immediate reliever on scheduled leave/day-off and/or on cases of emergency leave incurred by security personnel on duty.
 - e) Secure and protect the office building from theft, pilferage, robbery, arson and all other acts such as assault, harassment and threat against its employee's life and property;

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- f) Responsible for losses/damages of property which are due solely to the negligence of duty of security personnel. Security personnel on duty shall file an incident report immediately after such occurrence;
- g) Responsible for claims for personal injury or damages arising out of the performance of security functions and duties;
- h) Retain and exercise the sole, exclusive and absolute right to rotate, reassign, suspend, lay-off, terminate and/or impose disciplinary measures, direct and control the services of the security personnel;
- i) Put up Performance Bond in favor of PIA to secure the faithful observance of the provision of the duly signed and approved contract;
- j) Provide an annual report of payment of premiums/contributions of security personnel to SSS, Pag-ibig, Philhealth including their wages/salaries in accordance with the minimum wage law copy furnished the PIA;
- k) Provide CCTV, Firearms & Ammunitions, Communications and other service equipment. Replace defective equipment immediately before pulling it out for repair, i.e. CCTV Cameras;

SPECIFIC DUTIES AND RESPONSIBILITIES OF DETACHMENT OFFICERS/OFFICER -IN-CHARGE AND SECURITY GUARDS

6. EX-BATAAN VETERANS SECURITY AGENCY, INC shall have the following specific duties and responsibilities:

- a) Responsible in monitoring all persons such as employees, guests, visitors, suppliers and contractors going in and out the PIA building premises;
- b) Enforce, implement and abide PIA rules, policies and regulations relative to the maintenance of security and safety;
- c) Coordinate with the PIA Chief Administrative Division the security guidelines of the PIA;
- d) The Detachment Officer/Officer-in-Charge shall properly notify in advance the PIA Chief Administrative Division of any leave of absence of the security personnel and shall properly orient all security personnel on changes in policies or any order given by the PIA;
- e) All security personnel should maintain cleanliness in their respective station/post especially during weekends;
- f) Check and monitor all lighting facilities and unplug electrical/mechanical facilities of the PIA when not in use and report damages of the same immediately by using prescribed security agency form;
- g) Check all windows, doors, exits and gates after office hours or during weekends and see to it that office equipment and other PIA properties are secured;
- h) Assist in the orderly and safe passage of vehicles and pedestrians entering the PIA premises via Visayas Avenue;
- i) The Detachment Officer/Officer-in-Charge should report losses/damages and untoward incidents at the PIA building premises to the Chief Administrative Officer immediately after time of occurrence;
- j) Perform other task that maybe assigned by the PIA Chief Administrative Division from time to time within the assigned area of

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responsibilities and those relevant to the security and safety of the PIA employees, guests, visitors and properties;

LIST OF EQUIPMENT

7. **Security equipment with valid licenses** - The EX-BATAAN VETERANS SECURITY AGENCY, INC. shall provide at all times, at its own expense, the following equipment with valid licenses as may be required by laws, rules and regulations;
- a) Appropriate firearms (with bullet) per post/station – at least .38 caliber pistol
 - b) Basic guard equipment (i.e. firearms, night stick or club, whistle, flashlights, first aid kit, etc.)
 - c) Logbooks and pens per post
 - d) At least ten (10) handheld radio transceivers with battery packs and chargers, functional with sufficient reserves to speed up reporting and relaying of messages
 - e) Complete set of clean and well-ironed uniforms for the security guards on actual duty
 - f) At least one (1) handheld metal detector
 - g) At least two (2) sets of traffic vests and gloves for personnel posted at the parking area and PIA Visayas Avenue frontage
 - h) At least 26 CCTV cameras to be maintained by EX-BATAAN VETERANS SECURITY AGENCY, INC. with monitors provided as well to the Chief Administrative Division office and recording capability of at least 1 month
 - i) K-9 capability: presence of trained bomb/drug sniffing dogs and its trainer, as needed.

Further EX-BATAAN VETERANS SECURITY AGENCY, INC. shall replace **defective equipment** immediately **before pulling it out for repair** (i.e. CCTV cameras or Handheld Radios)

8. **Office Equipment** - The EX-BATAAN VETERANS SECURITY AGENCY, INC. must provide the following office equipment to be installed at the desk/office of the Detachment Officer/Officer-in-Charge;
- a) One (1) Personal Computer
 - b) One (1) Scanner
 - c) One (1) Printer
 - d) One (1) Digital Camera for documentation

9. ADDITIONAL TERMS AND CONDITIONS

- a) The PIA Administrative Division shall be responsible for laying down policies on security services including monitoring and evaluation of the implementation of the Security Service Provider Security Plan;
- b) The EX-BATAAN VETERANS SECURITY AGENCY INC shall discharge its responsibilities in accordance with the policies, plans, and standards laid down by PIA. The Security Guards of the EX-BATAAN VETERANS SECURITY AGENCY INC shall perform specific functions in accordance with the Security Plan;

10. The Security Personnel assigned shall have the following responsibilities:

- a) Protect PIA officials, employees, visitors and guests from assault, harassment, threat or intimidation, and other criminal acts and to enforce and implement security and safety rules and regulations within PIA premises.
- b) Assist in the orderly and safe passage of vehicles and pedestrians entering the PIA premises via Visayas Avenue.

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- c) Conduct inspection of all bags and luggage's carried by people coming in the PIA premises.
- d) Enforce, implement and abide PIA rules, policies and regulations relative to the maintenance of security and safety.
- e) Secure and protect the office building from theft, pilferage, robbery, arson, trespassers and other unlawful and destructive acts committed by any person as well as to maintain peace and order within PIA premises.
- f) Check all windows, doors, exits and gates after office hours or during weekends and see to it that office equipment and other PIA properties are secured.
- g) Responsible for losses/damages of property which are due solely to the negligence of duty security personnel.
- h) Check and monitor all lighting facilities and unplug electrical/mechanical facilities of the PIA when not in use and report damages of the same immediately by using the prescribed security agency form.
- i) The Detachment Officer/Officer-in-Charge should report losses/ damages and untoward incidents at PIA building premises to the Chief Administrative Officer. He shall file an incident report immediately after such occurrence.
- j) The Detachment Officer/Officer-in-Charge shall properly notify in advance the PIA Chief Administrative Division of any leave of absence of the security personnel and shall properly orient all security personnel on changes in policies or any order given by the PIA.
- k) All security personnel should maintain cleanliness in their respective station/post especially during weekends.
- l) Perform other task that may be assigned by the PIA Chief Administrative Division from time to time within the assigned area of responsibilities and those relevant to the security and safety of the PIA employees, guests, visitors and properties.

11. **EX-BATAAN VETERANS SECURITY AGENCY, INC** shall provide other equipment and materials which are deemed necessary upon request of the **PIA** when the need arises.

12. **EX-BATAAN VETERANS SECURITY AGENCY, INC** further binds itself to protect the **PIA** from any damage of whatever nature, whether of injuries, damage or death and that the **CONTRACTOR** shall at all times stand solely liable/or responsible for said eventualities and shall hold the **PIA** free from any and all liabilities in respect thereto or arising therefrom;

13. **EX-BATAAN VETERANS SECURITY AGENCY, INC** shall be responsible for any loss or damage that may be incurred upon the properties and installations of the **PIA** during the hours of work of the guards, provided, such loss or damage is clearly established to be due to the negligence of the guards in the performance of their duties, and shall be settled in the courts of only. Security personnel shall file an incident report immediately after such occurrence.

14. Discipline, administration and operations of the security guards shall conform to the implementing rules and regulations of R.A. 5487, otherwise known as the "Private Security Agency Law", rules and regulations of the **PIA** and other applicable government rules and regulations.

15. It is expressly understood and agreed that all employees and staff of the **EX-BATAAN VETERANS SECURITY AGENCY, INC** are not in any way connected with the **PIA** and there exists no employer-employee relationship between the **PIA** and the **EX-BATAAN VETERANS SECURITY AGENCY, INC** or the latter's personnel;

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16. **EX-BATAAN VETERANS SECURITY AGENCY, INC** agrees that it shall notify the guards at the time of hiring as to wages and working conditions under which they are employed which shall include the following:
 - a. The rate of wages payable;
 - b. The method of calculation of wages;
 - c. The periodicity of wage payment-hours, day and place of payment;
 - d. Any change with respect to any of the foregoing items

18. **EX-BATAAN VETERANS SECURITY AGENCY, INC** shall provide an annual report of payment of premiums/contributions of security personnel to SSS, Pag-IBIG, etc., including their wages/salaries in accordance with the minimum wage law copy furnished the PIA.

19. **EX-BATAAN VETERANS SECURITY AGENCY, INC** shall be responsible for claims for personal injury or damages arising out of the performance of security functions and duties.

20. **EX-BATAAN VETERANS SECURITY AGENCY, INC** shall retain and exercise the sole, exclusive and absolute right to rotate, reassign, suspend, lay-off, terminate and/or impose disciplinary measures, direct and control the services of the security personnel.

21. It is expressly understood and agreed that the **PIA** may have any guard replaced whose work it finds below standard or whose conduct is unsatisfactory and prejudicial to the interest of the **PIA** and that the **PIA** shall have the right to screen, select, accept and/or reject any individual guard of the **EX-BATAAN VETERANS SECURITY AGENCY, INC** .

22. The **EX-BATAAN VETERANS SECURITY AGENCY, INC** shall put up Performance Bond in favor of **PIA** to secure the faithful observance of the provision of the duly signed and approved contract.

23. Payment to the **SUPPLIER** shall be made on a monthly basis, within 15 days after the submission of the statement and in compliance with accounting and auditing procedures.

24. No adjustment in the contract price shall be allowed during the term of this Agreement except in cases where the cost of the awarded contract is affected by any applicable new law, ordinance, regulation or other act of Government promulgated after the date of bidding. In which case, a contract price adjustment shall be made or appropriate relief shall be applied on a no loss no gain basis to the **SUPPLIER**, pursuant to Rule XIX, Sec. 61 of the Implementing Rules and Regulations of RA No. 9184.

25. It is understood that all payments under this Contract shall be subjected to the usual accounting and auditing rules of government.

26. **EX-BATAAN VETERANS SECURITY AGENCY, INC** shall pay all personnel cost under this Contract, which shall include, but not limited to the following:
 - a. Wages and salaries;
 - b. Social Security Premium and Insurance;
 - c. Any remuneration required by Law;
 - d. Uniforms, ID's firearms, ammo, and others; and
 - e. Government licensing charges and taxes.

27. Any dispute arising from this Contract which cannot be resolved amicably between the parties may be tried in the proper courts of Quezon City, to the exclusion of all other venues.

28. This Contract shall take effect on **18 January 2022** and shall continue to have force and effect until **31 December 2022**. However, the **PIA** has the option to terminate the services of the

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EX-BATAAN VETERANS SECURITY AGENCY, INC for failure to abide by the terms and conditions of this Contract upon written notice and subject to the performance evaluation.

29. It is understood that failure of the **PIA** to demand compliance with any of the conditions stipulated herein, or any act of liberty on the part of the **EX-BATAAN VETERANS SECURITY AGENCY, INC** , shall not be considered or construed as a waiver on the part of the **PIA** for the enforcement of the Contract, nor shall it relieve the **EX-BATAAN VETERANS SECURITY AGENCY, INC** of the obligations provided hereunder.

30. The **EX-BATAAN VETERANS SECURITY AGENCY, INC** shall comply with the reasonable instructions relative to the security operation which may from time to time be given by the **PIA**.

31. PROHIBITED ACTS AND OFFENSES

On the commission of the following violations / deficiencies, the **PIA** shall have the right to demand the removal of a guard from deployment in the Agency premises, and under the same grounds recommend his/her termination, to wit;

- a) Smoking while on duty.
- b) Reading the newspaper and other unofficial reading materials while on duty.
- c) Sporting beard/mustache, non-regulation haircut, or not in proper uniform while on duty.
- d) Engaging in prolonged or unnecessary conversation with employees/visitors or over the phone/cellular phone while on duty.
- e) Abandonment of post.
- f) Found drunk, drinking intoxicating liquor or found under the influence of prohibited drugs while on duty.
- g) Providing confidential information to unauthorized person(s).
- h) Apprehend for alarm, scandal or disorderly conduct within the premises of the **PIA** on- or-off-duty.
- i) Being discourteous or failure to render appropriate respect to Agency's official, employee and visitor, or to his superior within the Guard' s organizational structure.
- j) Found sleeping on duty.
- k) Illegal Discharge of firearm.
- l) Failure to report to duty without prior notice.
- m) Attending to unauthorized functions or activity/ies while on duty.\
- n) Playing mobile games or using mobile applications such as, but not limited to Facebook, YouTube etc.

32. PENALTIES FOR OFFENSES OR VIOLATION OF RULES

a. The **PIA** shall impose on the **EX-BATAAN VETERANS SECURITY AGENCY, INC** penalties for violations for this Contract listed below:

VIOLATIONS	PENALTY
1. CONTRACTOR has not issued any firearm	Deduction from the billing of P 1,500.00 per incident per day
2. CONTRACTOR has issued not CONTRACTOR owned/licensed firearms	Deduction from the billing of P 1,000.00 per incident per day
3. CONTRACTOR has issued firearms without license or with an expired license	Deduction from the billing of P 1,000.00 per Incident per day
4. CONTRACTOR'S guard's firearm is defective	Deduction from the billing of P 1,000.00 per incident per day
5. CONTRACTOR has issued defective ammunition	Deduction from the billing of P 1,000.00 per incident per day
6. CONTRACTOR has not issued ammo holster for extra ammunition	Deduction from the billing of P 1,000.00 per incident per day
7. CONTRACTOR has not issued handheld radio to a guard on duty	Deduction from the billing of P 1,000.00 per incident per day

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8. CONTRACTOR'S radio equipment is defective or unusable	Deduction from the billing of P 1,000.00 per incident per day
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b. The **PIA** shall impose on the **EX-BATAAN VETERANS SECURITY AGENCY, INC** penalties for offenses or violations as listed below, without prejudice to the imposition of disciplinary sanctions by **COMPANY** on the individual erring guard:

OFFENSES	PENALTY
1. Abandonment of post	1 st offense- Written warning 2 nd offense- Written reprimand 3 rd offense- One (1) day suspension 4 th offense- Replacement
2. Posted security guard is under the influence of liquor or is drunk	1 st offense- Written reprimand 2 nd offense- One (1) day suspension 3 rd offense- Replacement
3. Providing confidential information to unauthorized person/persons	1 st offense- Written warning 2 nd offense- Written reprimand 3 rd offense- One (1) day suspension 4 th offense- Replacement
4. Security guard firing his firearm indiscriminately without connection to the performance of his duty	1 st offense- One (1) day suspension 2 nd offense- Replacement
5. Posted security guard found allowing others to hold or tinker with his firearm	1 st offense- Written warning 2 nd offense- Written reprimand 3 rd offense- One (1) day suspension 4 th offense- Replacement
6. Security guard apprehended for alarm, scandal or disorderly conduct within the premises of the PIA, or being incorrigible or deviant	1 st offense- Written reprimand 2 nd offense- One (1) day suspension 3 rd offense- Replacement
7. Being discourteous or disrespectful while in the performance of duty or not rendering appropriate respect and courtesy to any person inside the premises of PIA	1 st offense- Written warning 2 nd offense- Written reprimand 3 rd offense- One (1) day suspension 4 th offense- Replacement
8. Security guard rendered duty in excess of 12 hours without permission from PIA	1 st offense- Written warning 2 nd offense- Written reprimand 3 rd offense- One (1) day suspension 4 th offense- Replacement
9. Security guard is found sleeping on post	1 st offense- Written reprimand 2 nd offense- One (1) day suspension 3 rd offense- Replacement
10. Posted security guard is not carrying his private security license and firearm license	1 st offense- Written warning 2 nd offense- Written reprimand 3 rd offense- One (1) day suspension 4 th offense- Replacement
11. Posted security guard is under the influence of drugs	1 st offense - Replacement

c. The **PIA** shall inform the **EX-BATAAN VETERANS SECURITY AGENCY, INC** of any offense or violation of rules, name of guard apprehended, time and date of apprehension. Apprehension report shall be signed by the apprehended guard and apprehending party.

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IN WITNESS whereof the parties hereto have caused this Agreement to be executed in accordance with the laws of the Republic of the Philippines on the day and year first above written.

SIGNATURE REDACTED

KARL LOUIE B. FAJARDO
Director IV

for:

PHILIPPINE INFORMATION AGENCY

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LEONARDO C. CASTRO III
President General Manager

for:

EX-BATAAN VETERANS SECURITY AGENCY, INC.

SIGNED IN THE PRESENCE OF:

SIGNATURE REDACTED

MA. LIBERTY D. ARAGONES
End-User Representative

SIGNATURE REDACTED

GLODY L. FERNANDEZ
(Supplier Rep. as Witness)

NOTARIAL ACKNOWLEDGEMENT

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

JAN 31 2022

BEFORE ME, Notary Public for and in the above jurisdiction, this _____ day of _____ 2022, personally appeared:

KARL LOUIE B. FAJARDO ID No: P0532082 Issued at/on: _____
LEONARDO C. CASTRO III ID No: N04-92-27108 Issued at/on: _____

All known to me to be the same persons who executed and voluntarily signed the foregoing document consisting of only _____ pages including this page of Acknowledgement, which they acknowledged to me as their own free and voluntary act and deed.

IN WITNESS WHEREOF, I hereto affixed my signature and seal on the date and place first above mentioned.

SIGNATURE REDACTED

ATTY. MA. LUISA R. VALENZUELA
NOTARY PUBLIC

Until December 31, 2022

No. 285(93) NS Amoranto St., Brgy. NS Amoranto DC

IBP OR NO. 133039MD2022 11-19-2020

PTR no. 23917930-01-03-2022 DC

ROLL OF ATTY. 40864

ADM. MATTER NO. NO-012 (2021-2022)

MCLE VI-0024350 April 8, 2018

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