



Republic of the Philippines  
**DEPARTMENT OF LABOR AND EMPLOYMENT**  
Intramuros, Manila



**MEMORANDUM OF AGREEMENT**

**KNOW ALL MEN BY THESE PRESENTS:**

This **AGREEMENT** entered into this \_\_\_\_\_ day of 19 NOV 2021, by and between:

**NATIONAL PRINTING OFFICE**, a government instrumentality created and existing by virtue of Executive Order No. 285, with principal office address at EDSA corner NIA North Road, Diliman, Quezon City, as represented by its Director IV **FRANCISCO V. VALES, JR.**, hereinafter referred to as the **NPO**;

-and-

**DEPARTMENT OF LABOR AND EMPLOYMENT**, a government agency created under Executive Order 292 (Administrative Code of 1987) with principal office address at DOLE Main Building, corner Muralla and General Luna Streets, Intramuros, Manila, represented herein by **Undersecretary RENATO L. EBARLE**, hereinafter referred to as the **DOLE**;

**WITNESSETH:**

**WHEREAS**, the Labor Code of the Philippines provides that it is the policy of the State to regulate the employment of aliens, including the establishment of a registration and work permit system;

**WHEREAS**, Sec. 17, Chapter 4, Title VII, Book IV of Executive Order No. 292 (1987) Administrative Code of 1987, Department of Labor and Employment (DOLE) is mandated to establish and maintain a registration and work permit system to regulate aliens through the issuance of Alien Employment Permit (AEP);

**WHEREAS**, pursuant to DOLE Department Order No. 221, series of 2021, Sec. 18 and Sec. 20, foreign nationals granted exemption by law and those providing/supplying services in the country, but their employers are located abroad or those without employee-employer relationship with the Philippine-based entity are either exempted or excluded from securing an AEP;

**WHEREAS**, according to General Accounting Manual (GAM) Vol. III of Commission on Audit (COA) Circular No. 2015-007 dated October 22, 2015, Certificate of Exemption and Certificate of Exclusion in the form of card is an accountable form;

**WHEREAS**, pursuant to Section 23 of the General Provisions of Republic Act No. 11260, the General Appropriations Act of FY 2021, all agencies shall engage the services of Recognized Government Printers (RGPs) such as the National Printing Office (NPO) for the printing of accountable forms, high quality or high volume requirements;

FRANCISCO V. VALES, JR.  
Director IV

CHERYL F. PABAYON, RM, MPA  
Chief, PPO

**WHEREAS**, the DOLE engages the NPO in the procurement and supply of Certificate of Exemption and Certificate of Exclusion in the form of cards, and the latter agrees to print and deliver the same for the year 2021;

**WHEREAS**, the procurement of the Certificate of Exemption and Certificate of Exclusion in the form of card is compliant with the Implementing Rules and Regulations of Republic Act (RA) 9184 or the Government Procurement Reform Act;

**NOW THEREFORE**, for and in consideration of the foregoing, the parties hereto agree to perform and abide by the following terms and conditions, to wit:

**I. COVERAGE:**

This agreement covers the printing and delivery of Certificate of Exemption and Certificate of Exclusion cards by NPO to DOLE Regional Offices through the DOLE-Administrative Service (DOLE-AS).

**II. CONSIDERATION:**

1. That the cost per unit of the Certificate of Exemption and Certificate of Exclusion plastic card is Php35.08, and that any changes in the cost shall be effected through a Supplemental MOA, which in no case shall exceed the Approved Budget for the Contract amounting to One Million Pesos (Php1,000,000.00);
2. That for FY 2021, Twenty Thousand Five Hundred (20,500) pieces of Certificate of Exclusion and Eight Thousand (8,000) pieces of Certificate of Exemption plastic cards shall be printed and delivered by the NPO to the DOLE-AS in coordination with the Bureau of Local Employment; and
3. That the DOLE agrees to pay the NPO all billed charges, sales invoice, billing statements or statements of account, which for the first procurement DOLE shall pay the total amount of Nine Hundred Ninety-Nine Thousand Seven Hundred Eighty Pesos (Php999,780.00), schedule of payment of which is specifically provided in *Item IV. Undertaking of Parties*.

**III. DELIVERABLES AND SPECIFICATIONS**

<b>Size and Prints</b>	55mm X 85mm; four color fronts with 1 plain color backside
<b>Materials</b>	PVC
<b>Numbering</b>	With serial number on the lower right backside with accompanying QR barcode
<b>Security Feature</b>	Front: U.V. print bearing DOLE logo with intricate line design; Back: with hologram & QR barcode

NPO agrees to print and deliver abovementioned Certificate of Exemption and Certificate of Exclusion plastic cards with the following specification, design and features:

FRANCISCO V. VALES, JR.  
Director IV

CHERYL F. CABACOS, RN, MPA  
Chief, PPCD