



REPUBLIC OF THE PHILIPPINES  
**DEPARTMENT OF AGRICULTURE**  
**PHILIPPINE COCONUT AUTHORITY**  
**REGION I, II, III and CAR**

2/F Guest House Bldg., PCA Compound, Elliptical Road, Diliman, Quezon City 1101  
Telefax No.: (02) 8927-5227 Tel. No. (02) 8924-4761  
pcaregion1.4b@gmail.com / regionivb@pca.gov.ph

## **REQUEST FOR QUOTATION**

Date: November 24, 2022

RFQ No.: 2022-11-89

The Philippine Coconut Authority Region I, II, III and CAR through its Regional Bids and Awards Committee (RBAC), intends to procure **Outsourcing of Psychometric and Competency Assessment Examination Services** with a total Approved Budget for the Contract amounting to **One hundred twenty-two thousand four hundred pesos (Php 122,400.00)** in accordance with **Section 53.9** of the 2016 revised Implementing Rules and Regulations of the Republic Act No. 9184.

Please submit your quotations/proposals duly signed by you or your duly authorized representative for the item described herein, subject to the Terms and Conditions and Technical Specifications attached in this Request for Quotation (RFQ). The procurement period covers from **November 28 – December 1, 2022**.

A copy of your **Mayor/Business Permit, PhilGEPS Registration Certificate, and Notarized Omnibus Sworn Statement** are also required along with your quotation/proposal. Quotation with the aforesaid documentary requirements shall be submitted in a sealed envelope either manually or through mailing at the address indicated below **not later than December 1, 2022, 5:00 PM**. Evaluation of offer/s will be on **December 02, 2022 9:00 AM**.

For any clarification, please feel free to contact Ms. Michelle O. Villa, RBAC Secretariat at tel. nos. 8924-4761 or email at [4b.regionalbac@gmail.com](mailto:4b.regionalbac@gmail.com).

**(SGD.) JUAN F. MILAR, Jr.**  
Chairperson, RBAC

Philippine Coconut Authority  
Region I, II, III and CAR  
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Elliptical Road, Diliman, Quezon City  
Email Address: [4b.regionalbac@gmail.com](mailto:4b.regionalbac@gmail.com)

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# QUOTATION/ PROPOSAL

Date: \_\_\_\_\_

Name of Business: \_\_\_\_\_

Address: \_\_\_\_\_

Nature of Business: \_\_\_\_\_

Business Permit No.: \_\_\_\_\_

Tax Identification No.: \_\_\_\_\_

PhilGEPS Registration Number: \_\_\_\_\_

Please quote your **best offer** for the item/s below. Do not leave blank items. Indicate "0" if item being offered is for free.

OUTSOURCING OF PSYCHOMETRIC AND COMPETENCY ASSESSMENT EXAMINATION SERVICES				
Item No.	Number of Examinees	Offered Price per examinee, in PhP	(A x B) Offered Quotation per item, in PhP	TOTAL OFFERED QUOTATION, IN PHP
	(A)	(B)	(C)	(C1 + C2 + C3)
1	2 Entry Level (Administrative Position)			In Words: _____ _____ _____
2	3 Entry Level for PDO III, 11 Non-entry Level for (Technical Position)			In Figures: _____ _____
3	1 Entry Level (Supervisory Position)			_____

Attachments:

- Mayor/Business Permit
- PhilGEPS Registration Certificate
- Omnibus Sworn Statement (see attached template) – If unable to have the document notarized, you may submit a **signed unnotarized Omnibus Sworn Statement**, subject to compliance prior to award of contract.

\_\_\_\_\_  
Signature over Printed Name

\_\_\_\_\_  
Position/Designation

\_\_\_\_\_  
Office Telephone/Fax No./Mobile No.

\_\_\_\_\_  
Email Address/es

## **INSTRUCTIONS**

1. Accomplish this RFQ correctly and accurately.
2. Do not alter the contents of this form in any way.
3. All Technical specifications are mandatory. Failure to comply with any of the mandatory requirements will disqualify your quotation.
4. Failure to follow instructions will disqualify your entire quotation.

### **Technical Specifications**

<b>OUTSOURCING OF PSYCHOMETRIC AND COMPETENCY ASSESSMENT EXAMINATION SERVICES</b>			
<b>TECHNICAL SPECIFICATION</b>	<b>YES</b>	<b>NO</b>	<b>REMARKS</b>
Compliance with the Terms of Reference (TOR) <i>(Please see attached TOR for the project)</i>			
<b>DELIVERY REQUIREMENTS</b>			
Service provider shall administer the paper and pencil or online examination three (3) working days upon receipt of the endorsement from the Administrative Unit of PCA Region I, II, III and CAR			
Submit copy of report together with the interpretation of test result for each examinee signed by the psychologist and psychometrician of the service provider, within one (1) day (for online) or two (2) days (for face-to-face) after the conduct of examination or assessment, to PCA Region I, II, III and CAR addressed to <b>Mr. DENNIS D. ANDRES, Regional Manager III.</b>			
<b>PAYMENT TERMS</b>			
Payment shall be made within fifteen (15) working days from submission of the following documents, provided that the required test result has been submitted on the prescribed submission date: a. complete billing documents inclusive of tax; and b. attendance sheet of applicants who took the examination with the applicant's signature or screenshot of applicant's attendance in the online examination.			
Payment shall be based on the actual number of examinees as recommended by the Administrative Unit but not to exceed the contract amount.			
Payment shall be made through Landbank's LDDAP-ADA facility. In case of accounts maintained in other banks, bank transfer fees shall be chargeable against the creditor's account.			

\_\_\_\_\_  
Signature over Printed Name

## **General Terms and Conditions**

1. Bidders shall provide correct and accurate information required in the forms.
2. Price quotations must be valid for a period of thirty (30) calendar days from the date of submission.
3. Price quotation/s to be dominated in the Philippine peso shall include all taxes, duties and/or levies payable.
4. Quotations exceeding the Approved Budget for the Contract shall be rejected.
5. Award of contract shall be made to the lowest quotation which complies with the technical specifications, schedule of requirements and terms and conditions stated herein.
6. Any interlineations, erasures or overwriting shall be valid only if they are signed or initiated by you or your duly authorized representative.
7. The PCA Region I, II, III and CAR RBAC shall have the right to inspect the goods to confirm their conformity to the technical specifications once delivered.
8. All items should be delivered in thirty (30) calendar days after signing of Purchase Order/Contract.
9. Liquidated damages equivalent to one tenth of one percent (0.001%) of the value of the goods not delivered within the prescribed delivery period shall be imposed per day of delay. The PCA Region I, II, III and CAR may rescind the contract once the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of the contract, without prejudice to other courses of action and remedies open to it.

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Signature over Printed Name



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[pcarregion1\\_4b@gmail.com](mailto:pcarregion1_4b@gmail.com) / [regionivb@pca.gov.ph](mailto:regionivb@pca.gov.ph)

## TERMS OF REFERENCE (TOR)

### ENGAGING THE SERVICES OF A SERVICE PROVIDER FOR CY 2022 PSYCHOMETRIC AND COMPETENCY EXAMS PER APPROVED PCA MERIT SELECTION PLAN

#### I OBJECTIVE

To engage the services of a psychological assessment firm that can conduct psychometric and competency exams to candidates for PCA Regions I, II, III and CAR vacant positions.

#### II SCOPE OF SERVICES/DELIVERABLES

1. Provision of psychometric and competency exams for candidates for hiring and promotion:

LEVEL	SG	NO. OF VACANT POSITIONS	NO. OF CANDIDATES
▪ Administrative Officer III (Supply Officer II)	15	1	2
▪ Agriculturist II	15	2	11
▪ Project Development Officer III	18	2	3
▪ Division Chief I	22	1	1
TOTAL		6	17

2. Provide psychometric and competency exams based on the following levels:

- Administrative level
- Technical level
- Supervisory level

3. The full battery of examinations must consist of the following:

- a. **Intelligence Test** – also refers to IQ (Intelligence Quotient) test, which aims to measure the intellectual ability, capacity to make abstractions, to learn and to deal with novel situations and identify weaker areas in need of support. This test will help understand the candidate's ability to perform tasks, solve problems or knowing how they will react to different situations.

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The test should measure **verbal, spatial, numerical and logical reasoning** intelligence. The final report must be a percentile rank from 0 to 99+ with a brief discussion of the work-related implications of such rating.

- b. **Personality Assessment** – this aims to identify potential strengths and weaknesses of the candidate and work-related behavioral traits. Results will help predict candidate's working attitudes and tendencies.

The test should be based on the **Big Five Model** of personality assessment. It may use its own naming system for big five traits or dimensions, provided that said traits measured directly correspond to the five (5) mandatory dimensions. The test may also exceed the number of measured traits as long as the big five are present.

The final report must be ratings of **LOW, MIDDLE, HIGH** for each of the measured traits, with a detailed discussion of the scores and the impact of their interplay on the candidate's potential on job performance, their strengths and weaknesses, and an overall **LOW, MIDDLE, or HIGH FIT** assessment of the candidates.

- c. **Competency Assessment** – this aims to assess the candidate's level of mastery (basic, intermediate, advance or expert) of identified competencies as provided under the approved PCA Competency Framework (please see attached).

The test or a combination of tests should measure the candidate's mastery of the **mandatory competencies** for the position for which they are being considered. The competencies should be based on what is provided for under the approved PCA Competency Framework. Flexibility is allowed as to the competency names used as long as the correlation is established. Said description must be in the technical documents of the test.

The final report should be a rating of **BASIC, INTERMEDIATE, ADVANCE or EXPERT** mastery rating for each of the competencies. The ratings may also be presented as **LEVEL 1, LEVEL 2, LEVEL 3, or LEVEL 4**. The report should also include a brief description of each competency measured by the test and the implications of **LOW** and **HIGH** scores.

- 4. Prepare and submit copy of the full report and comparative matrix for candidates applying for the same positions based on the results of the intelligence, personality, competencies and supervisory skills assessment within one (1) day (if online) or two (2) days (if face-to-face) after the completion of the examination.
- 5. Report on the final results of assessment conducted should be prepared in a format agreed upon by the PCA Regions I, II, III and CAR and the service provider.
- 6. Copy of the report should be accessible or made available to PCA Regions I, II, III and CAR for a minimum period of six (6) months from the completion of the examinations.



7. The service provider must commit to protect, ensure and secure storage, not share or disclose, and destroy when required or appropriate any and all personal information including the identity of the candidates and their test results gathered via testing program, and at all times comply with the provisions of the Data Privacy Act of 2012 and Its Implementing Rules and Regulations or IRR.
8. Any and all intellectual property, other than those already registered, that may be generated via the testing arrangement, including but not limited to the test results, reports, or interpretations pertaining to PCA candidates, shall be the property of PCA Regions I, II, III and CAR.

### **III TECHNICAL REQUIREMENTS**

Only tests whose technical documents are available should be considered. This may include technical manuals, technical analyses or reports, or other scholarly and empirical documents. These should indicate clearly the history, methods and bases of the test development and the identities and credentials of the developers. They should also present the statistical details on the following:

#### **1. Reliability**

All tests to be used must have meet the reliability standards, as follows:

- a. Test-retest reliability – statistically significant positive correlation coefficient (with numerical computations/results of statistical significance testing)
- b. Internal consistency – statistically significant positive correlation coefficient (with numerical computations/results of statistical significance testing)

#### **2. Validity**

All tests must have been validated against multiple (more than one) recognized, established and similarly validated instruments measuring the same traits. Only tests demonstrating positive validity correlation coefficients that are statistically significant and whose computations/results of statistical significance testing are presented in the technical documents should be used.

#### **3. Norms**

Norming data must be available and presented. This should include identification of the population sampled, the size of the sample and the method of selection. Norms should be based on professional, organizational or industrial context. Norms based on school/educational or clinical context should not be used. The population sampled should ideally be Filipinos of working age. However, if developed based on foreign population, the samples should have been taken from global (multiple countries and must include Asian) populations.

#### IV ELIGIBILITY REQUIREMENTS

1. The firm must be in operation for the past three (3) years and is using industry standard psychological exams appropriate in assessing the cognitive/intelligence, personality/behavioral, competencies and supervisory skills of the candidates to the vacant positions in the PCA Regions I, II, III and CAR.

The following documents must be submitted along with the legal and financial proposals, as follows:

- Articles of Incorporation
  - List of ongoing and completed government and private contracts for the past three (3) year, most probably similar in nature to the project *(for completed projects, submit a copy of the Notice of Award, Notice to Proceed or contract, whichever is applicable)*
2. The firm has administered online or face-to-face assessment for a maximum of ten (10) applicants per day for the past three (3) years and should submit the following supporting documents:
    - List of the average number of candidates administered with online or face-to-face assessment per day for the past three (3) years (average per day per year).
    - List of battery tests for various levels/positions (administrative, technical, and supervisory) administered online or face-to-face for the past 3 years.
    - One (1) sample full report per level/position (administrative, technical, and supervisory).
    - One (1) complete process cycle with identified number of days to determine the turnaround time for submission of report.

All the above-mentioned reports must be submitted as an integral part of the evaluation of proposal.

3. The firm should submit the list of its personnel with a copy of their valid and respective licenses who shall administer and interpret the psychological tests, and write and submit the equivalent report/s.
4. Psychologists and psychometricians should have experienced in the following work assignments for the past 3 years:
  - Test administration
  - Result interpretation
  - Validation of initial interpretation



- Provision of appropriate recommendation
- Full report writing

5. The should submit Curriculum Vitae of the key personnel.

## V METHODOLOGY AND EXPECTED OUTPUTS

1. The examinations shall be conducted either online or face-to-face that shall be administered by a service provider.
2. The firm must identify the battery of tests to be administered that would provide the PCA Regions I, II, III and CAR an output/report on, among other things, the intelligence/cognitive, personality/behavioral, competencies and supervisory skills of the candidates to the position being applied to which are classified below:

Battery Tests	Output
Appropriate for Admin Officer III (Supply Officer) position	<ul style="list-style-type: none"> <li>▪ Summary of results</li> <li>▪ Interpretation (with strengths and weaknesses)</li> <li>▪ Recommendation</li> </ul>
Appropriate for Agriculturist II positions	
Appropriate for PDO III positions	
Appropriate for Division Chief I position	

3. Conduct validation of results of the examinations. If there are pre-requisite tests/questionnaires prior to the validation, the administration shall be proctored.
4. The firm must provide briefer training to at least three (3) Administrative Unit personnel of the PCA Regions I, II, III and CAR on the following upon receipt of Notice to Proceed (NTP):
  - a. How to administer/disseminate the online and/or face-to-face examination
  - b. To run through the online and/or face-to-face examination
  - c. To provide assessment descriptions with raw score, percentile and adjectival interpretation for validation purposes.
5. The PCA Regions I, II, III and CAR shall endorse the candidates for each of the vacant positions for examination through electronic mail (email).
6. The firm shall submit the Schedule of Examination to PCA Regions I, II, III and CAR upon the award of contract.
7. The firm must notify PCA Regions I, II, III and CAR if the candidates have already taken the examinations for status update and to monitor the release of the report.
8. The firm should submit copy of the full report and comparative matrix (for same positions) of the assessment one (1) day (for online) or two (2) days (for face-to-face)

after the conduct of the examinations or assessment, to PCA Regions I, II, III and CAR addressed to **Mr. DENNIS D. ANDRES, Regional Manager III.**

## **VI SUBMISSION OF BID DOCUMENTS**

Bidder is expected to submit technical and financial proposals which shall be evaluated using the Non-Discretionary (Pass or Fail) Criteria. The winning bidder must pass all the criteria to be considered as Bidder with the **Lowest Calculated Bid (LCB)**. They shall undergo post-qualification and upon passing the criteria for post-qualification shall be declared **Lowest Calculated and Responsive Bid (LCRB)**.

## **VII BUDGET**

The total approved budget for this project is **PhP 122,400** inclusive of all applicable taxes.

Payment to the firm shall be based on the actual number of applicants administered with submission of full report.

## **VIII DURATION**

This project will be implemented in December 2022, commencing on the receipt of the Notice to Proceed.

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Prepared By:

  
**MA LYNN A. MONDEJAR**  
Administrative Officer V

Approved:

  
**DENNIS D. ANDRES**  
Regional Manager III

POSITION: DIVISION CHIEF AND UP		
COMPETENCY	LEVEL	DESCRIPTION
Building collaborative, inclusive working relationships	Intermediate	Builds partnerships and networks to deliver or enhance work outcomes.
Managing performance and coaching for results	Intermediate	Creates tools and/or applies new methods in correcting and improving below standard or non compliant performance of individuals or groups, using knowledge and skills in coaching to enable them to self-initiate solutions for their growth and development.
Leading change	Intermediate	Implements plans or activities related to a change initiative affecting one's functional area or expertise and motivates division members' commitment to accept the change.
Thinking strategically and creatively	Intermediate	Creates or defines goals and initiatives based on how one can support, extend or align to the goals of one's department or functional area.
Creating and nurturing a high performing organization	Intermediate	Builds a shared sense of destiny among individuals with seemingly disparate views, concerns and aspirations; creates team cohesion and improves individual and team performance.



**POSITION:**

**PROJECT DEVELOPMENT OFFICER III**

**TRADE INDUSTRY DEVELOPMENT SPECIALIST**

**COCONUT PRODUCTION AND REGULATIONS OFFICER II**

**AGRICULTURIST II**

COMPETENCY	LEVEL	DESCRIPTION
Data Gathering and Interpretation	Level III	Interprets complex written information acquainted with the validity, relevance and limitations of different sources of evidence/proofs
Technical Writing Skill	Level III	Able to create written communication for the readers through simplifying complex information in such as concise and simple definition
Analytical Skills	Level III	Ability to draw sound conclusions based upon a mixture of analysis and experience through identifying the gaps in information and makes assumptions in order to continue analysis and/or take action
Project Development Monitoring and Evaluation	Level III	Familiar with and makes appropriate use of standard evaluation guidance criteria and understands the importance and relevance of mixed methods in evaluation and is able to bring a range of multi-disciplinary approaches to bear in evaluation design, depending on context.
Interpersonal Skills	Level III	Able to meet with the staff of the office and listens to their perspectives and comments on the organizational policies and procedures
Extension and Communication	Level III	Has the knowledge to explain and defend agency proposals, policies and procedures through instructional and informative presentations to officers, staff and other stakeholders
Community Organizing	Level III	Ability to work with staff individual development plans addressing employee needs and meeting organizational goals and recognizing staff potential and guides employees in developing skills by recommending appropriate training and sources of information
Project Development and Management	Level III	<p>Ability to identify new and innovative ways to achieve results of project planned</p> <p>Capable of leading in the development and implementation of complex project plans</p> <p>Able to answer difficult inquiries related to project management</p> <p>Usually performs the actions associated with project management without assistance.</p>



<b>POSITION: ADMINISTRATIVE OFFICER III (SUPPLY OFFICER II)</b>		
COMPETENCY	LEVEL	DESCRIPTION
Technical Writing Skills	Level II	Able to manage the allocation of resources in relation to the organizational needs
Resourcefulness	Level II	Creates group work environment that encourages flexibility to adapt session or project plans and approaches to new ideas to changes and circumstances
Resource Management	Level II	Able to manage the allocation of resources in relation to the organizational needs
Interpersonal Skills	Level II	Able to show other employees empathy and respect
People Skills	Level I	Able to understand the basic business structures, operations and performances and includes the responsibility in implementing and achieving results through own actions rather than with the help of others

## Omnibus Sworn Statement

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REPUBLIC OF THE PHILIPPINES )  
CITY/MUNICIPALITY OF \_\_\_\_\_ ) S.S.

### AFFIDAVIT

I, [Name of Affiant], of legal age, [Civil Status], [Nationality], and residing at [Address of Affiant], after having been duly sworn in accordance with law, do hereby depose and state that:

1. *[Select one, delete the other:]*

*[If a sole proprietorship:]* I am the sole proprietor or authorized representative of [Name of Bidder] with office address at [address of Bidder];

*[If a partnership, corporation, cooperative, or joint venture:]* I am the duly authorized and designated representative of [Name of Bidder] with office address at [address of Bidder];

2. *[Select one, delete the other:]*

*[If a sole proprietorship:]* As the owner and sole proprietor, or authorized representative of [Name of Bidder], I have full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for [Name of the Project] of the [Name of the Procuring Entity], as shown in the attached duly notarized Special Power of Attorney;

*[If a partnership, corporation, cooperative, or joint venture:]* I am granted full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for [Name of the Project] of the [Name of the Procuring Entity], as shown in the attached [state title of attached document showing proof of authorization (e.g., duly notarized Secretary's Certificate, Board/Partnership Resolution, or Special Power of Attorney, whichever is applicable)];

3. [Name of Bidder] is not "blacklisted" or barred from bidding by the Government of the Philippines or any of its agencies, offices, corporations, or Local Government Units, foreign government/foreign or international financing institution whose blacklisting rules have been recognized by the Government Procurement Policy Board, **by itself or by relation, membership, association, affiliation, or controlling interest with another blacklisted person or entity as defined and provided for in the Uniform Guidelines on Blacklisting;**

4. Each of the documents submitted in satisfaction of the bidding requirements is an authentic copy of the original, complete, and all statements and information provided therein are true and correct;

5. [Name of Bidder] is authorizing the Head of the Procuring Entity or its duly authorized representative(s) to verify all the documents submitted;

6. *[Select one, delete the rest:]*

*[If a sole proprietorship:]* The owner or sole proprietor is not related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

*[If a partnership or cooperative:]* None of the officers and members of *[Name of Bidder]* is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

*[If a corporation or joint venture:]* None of the officers, directors, and controlling stockholders of *[Name of Bidder]* is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

7. *[Name of Bidder]* complies with existing labor laws and standards; and
8. *[Name of Bidder]* is aware of and has undertaken the responsibilities as a Bidder in compliance with the Philippine Bidding Documents, which includes:
  - a. Carefully examining all of the Bidding Documents;
  - b. Acknowledging all conditions, local or otherwise, affecting the implementation of the Contract;
  - c. Making an estimate of the facilities available and needed for the contract to be bid, if any; and
  - d. Inquiring or securing Supplemental/Bid Bulletin(s) issued for the *[Name of the Project]*.
9. *[Name of Bidder]* did not give or pay directly or indirectly, any commission, amount, fee, or any form of consideration, pecuniary or otherwise, to any person or official, personnel or representative of the government in relation to any procurement project or activity.
10. **In case advance payment was made or given, failure to perform or deliver any of the obligations and undertakings in the contract shall be sufficient grounds to constitute criminal liability for Swindling (Estafa) or the commission of fraud with unfaithfulness or abuse of confidence through misappropriating or converting any payment received by a person or entity under an obligation involving the duty to deliver certain goods or services, to the prejudice of the public and the government of the Philippines pursuant to Article 315 of Act No. 3815 s. 1930, as amended, or the Revised Penal Code.**

**IN WITNESS WHEREOF**, I have hereunto set my hand this \_\_\_\_ day of \_\_\_\_, 20\_\_ at \_\_\_\_\_, Philippines.

\_\_\_\_\_  
Bidder's Representative/Authorized Signatory

**SUBSCRIBED AND SWORN** to before me this \_\_\_\_ day of *[month]* *[year]* at *[place of execution]*, Philippines. Affiant/s is/are personally known to me and was/were identified by me through competent evidence of identity as defined in the 2004 Rules on Notarial Practice (A.M. No. 02-8-13-SC). Affiant/s exhibited to me his/her *[insert type of government identification card used]*, with his/her photograph and signature appearing thereon, with no. \_\_\_\_\_ and his/her Community Tax Certificate No. \_\_\_\_\_ issued on \_\_\_\_ at \_\_\_\_.

Witness my hand and seal this \_\_\_\_ day of *[month]* *[year]*.

**NAME OF NOTARY PUBLIC**

Serial No. of Commission \_\_\_\_\_

Notary Public for \_\_\_\_\_ until \_\_\_\_\_

Roll of Attorneys No. \_\_\_\_\_

PTR No. \_\_\_\_\_ *[date issued], [place issued]*

IBP No. \_\_\_\_\_ *[date issued], [place issued]*

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Page No. \_\_\_\_\_

Book No. \_\_\_\_\_

Series of \_\_\_\_\_