



Republic of the Philippines  
OFFICE OF THE PRESIDENT  
**COMMISSION ON HIGHER EDUCATION**  
**BIDS AND AWARDS COMMITTEE**

BAC Secretariat Office: G/F Higher Education Development Center (HEDC) Bldg., CP  
Garcia Avenue, UP Diliman, Quezon City  
Website: <http://www.ched.gov.ph> email: [bacsecretariat@ched.gov.ph](mailto:bacsecretariat@ched.gov.ph)

**BAC RESOLUTION NO. 2021-014**

*"Recommendation to approve the award of the contract to ATTY. CARMELITA PANUNCIALMAN YADAO-SISON MNSA, Ph.D. as Highly Technical Consultant for Legal Education Board for six (6) months on a full-time basis"*

**WHEREAS**, the Legal Education Board (LEB) and the Commission on Higher Education (CHED) entered into a Memorandum of Agreement dated August 19, 2019, designating the latter to undertake the procurement requirements of the former through its Bids and Awards Committee (BAC) for the time being that LEB is unable to organize its own BAC for lack of qualified personnel;

**WHEREAS**, under Item No. 3 of the Memorandum of Agreement between the Commission on Higher Education and the Legal Education Board states:

*"The LEB shall assume and perform all the functions and responsibilities of the procuring entity pursuant to RA 9184 and its IRR. Consistent herewith, it is expressly understood that the Chairman of the LEB shall be the Head of the Procuring Entity under the law and all relevant government regulations."*

**WHEREAS**, the Legal Education Board issued Resolution No. 143-06 dated February 4, 2021 approving the hiring of a Highly Technical Consultant;

**WHEREAS**, Zenaida N. Elepaño, OIC-Chairperson, Legal Education Board issued a justification letter dated February 11, 2020 on the hiring of a Highly Technical Consultant for the Legal Education Board for six (6) months on a full-time basis, renewable at the option of the LEB;

**WHEREAS**, during the March 17 & 24, 2021 regular BAC meetings, the Bids and Awards Committee (BAC) deliberated on the justification for the hiring of **ATTY. CARMELITA PANUNCIALMAN YADAO-SISON, MNSA, Ph.D.** as Highly Technical Consultant for Legal Education Board for six (6) months on a full-time basis with an Approved Budget for the Contract (ABC) amounting to **Eight Hundred Fifty Eight Thousand Pesos (P858,000.00)**;

**WHEREAS**, during the aforementioned meetings, the Bids and Awards Committee (BAC) with the assistance of the Technical Working Group for Other Goods and Services (TWG-OGS), approved the **"Negotiated Procurement - Highly Technical Consultants"** as the appropriate alternative method of procurement due to the nature of work which is highly technical pursuant to Section 53.7 of the revised Implementing Rules and Regulations of Republic Act No. 9184 which states;

**BAC RESOLUTION NO. 2021-014**

*"In the case of individual consultants hired to do work that is (i) highly technical or proprietary; (ii) primarily confidential or policy determining, where trust and confidence are the primary consideration for the hiring of the consultant: Provided, however, that the term of the individual consultants shall at most, be on a six month basis, renewable at the option of the appointing Head of the Procuring Entity, but in no case shall exceed the term of the latter"*

**WHEREAS**, on April 7, 2021 regular BAC meeting, the negotiation was conducted pursuant to the 2016 Revised Implementing Rules and Regulations of Republic Act 9184 under Annex H, V, D, 7, b (ii), wherein the members of the BAC verified with **ATTY. CARMELITA PANUNCIALMAN YADAO-SISON MNSA, Ph.D.** her education, trainings and work experiences specifically her expertise in compliance with the Terms of Reference (TOR) required by the project;

**WHEREAS**, the BAC with the assistance of the Technical Working Group for Other Goods and Services (TWG-OGS), upon deliberation, declared that **ATTY. CARMELITA PANUNCIALMAN YADAO-SISON MNSA, Ph.D.** has complied with the legal, technical and financial requirements to undertake the task as Highly Technical Consultant for Legal Education Board (LEB) and recommended for approval by the Legal Education Board the award of the contract as Highly Technical Consultant for six (6) months on a full-time basis amounting to **Eight Hundred Fifty Six Thousand Ninety Eight Pesos (P856,098.00)**, renewable at the option of LEB;

**WHEREFORE, RESOLVE AS IT IS HEREBY RESOLVED**, that the Bids and Awards Committee and upon the conduct of negotiation, hereby recommends for approval by the Legal Education Board the award of the contract to **ATTY. CARMELITA PANUNCIALMAN YADAO-SISON MNSA, Ph.D.** as Highly Technical Consultant for the Legal Education Board for six (6) months on a full-time basis amounting to **Eight Hundred Fifty Six Thousand Ninety Eight Pesos (P856,098.00)**, renewable at the option of LEB under **"Negotiated Procurement - Highly Technical Consultants"** due to the nature of work which is highly technical pursuant to Section 53.7 of the revised Implementing Rules and Regulations of Republic Act No. 9184.

**BAC RESOLUTION NO. 2021-014**


Done this 7<sup>th</sup> day of April 2021, in accordance with Memorandum from the Office of the Executive Director dated May 28, 2020 re CHED Office Operations Beginning 01 June 2020.

**Bids and Awards Committee**

  
**ATTY. MICHELLE DIANA P. MANIWANG-BASA**  
Member

  
**ATTY. SEPTON A. DE LA CRUZ**  
Member

  
**DIR. NELSON B. CAINGHOG**  
Member

  
**DIR. LUISA S. VALENCIA**  
Member

  
**ATTY. RYAN L. ESTEVEZ**  
Member

  
**ATTY. LILY FREIDA M. MILLA**  
Vice Chair

*(on leave)*  
**ATTY. CINDERELLA FILIPINA BENITEZ-JARO**  
Chairperson



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**WHEREAS**, under Item No. 3 of the Memorandum of Agreement between the Commission on Higher Education and the Legal Education Board states:

*"The LEB shall assume and perform all the functions and responsibilities of the procuring entity pursuant to RA 9184 and its IRR. Consistent herewith, it is expressly understood that the Chairman of the LEB shall be the Head of the Procuring Entity under the law and all relevant government regulations."*

**WHEREAS**, the Legal Education Board issued Resolution No. 143-06 dated February 4, 2021 approving the hiring of a Highly Technical Consultant;

**WHEREAS**, Zenaida N. Elepaño, OIC-Chairperson, Legal Education Board issued a justification letter dated February 11, 2020 on the hiring of a Highly Technical Consultant for the Legal Education Board for six (6) months on a full-time basis, renewable at the option of the LEB;

**WHEREAS**, during the March 17 & 24, 2021 regular BAC meetings, the Bids and Awards Committee (BAC) deliberated on the justification for the hiring of **ATTY. CARMELITA PANUNCIALMAN YADAO-SISON, MNSA, Ph.D.** as Highly Technical Consultant for Legal Education Board for six (6) months on a full-time basis with an Approved Budget for the Contract (ABC) amounting to **Eight Hundred Fifty Eight Thousand Pesos (P858,000.00)**;

**WHEREAS**, during the aforementioned meetings, the Bids and Awards Committee (BAC) with the assistance of the Technical Working Group for Other Goods and Services (TWG-OGS), approved the **"Negotiated Procurement - Highly Technical Consultants"** as the appropriate alternative method of procurement due to the nature of work which is highly technical pursuant to Section 53.7 of the revised Implementing Rules and Regulations of Republic Act No. 9184 which states;

[Handwritten signatures and initials in blue ink]

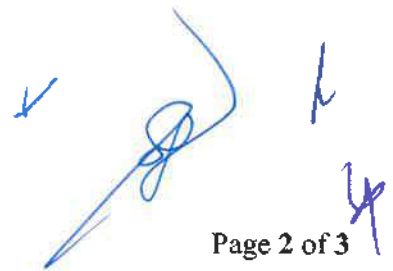
**BAC RESOLUTION NO. 2021-014**

*"In the case of individual consultants hired to do work that is (i) highly technical or proprietary; (ii) primarily confidential or policy determining, where trust and confidence are the primary consideration for the hiring of the consultant: Provided, however, that the term of the individual consultants shall at most, be on a six month basis, renewable at the option of the appointing Head of the Procuring Entity, but in no case shall exceed the term of the latter"*

**WHEREAS**, on April 7, 2021 regular BAC meeting, the negotiation was conducted pursuant to the 2016 Revised Implementing Rules and Regulations of Republic Act 9184 under Annex H, V, D, 7, b (ii), wherein the members of the BAC verified with **ATTY. CARMELITA PANUNCIALMAN YADAO-SISON MNSA, Ph.D.** her education, trainings and work experiences specifically her expertise in compliance with the Terms of Reference (TOR) required by the project;

**WHEREAS**, the BAC with the assistance of the Technical Working Group for Other Goods and Services (TWG-OGS), upon deliberation, declared that **ATTY. CARMELITA PANUNCIALMAN YADAO-SISON MNSA, Ph.D.** has complied with the legal, technical and financial requirements to undertake the task as Highly Technical Consultant for Legal Education Board (LEB) and recommended for approval by the Legal Education Board the award of the contract as Highly Technical Consultant for six (6) months on a full-time basis amounting to **Eight Hundred Fifty Six Thousand Ninety Eight Pesos (P856,098.00)**, renewable at the option of LEB;

**WHEREFORE, RESOLVE AS IT IS HEREBY RESOLVED**, that the Bids and Awards Committee and upon the conduct of negotiation, hereby recommends for approval by the Legal Education Board the award of the contract to **ATTY. CARMELITA PANUNCIALMAN YADAO-SISON MNSA, Ph.D.** as Highly Technical Consultant for the Legal Education Board for six (6) months on a full-time basis amounting to **Eight Hundred Fifty Six Thousand Ninety Eight Pesos (P856,098.00)**, renewable at the option of LEB under **"Negotiated Procurement - Highly Technical Consultants"** due to the nature of work which is highly technical pursuant to Section 53.7 of the revised Implementing Rules and Regulations of Republic Act No. 9184.

A large, stylized handwritten signature in blue ink is positioned in the lower right quadrant of the page. To its right, there are several smaller, less distinct handwritten marks or initials, also in blue ink.

**BAC RESOLUTION NO. 2021-014**

Done this 7<sup>th</sup> day of April 2021, in accordance with Memorandum from the Office of the Executive Director dated May 28, 2020 re CHED Office Operations Beginning 01 June 2020.

**Bids and Awards Committee**

  
**ATTY. MICHELLE DIANA P. MANIWANG-BASA**  
Member

  
**ATTY. SEPTON A. DE LA CRUZ**  
Member

  
**DIR. NELSON G. CAINGHUG**  
Member

  
**DIR. LUISA S. VALENCIA**  
Member

  
**ATTY. RYAN L. ESTEVEZ**  
Member

  
**ATTY. LILY FREIDA M. MILLA**  
Vice Chair

*(on leave)*  
**ATTY. CINDERELLA FILIPINA BENITEZ-JARO**  
Chairperson



Republic of the Philippines  
**LEGAL EDUCATION BOARD**  
G/F Red Cross Building, Carlos P. Garcia Avenue,  
Diliman, Quezon City 1104

**Notice of Award**  
**NO. 2021-05-025-LEB**

May 3, 2021

**ATTY. CARMELITA PANUNCIALMAN YADAO-SISON, MNSA, Ph.D.**  
Highly Technical Consultant  
8 Our Lady's Court Congressional Avenue  
Brgy. Culiat, Quezon City

Dear **Atty. Sison**:

We are pleased to inform you that we are engaging your services as **Highly Technical Consultant for Legal Education Board for six (6) months on a full-time basis** in the amount of **Eight Hundred Fifty Six Thousand Ninety Eight Pesos (P856,098.00)**.

In this regard, may we invite you or your authorized representative to this office within ten calendar days upon receipt of this Notice to sign the corresponding Contract.

Very truly yours,

  
**ZENAIDA N. ELEPAÑO**  
OIC - Office of the Chairperson

Received by: 

Date: 

NOA No. 2021-05-025-LEB for ATTY. CARMELITA P. YADAO SISON  
BAC Item No. 2021-014 dated April 7, 2021  
PR No. 2021-0218-0027  
Prepared by YMadlangkay

 (02) 8929-69-29  
 <http://leb.gov.ph/>

 [contact@leb.gov.ph](mailto:contact@leb.gov.ph)  
 Legal Education Board





Republic of the Philippines  
**LEGAL EDUCATION BOARD**  
G/F Red Cross Building, Carlos P. Garcia Avenue,  
Diliman, Quezon City 1104

**Notice of Award**  
**NO. 2021-05-025-LEB**

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Highly Technical Consultant  
8 Our Lady's Court Congressional Avenue  
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Dear **Atty. Sison**:

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In this regard, may we invite you or your authorized representative to this office within ten calendar days upon receipt of this Notice to sign the corresponding Contract.

Very truly yours,

  
**ZENAIDA N. ELEPAÑO**  
OIC - Office of the Chairperson

Received by: 

Date: May 4, 2021

NOA No. 2021-05-025-LEB for ATTY. CARMELITA P. YADAO-SISON  
BAC Item No. 2021-014 dated April 7, 2021  
RR No. 2021-0218-0027  
Prepared by YMadlangpakay

 (02) 8929-69-29  
 <http://leb.gov.ph/>

 [contact@leb.gov.ph](mailto:contact@leb.gov.ph)  
 Legal Education Board



## CONTRACT OF CONSULTANCY SERVICES

### KNOW ALL MEN BY THESE PRESENTS:

This Contract is made and executed this 4<sup>th</sup> day of May, 2021 at Quezon City, Philippines, by and between:

The **LEGAL EDUCATION BOARD (LEB)**, a government agency created under Republic Act No. 7662 (RA 7662) with principal office address at the Ground Floor, Red Cross Building, Carlos P. Garcia Avenue, UP Diliman Campus, Quezon City, duly represented by its Officer-In-Charge, Commissioner **ZENAIDA N. ELEPAÑO**, hereinafter referred to as the "**LEB**";

-and-

**ATTY. CARMELITA P. YADAO-SISON**, of legal age, Filipino, married and a resident of No. 18 P. Pelayo BF Homes Holy Spirit, Quezon City, Metro Manila, hereinafter referred to as the "**HIGHLY TECHNICAL CONSULTANT or CONSULTANT.**"

Collectively, the "**PARTIES**";

**WITNESSETH;**

**WHEREAS**, The LEB En banc resolved to engage the services of a **HIGHLY TECHNICAL CONSULTANT**, through Resolution No. 143-06, during its 143<sup>rd</sup> En banc Meeting on 4 February 2021, who will provide the professional and technical services with proven track record and expertise required by the Board;

**WHEREAS**, under Section 53.7 of the 2016 Revised Implementing Rules and Regulations (IRR) of Republic Act (RA) No. 9184 otherwise known as the Government Procurement Reform Act, Negotiated Procurement (NP) – Highly Technical Consultants may be resorted in the case of individual consultant engaged to work that is: (i) highly technical or proprietary; or (ii) primarily confidential or policy determining, where trust and confidence are the primary considerations for the hiring of the consultant;

**WHEREAS**, in view of the extent and scope of LEB's mandate on the law program, the Board determined the need to hire a highly technical consultant to assist the Board in the development of core programs such as the Revised Model Law Curriculum, the impending national legal education advancement program and other policy guidelines responsive to the needs of the law schools and law students during the current pandemic situation, apart from finalizing the draft Bill on the amendments to the LEB Law pending in Congress, among other legislation;

**WHEREAS**, the expertise of the technical consultant is also required to assist the Board and the Executive Committee in the development of internal operational

*Carmelita P. Yadao-Sison*

procedures such as the Manual of Procedures and Human Resource Action Plan for the LEB to attain maximum efficiency in achieving targeted goals and outputs, as well as the Policy Guidelines on Gender and Development in the LEB and in the 127 law schools under its jurisdiction in compliance with Republic Act No. 9710 otherwise known as the Magna Carta of Women;

**WHEREAS**, in accordance with Section V.D.7 (b.ii) of Annex "H" of the 2016 Revised IRR of RA No. 9184, the Commission on Higher Education (CHED) Bids and Award Committee (BAC) with the assistance of the CHED Technical Working Group for Other Goods and Services (TWG-OGS) conducted a negotiation meeting with the **CONSULTANT** on March 17 and 24, 2021 to discuss and clarify the project's Terms of Reference, including the documentary requirements, deliverables, timelines, and payment terms;

**WHEREAS**, the BAC, after the negotiation, and careful review and evaluation of the pertinent and relevant documents, found the **CONSULTANT** as legally, technically and financially qualified and capable to undertake and fulfill the consultancy work required of her based on the Terms of Reference;

That, in full consideration for the services rendered, the **BOARD** shall pay the **CONSULTANT** the total amount of **EIGHT HUNDRED FIFTY-SIX THOUSAND NINETY-EIGHT PESOS ONLY (PHP 856,098.00)** subject to mandatory government taxes. It is hereby understood that the processing of the consultancy shall be upon submission of accomplishment reports by the **CONSULTANT** duly attested by the concerned Office Chief and the Head of the Agency;

**WHEREAS**, accordingly, the contract for the "Hiring Of Highly Technical Consultant" in the total amount of **EIGHT HUNDRED FIFTY-SIX THOUSAND NINETY-EIGHT PESOS ONLY (PHP 856,098.00)**, will be awarded to the Consultant in accordance with Sections V.D.7(b,ii) and IV(L) of Annex "H" of the 2016 Revised IRR of RA No. 9184;

**WHEREAS**, The LEB En Banc, hereby approves the award of the contract of Atty. Carmelita P. Yadao-Sison as highly technical consultant for the Legal Education Board, pursuant to Resolution No. 146-01, issued during its 146<sup>th</sup> En Banc Meeting on 30 April 2021.

**NOW THEREFORE**, for and in consideration of the foregoing premises, the parties hereby mutually stipulate and agree as follows:

1. In this Contract, words and expressions shall have the same meanings as are respectively assigned to them in the Terms of Reference referred to in Annex "A".
2. The following documents shall form and be read and construed as part of this Contract:

Annex A - Terms of Reference for the Hiring of a Full-time Highly Technical Consultant

*Carmelita P. Yadao-Sison*

- Annex B - Eligibility requirements, documents, and/or statements  
Annex C - Notice of Award to Original Contract and the proponent's bidder's conforme thereto;

3. In consideration of the payments to be made by the LEB to the Consultant, the Consultant hereby covenants with the LEB to provide consultancy services and the corresponding deliverables defined in the attached Terms of Reference.
4. The Consultant undertakes to perform the services with the highest standards of professional and ethical competence and integrity.
5. The Consultant shall not assign this Contract or subcontract any portion of it without the LEB's prior written consent.
6. The Board hereby agrees to pay the Consultant in consideration of her services rendered, the Contract Price and in case of actual expenses incurred directly related and necessary to the services rendered, which payment shall be subject to the accounting rules and regulations and other pertinent provisions of RA 9184 or the Government Procurement Reform Act.
7. Billing for the reimbursable items may be requested not more than once (1) a month based on the actual expenses incurred and supported by official receipts/documents. In the absence of official receipts/documents when claiming for reimbursable costs, the Consultant shall submit a certification of actual disbursements made under oath;
8. The Contract shall not create an employer-employee relationship between the Board and the Consultant nor shall the services rendered herein be considered as government service. The Consultant shall not be entitled to benefits enjoyed by the regular personnel of the government;
9. The Consultant shall hold in confidence any confidential information obtained in the course of her consultancy with LEB and shall comply with the provisions of RA 10173 or the Data Privacy Act of 2012.
10. The LEB hereby covenants to pay the Consultant, in consideration of the provision of the consultancy services and the corresponding deliverables the amount of EIGHT HUNDRED FIFTY-SIX THOUSAND NINETY-EIGHT PESOS ONLY (PHP 856,098.00), at the time and in the manner prescribed in the attached Terms of Reference.
11. The Consultant shall be engaged by the LEB for a period of six (6) months, renewable at the option of LEB, but in no case shall exceed the term of the latter.
12. Entire Agreement. All parties agree that this Contract, including the attached Annexes, contains their full agreement and supersedes all previous agreements, either written or oral, if there are any. No agreements,

*Carmelita Juan*

understandings, commitments, discussions, warranty, representations or other covenants, whether oral or written, between the parties are included in this Contract, including the attached Annexes, except as set forth herein.

13. Should there arise any dispute related to this Contract and/or any rights of the Parties arise, the same shall be submitted to mutual consultation and mediation as the preferred mode of dispute resolution. The venue in case of dispute shall be in Quezon City.
14. In case of a court suit, the venue shall be the courts of competent jurisdiction in Quezon City, to the exclusion of all other courts.
15. Notwithstanding the terms of this contract, the consultancy services may be pre-terminated in accordance with RA 9184 otherwise known as the Government Procurement Reform Act. Subject to determination and approval of the LEB En banc, the consultancy services may be extended / renewed in accordance with the provisions of the same law.

**IN WITNESS WHEREOF**, the parties hereunto have signed this Contract of Consultancy Services on the date and place first above-written.


**LEGAL EDUCATION BOARD**

  
\_\_\_\_\_  
**ZENAIDA N. ELEPAÑO**  
Officer-In-Charge,  
Commissioner

By:

  
\_\_\_\_\_  
**ATTY. CARMELITA P. YADAO-SISON**  
Highly Technical Consultant

CERTIFIED FUNDS  
AVAILABLE:

  
\_\_\_\_\_  
**MIRRIAM V. MIRANDA**  
Chief Accountant,  
Accounting Division-AFMS  
NS 2011.01.0198  
P 436, 698.4

Signed in the Presence of:

  
\_\_\_\_\_  
**Atty. LILY FREIDA C. MACABANGUN-MILLA**  
OIC, Executive Director, CHED

  
\_\_\_\_\_  
**RODRIGO C. SAGUM**  
Chief Education Program  
Specialist, LEB

**ACKNOWLEDGMENT**

Republic of the Philippines )  
Quezon City, Metro Manila ) S.S.

BEFORE ME, a Notary Public for and in Quezon City, Metro Manila, Philippines, personally appeared the following:

NAME	GOVERNMENT ID	DATE ISSUED	PLACE ISSUED
Comm. Zenaida N. Elepaño	Senior Citizen No. 98297	November 19, 2010	City of Manila
Atty. Carmelita P. Yadao-Sison	Senior Citizen No. 00687-I	September 17, 2014	Quezon City

known to me and to me known to be the same persons who executed the foregoing Contract of Consultancy Services and acknowledged to me that the same is their free and voluntary act and deed and that of the institution represented.

This instrument refers to a Contract of Consultancy Services consisting of five (5) pages, including the page on which this Acknowledgement is written with each and every page signed by the parties and their instrumental witnesses and sealed with my notarial seal.

**18 JUN 2021**

WITNESS MY HAND SEAL on this \_\_\_\_\_ day of \_\_\_\_\_ 2021 at Quezon City, Metro Manila, Philippines.

**NOTARY PUBLIC**

**ATTY. ROGELIO J. BOLIVAR**  
 NOTARY PUBLIC IN QUEZON CITY  
 All Adm. Not. Com. No. NP-124 1-12-19 until 12-31-2020  
 Commission Extended until June 30, 2021  
 as per SC ENGANC B.M No. 3795 12/1/2020  
 IBP O.R. No. 132134 MD 2021 & IBP O.R. No. 133076 MD 2022  
 PTR O.R. No. 0695112-D 1/4/21 / Roll No. 33832 / TIN# 120-871-009  
 MCLE No. VI-0029583 valid from 12/16/19 valid until 04/14/22 Quezon City  
 Address: 31-F Harvard St. Cubao, Q.C.

Doc. No. 124 ;  
Page No. 26 ;  
Book No. 14 ;  
Series of 2021.

*Carmelita P. Yadao-Sison*