



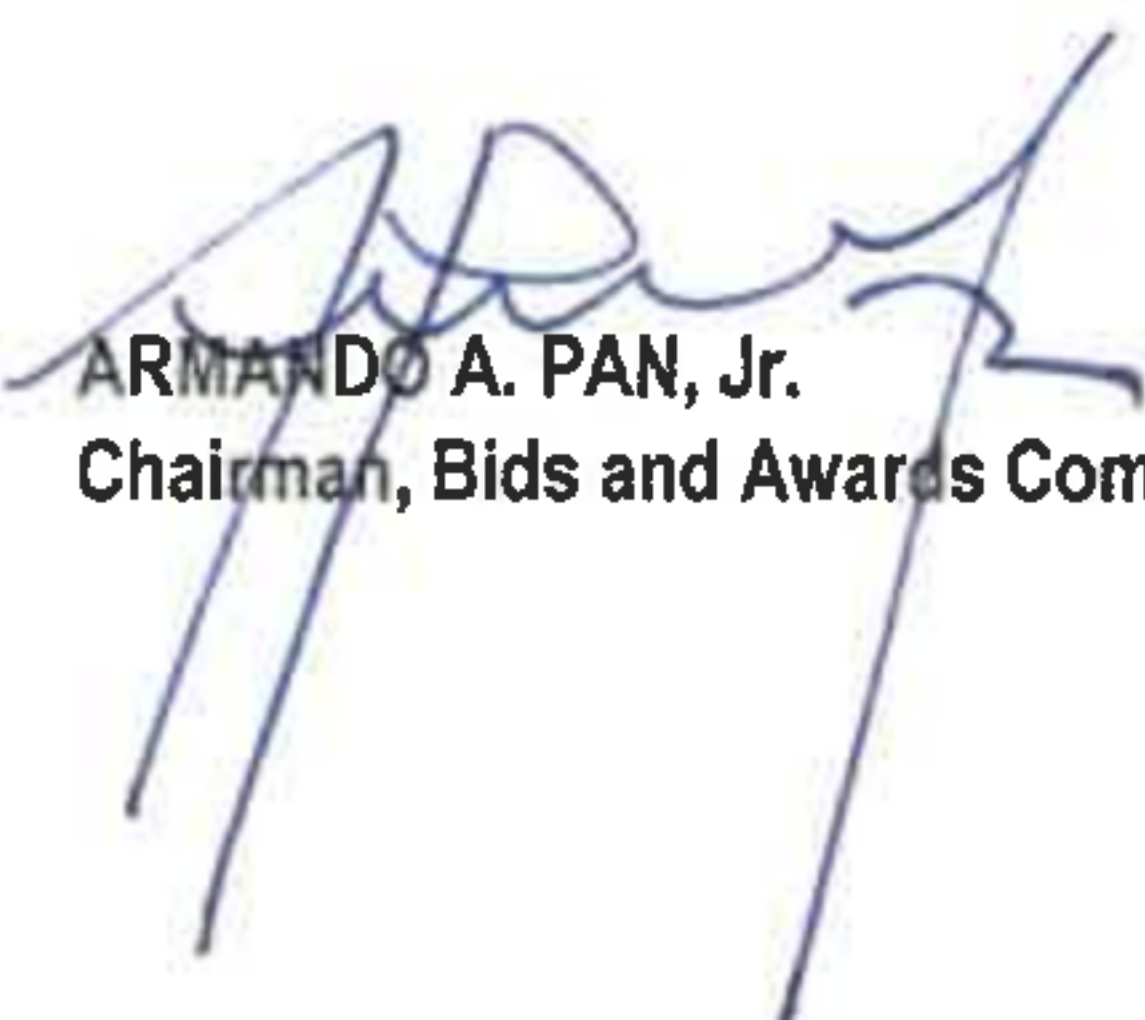
SECURITIES AND EXCHANGE COMMISSION
 Secretariat Building, PICC Complex, Pasay City
 SUPPLEMENTAL ANNUAL PROCUREMENT PLAN FOR 2021-3

CODE	Program/Activity/Project	PMO/End-user	Mode of Procurement	Is this an Early Procurement Activity	Schedule of Each Procurement Activity				Funding Source	Estimated Budget (PHP)			Remarks
					Ads/Post of ITB/REI	Submission/Opening of Bids	Notice of Award	Contract Signing		Total	MOOE	CO	
I. COMPETITIVE BIDDING													
C.	Code (PAP)	CONSULTING/PROFESSIONAL SERVICES											
100010000	14	Engagement of the Compensation Consultant for SEC Employees	HRAD	Sec.53.7 - Highly Technical Consultants	N	2nd Q			RCC	480,000.00	480,000.00	-	
TOTAL									480,000.00	480,000.00	-		

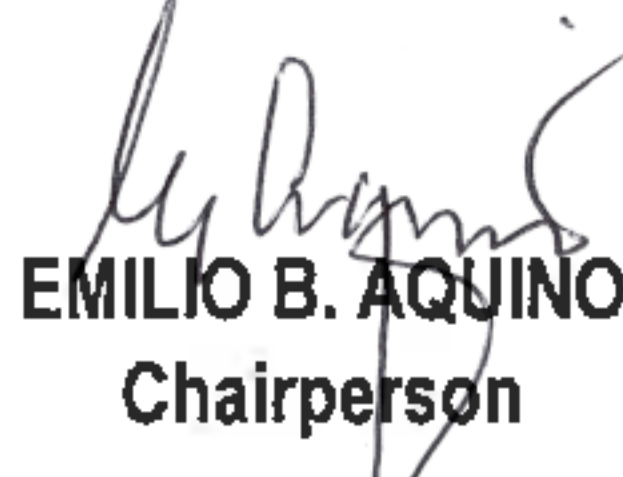
Prepared and submitted by:


 NORLAN M. DE LAS ALAS
 BAC Secretariat

Recommending Approval:
 For the Bids and Awards Committee:


 ARMANDO A. PAN, Jr.
 Chairman, Bids and Awards Committee

Approved By:


 EMILIO B. AQUINO
 Chairperson

Date: _____



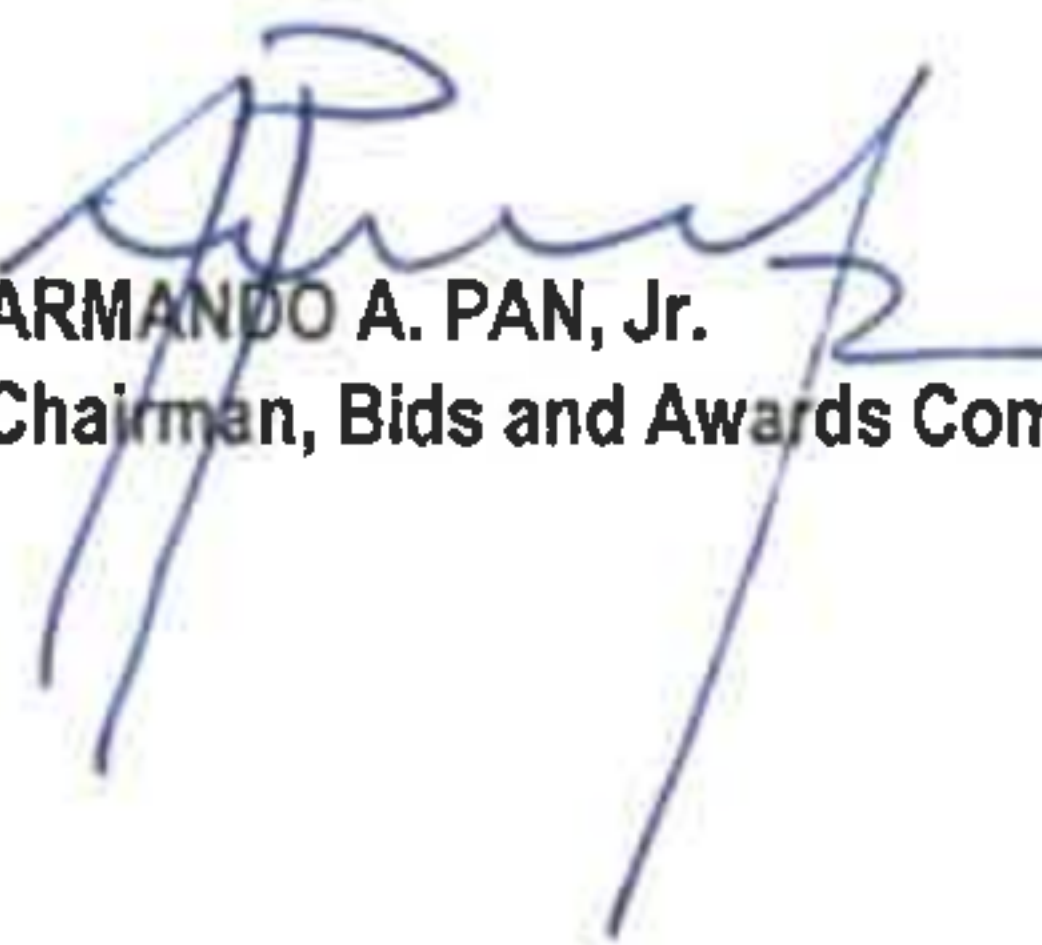
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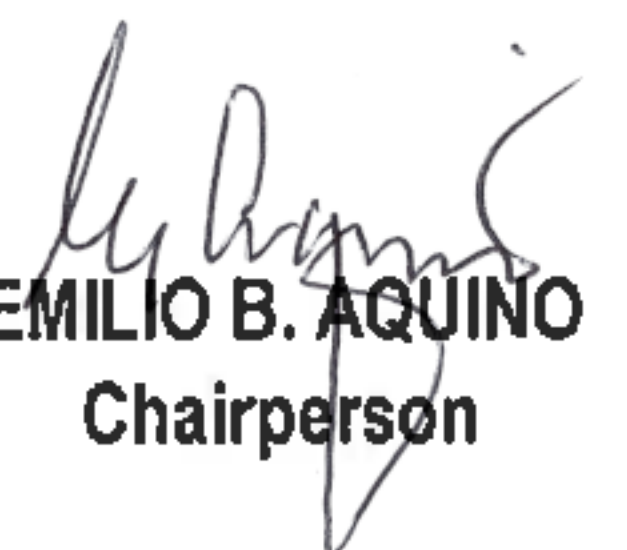
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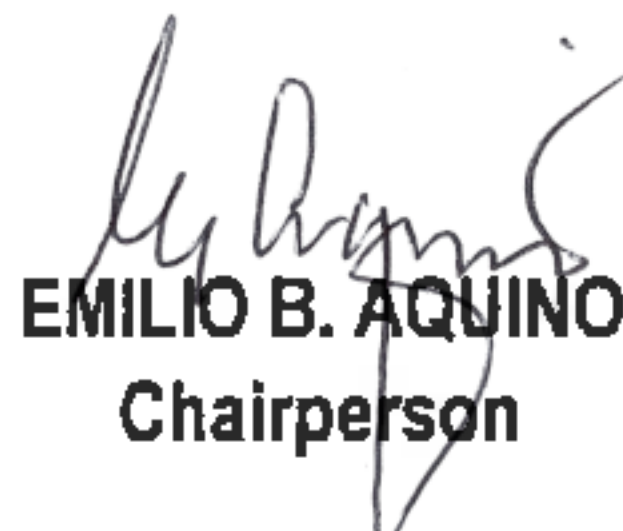
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 EMILIO B. AQUINO
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Date: _____



FINANCIAL MANAGEMENT DEPARTMENT

MEMORANDUM


FOR : **Commission Secretary ARMANDO A. PAN, Jr.**
Chairman, Bids and Awards Committee

FROM : The Director, FMD

SUBJECT : **FY 2021 SUPPLEMENTAL LIST OF PROJECTS TO BE INCLUDED IN
THE ANNUAL PROCUREMENT PLAN (APP)**

DATE : April 12, 2021

-
1. In compliance with the Revised Implementing Rules and Regulations (IRR) of RA 9184, we are forwarding herewith the Supplemental List of Projects for Inclusion in the FY 2021 Annual Procurement Plan. Attached also for your immediate reference are the following: a) Project Procurement Management (PPMP) of the project submitted by the concern department; b) Terms of Reference (TOR) presented by project; and c) SEC Resolution indicating the approval for funding.
 2. We are only forwarding projects that can be immediately procured since the TOR/Technical or production specifications for the projects have already been included.
 3. Additional projects will be on a separate issuance, hence, the supplemental APP.
 4. In view of the foregoing, we urge the immediate preparation and presentation of APP to the to the Commission En Banc to be able to immediately start procurement.
 5. For your appropriate action, please.


ADELAIDA C. NAVARRO-BANARIA ✕

CC : **COMMISSIONER KARLO S. BELLO**
Supervising Commissioner

SUPPLEMENTAL LIST OF PROGRAMS/PROJECTS FOR FY 2021

Department: **DEPARTMENT OF FINANCE - 11**
 Agency: **SECURITIES AND EXCHANGE COMMISSION - 0110000000**
 Number: **03**

Code (PAP)	Procurement Program/Project	PMO/ End-User	Source of Funds	Estimated Budget (PHP)						Remarks <small>(brief description of Program/Activity/Project)</small>	
				FROM		TO		Variance			
				MOOE	CO	MOOE	CO	MOOE	CO		
100010000	Engagement of Atty. Marylou I. Duka-Castillo as Compensation Consultant for SEC [for Six (6) Months @ PhP80,000.00/Mo.)	HRAD	RCC (Supplemental)			480,000.00					with attached PPMP, TOR & SEC Resolution
	-nothing follows-										
	Total			-	-	480,000.00	-	-	-	-	

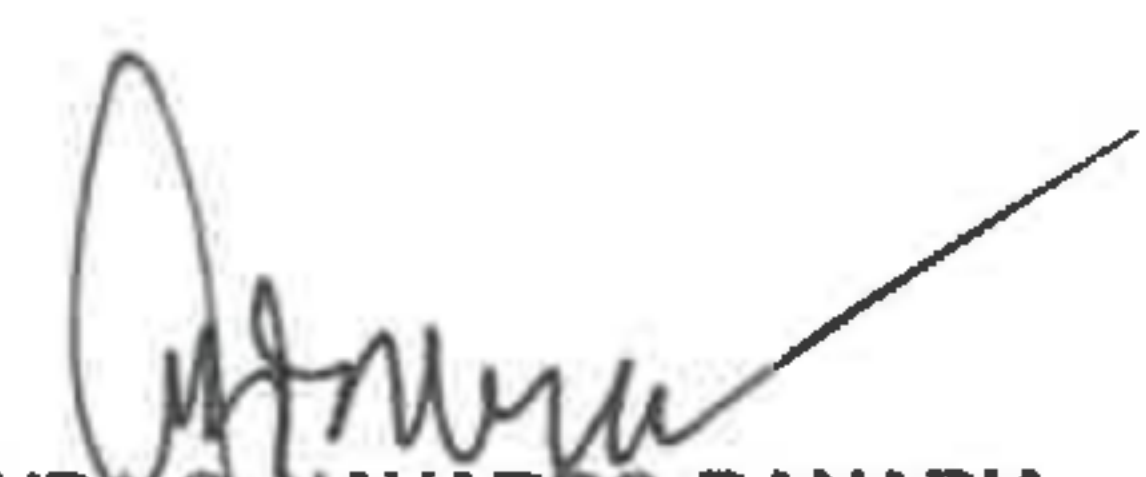
Summary:

RCC	-	-	480,000.00	-	-	-
SRC	-	-	-	-	-	-
Total	-	-	480,000.00	-	-	-

Prepared by:

LESTER V. DELA MERCED
 Asst. Director, Budget and Fiscal Division

Recommending Approval:


ADELAIDA C. NAVARRO-BANARIA
 Director, Financial Management Department



HUMAN RESOURCE AND ADMINISTRATIVE DEPARTMENT

MEMORANDUM

TO : Director **ADELAIDA C. NAVARRO-BANARIA**
Financial Management Department

THRU : Commissioner **JAVEY PAUL D. FRANCISCO**

FROM : *Romualdo C. Padilla*
Atty. ROMUALDO C. PADILLA
Officer-in-Charge, HRAD

SUBJECT : ***Submission of PPMP for the Engagement of the Compensation Consultant for SEC Employees***

DATE : **16 March 2021**

This is to transmit to your Department, the HRAD Project Procurement Management Plan (PPMP) and the Terms of Reference for the hiring of the Compensation Consultant for SEC employees.

For your consideration.

Thank you.

TERMS OF REFERENCE (TOR) FOR HIRING CONSULTANT

<p>A. Project Title - General Information</p>	<p>Post Title: Compensation Consultant for SEC Employees</p> <p>Duration of the assignment: The term of the individual consultant shall, at the most, be on a six-month basis, renewable at the option of the appointing Head of Procurement Entity (HoPE).</p> <p>Place of Assignment: SEC-Central Office</p> <p>Expected Start Date: After the Signing of the Notice to Proceed (NTP) and inception meeting.</p>
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PRO

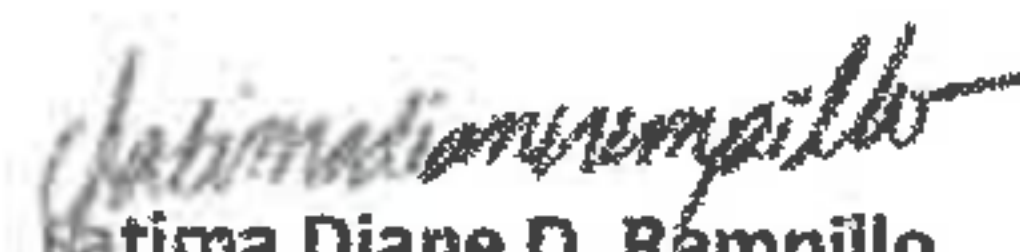
END-USER/UNIT : HUMAN RESOURCE AND ADMINISTRATIVE
Charged to RCC
Projects, Programs and Activities (PAPs)

CODE	GENERAL DESCRIPTION	QUANTITY/ SIZE	ESTIM BUD
	Compensation Consultant for SEC Employees		41

TOTAL BUDGET: 480

NOTE: Technical Specifications for each Item/Project being proposed shall be submitted

Prepared By:


Fatima Diane D. Rempillo
 SEC Administrative Officer II, OD-HRAD

	<p>current Human Resources Management (HRM) systems and practices and propose regulatory and procedural improvements aligned to compensation, job descriptions, benchmark compensation as well as annual performance reviews.</p>									
<p><u>D. Scope of Work and Methodology</u></p>	<p>The HTC is expected to provide and deliver the following:</p> <ol style="list-style-type: none"> 1. Assess the existing compensation/pay plan that the Commission is providing to its employees; 2. Review of SEC grading and salary structure by ensuring that its salary and benefits packages are equitable and comparable with the Bangko Sentral ng Pilipinas (BSP) and other government financial institutions; 3. Assess employees needs by conducting organizational surveys; and 4. Design a compensation package based on the provisions of DBM and SEC Joint Circular No. 1, S. 2020. 									
<p><u>E. Expected Outputs</u></p>	<p>In line with the above proposed scope of work, it is expected that deliverables would encompass the following:</p> <table border="1" data-bbox="937 1236 1878 2374"> <thead> <tr> <th data-bbox="937 1236 1219 1361">Deliverables</th> <th data-bbox="1219 1236 1522 1361">Anticipated inputs required</th> <th data-bbox="1522 1236 1878 1361">Estimated days to accomplish</th> </tr> </thead> <tbody> <tr> <td data-bbox="937 1361 1219 2107"> <p>1. Inception report produced</p> </td> <td data-bbox="1219 1361 1522 2107"> <p>Desk review</p> <p>Civil Service Law and Rules</p> <p>Code of Conduct</p> <p>Existing HRM tools</p> <p>Perception Survey on Ethics, meritocracy and equal opportunities report</p> </td> <td data-bbox="1522 1361 1878 2107"> <p>60 days</p> </td> </tr> <tr> <td data-bbox="937 2107 1219 2374"> <p>2. Position papers for the upgrading of salary structure</p> </td> <td data-bbox="1219 2107 1522 2374"> <p>Civil Service Law and Rules</p> <p>Perception Survey on Ethics,</p> </td> <td data-bbox="1522 2107 1878 2374"> <p>60 days</p> </td> </tr> </tbody> </table>	Deliverables	Anticipated inputs required	Estimated days to accomplish	<p>1. Inception report produced</p>	<p>Desk review</p> <p>Civil Service Law and Rules</p> <p>Code of Conduct</p> <p>Existing HRM tools</p> <p>Perception Survey on Ethics, meritocracy and equal opportunities report</p>	<p>60 days</p>	<p>2. Position papers for the upgrading of salary structure</p>	<p>Civil Service Law and Rules</p> <p>Perception Survey on Ethics,</p>	<p>60 days</p>
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<p>2. Position papers for the upgrading of salary structure</p>	<p>Civil Service Law and Rules</p> <p>Perception Survey on Ethics,</p>	<p>60 days</p>								

	<p>meritocracy and equal opportunities Report</p> <p>Available analysis of applied recruitment, selection, performance management, promotion, posting and transfer methods</p> <p>Consultations as required</p> <p>3.Compensation Manual</p> <p>Civil Service Law and Rules</p> <p>Perception Survey on Ethics, meritocracy and equal opportunities Report</p> <p>Available analysis of applied recruitment, selection, performance management, promotion, posting and transfer methods</p> <p>Assessment of employees needs based on the organizational surveys</p>	<p>60 days</p>
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	<p style="text-align: center;">Consultations as required</p>
<p><u>F. Administrative and Logistical Requirements</u></p>	<ol style="list-style-type: none"> 1. All necessary equipment (projector, flipchart, stationery, etc.) will be provided by SEC at the request of the Consultant in order to ensure efficient delivery of the assignment however he/she is expected to secure her/his own computer; 2. The Consultant is expected to report to the Human Resource and Administrative Department Director at least once a month and signify the work rendered by submitting an accomplishment report to the Commission En Banc; and 3. The SEC will not cover transportation and meal expenses during the conduct desk review/and surveys.
<p><u>G. Qualifications and Competencies</u></p>	<p>Qualifications:</p> <p>Lawyer or a Master degree holder in human resource management, organizational development, business administration, or its equivalent.</p> <p>Experience:</p> <ol style="list-style-type: none"> 1. Experience in overseeing the development and implementation of the human resources policies, procedures and practices including the development of job description for civil servants and/or private sector employees; 2. Demonstrated hands on experience in human resource management, performance management and/or developing competency frameworks, compensation and benefits; 3. Experience in working with different departments in an advisory or consultancy role, assisting them to understand and implement policies and procedures; 4. Contribution in developing policy papers geared towards a multi-stakeholder audience, i.e. government and civil society on human resource management; and 5. Past experience in the civil service if highly desirable. <p>Competencies:</p> <ol style="list-style-type: none"> 1. Sound communication skills both verbal and in writing;

	<p>and</p> <p>2. Flexibility, and ability to work in varied team across multiple offices in and outside the SEC.</p>
<u>H. Warranties of the Consultant</u>	<p>1. Strict compliance to the terms and conditions indicated in the Terms of Reference;</p> <p>2. That in the performance of his/her service he/she shall comply with all the rules and directives of the Commission; and</p> <p>3. Proper coordination shall be made to the Office of the Human resource and Administrative Department.</p>
<u>I. Confidentiality and Proprietary Interests</u>	<p>The Consultant shall not either during the term or after termination of the assignment, disclose any proprietary or confidential information related to the consultancy service without prior written consent. Proprietary interests on all materials and documents prepared by the consultant under the assignment shall become and remain properties of the SEC.</p>

In line with the above proposed scope of work, it is expected that deliverables would encompass the following:

Deliverables	Anticipated inputs required	Estimated days to accomplish
1. Inception report produced	Desk review Civil Service Law and Rules Code of Conduct Existing HRM tools Perception Survey on Ethics, meritocracy and equal opportunities report	60 days
2. Position papers for the upgrading of salary structure	Civil Service Law and Rules Perception Survey on Ethics, meritocracy and equal opportunities Report Available analysis of applied recruitment, selection, performance management, promotion, posting and transfer methods Consultations as required	60 days
3. Compensation and Benefit Manual	Civil Service Law and Rules Perception Survey on Ethics, meritocracy and equal opportunities Report Available analysis of applied recruitment, selection, performance management, promotion, posting and transfer methods Assessment of employees needs based on the organizational surveys Consultations as required	60 days

F. Administrative and Logistical Requirements

1. All necessary equipment (projector, flipchart, stationery, etc.) will be provided by SEC at the request of the Consultant in order to ensure efficient delivery of the assignment however he/she is expected to secure her/his own computer;
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3. The SEC will not cover transportation and meal expenses during the conduct desk review/and surveys.

G. Qualifications and Competencies

Qualifications:

Master degree in human resource management, organizational development, business administration, or equivalent.

Experience:

1. Experience in overseeing the development and implementation of the human resources policies, procedures and practices including the development of job description for civil servants and/or private sector employees;
2. Demonstrated hands on experience in human resource management, performance management and/or developing competency frameworks, compensation and benefits;
3. Experience in working with different departments in an advisory or consultancy role, assisting them to understand and implement policies and procedures;
4. Contribution in developing policy papers geared towards a multi-stakeholder audience, i.e. government and civil society on human resource management; and
5. Past experience in the civil service if highly desirable.

Competencies:

1. Sound communication skills both verbal and in writing; and
2. Flexibility, and ability to work in varied team across multiple offices.

H. Warranties of the Consultant

1. Strict compliance to the terms and conditions indicated in the Terms of Reference;

2. That in the performance of his/her service he/she shall comply with all the rules and directives of the Commission; and

3. Proper coordination shall be made to the Office of the Human resource and Administrative Department.

I. Confidentiality and Proprietary Interests

The Consultant shall not either during the term or after termination of the assignment, disclose any proprietary or confidential information related to the consultancy service without prior written consent. Proprietary interests on all materials and documents prepared by the consultants under the assignment shall become and remain properties of the SEC.



Office of the Commission Secretary

MEMORANDUM

F O R : Human Resource and Administrative Department (HRAD)
Financial Management Department (FMD)

F R O M : Office of the Commission Secretary

S U B J E C T : Engagement of Atty. Marylou I. Duka-Castillo as Compensation Consultant for SEC

D A T E : 06 April 2021

Quoted below is the Resolution from the Minutes of the Meeting of the Commission *En Banc* held on 04 March 2021 which reads:

*"RESOLVED, To APPROVE the engagement of former Director, Atty. Marylou I. Duka-Castillo as Compensation Consultant for the SEC, for a period of six (6) months renewable at the option of the Head of Procuring Entity (HoPE), with a monthly service fee of Php80,000.00, in the total amount of **Four Hundred Eighty Thousand Pesos (Php480,000.00)**, which shall be paid upon submission of an accomplishment report.*

The foregoing amount shall be charged against the retained income of the Revised Corporation Code, and as additional/supplemental to the FY 2021 SEC Budget, subject to the pertinent provisions of Republic Act No. 9184 and the existing budgeting, accounting and auditing rules and regulations."


ARMANDO A. PAN, JR.
Commission Secretary