



TERMS OF REFERENCE

I. PROJECT TITLE

ARTA IDENTIFICATION CARDS FOR 542 DOLE OFFICIALS AND EMPLOYEES

II. RATIONALE

Pursuant to the Civil Service Commission (CSC) Memorandum Circular (MC) No. 09, series of 2014 on the Reiteration of the Anti-Red Tape Act of 2007 No. 4 (On the Identification Card) provides that:

All officers or employees transacting with the public shall be provided with an official identification card which should be worn during office hours. Information on the identification card should be easy to read, such the officials and employees can be easily identified by the clients. (Rule VI, Section 4, CSC MC No. 12, s. 2008)

Likewise, DOLE Administrative Order No. 67, series of 2022 on the Guidelines on the Grant of Uniform or Clothing Allowance and Wearing of Prescribed DOLE Uniform for CY 2022 Section III, No. 6, wearing of the DOLE ARTA ID as part of the DOLE Uniform. Thus, the Human Resource Development Service (HRDS) shall facilitate for the procurement and issuance of the ARTA ID for DOLE Officials and Employees.

III. SCOPE OF WORK, SERVICES, AND DELIVERABLES

The HRDS in coordination with the Bids and Awards Committee (BAC) shall be responsible for the supply and delivery from a legitimate service provider who will be responsible for the following:

1. ARTA ID Printing with the following specifications and design (attached):
 - Laminated PVC Type
 - Full-color front and back
 - Ultra-high definition printing
 - L-5.5 inches W-3.75 inches
 - Photo background: white
 - Photo size: 2" x 2"
2. Facilitation of on-site picture taking and signature capturing for at least three (3) days. The HRDS shall provide the venue for the said activity.

3. The number of personnel per office is as follows:

Office	Quantity		
	TOTAL	Permanent	Contractual LEO III and LEO II
OSEC Proper	61	54	7
Administrative Service	56	55	1
Financial and Management Service	56	43	13
Human Resource Development Service	45	38	7
Information and Publication Service	27	24	3
Internal Audit Service	17	17	
Legal Service	36	36	
Planning Service	27	25	2
Bureau of Local Employment	51	44	7
Bureau of Labor Relations	38	38	
Bureau of Working Conditions	57	45	12
Bureau of Workers with Special Concerns	68	68	
Labor Inspection Auditors assigned in BWC	3	3	
Sub-total:	542	490	52
GRAND TOTAL:	542		

IV. BUDGET ESTIMATE

An estimated cost of **P200.00/ID** for its print or a total amount of One Hundred Eight Thousand Four Hundred Pesos (Php 108,400.00) shall be incurred in the processing and issuance of ARTA IDs.

Expenses shall be chargeable to the personnel's respective offices subject to existing budgeting, accounting, and auditing rules and regulations.

V. DELIVERY, MODE OF PAYMENT, AND PENALTY CLAUSE

The supplier shall initially deliver Two Hundred (200) pieces of ARTA ID within thirty (30) calendar days upon receipt of the approved Job Order. Succeeding delivery shall be within ten (10) calendar days upon receipt of the request for printing. Payment shall be processed every after delivery of IDs with official Invoice submitted.

In case of delayed delivery, a penalty of 1/10 of 1% of the total amount of the job contract shall be imposed for each day of delay. Non-compliance with the specifications/design/, error in the ID data, and damaged IDs due to careless packing/handling shall be replaced by the service provider, at no additional cost to the Department.

VI. CONFIDENTIALITY STATEMENT

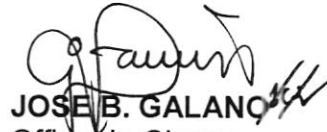
The HRDS shall provide the ID details of each personnel (Name, ID Number, Position, Photo, Signature of the individual, and Signature of Authorized Official) to the service provider. The service provider shall commit to respect and preserve the confidentiality of these data and not to disclose, or cause or permit to be disclosed, to any person or entity, without the written consent from the Department. Further, appropriate security measures shall be undertaken against unauthorized access, alteration, or destruction of data in accordance with the Republic Act No. 10173 or the Data Privacy Act of 2012.

VII. APPROVAL SHEET

Recommending Approval:

Certified Funds Available:


BRENALYNDA A. PEJI
Director/IV
Human Resource Development Service


JOSE B. GALANO
Officer-in-Charge
Accounting Division
Financial and Management Service

ER# 2022-09-08112
dtg 9/6/22
₱ 108,400.00

Approved by:


CIRIACO A. LAGUNZA III
Undersecretary

___ September 2022