



DOCUMENT CODE	QMSF-ARMSS-07-01-09
REVISION NUMBER	2
PAGE NUMBER	1 of 1
EFFECTIVITY DATE	March 28, 2022

JOB CONTRACT FOR SERVICES

Job Contract No. 2023-259
 Date Prepared: October 31, 2023
 Purchase Request no. 23-10-747
 AP No. _____

- above P100,000.00 (Executive Director)
- P100,000.00 and below (FAD Director)
(For repair of equipment and vehicles and fabrication of supplies and materials)
- P100,000.00 and below (Division Director Concerned)
(All other procurement of services)

PROF. ALBERTO G. MATEO JR
 School Head
 School of Executive Education and Lifelong Learning
 Asian Institute of Management
 123 Paseo de Roxas, Makati City

Dear Prof. Mateo:

You are hereby contracted to undertake the job described as follows:

The Asian Institute of Management (AIM) shall facilitate the conduct of the trainings to assist the DOST-PCAARRD and other DOST agencies in deepening their staff's capacity to use future thinking and methods and shape a future-informed and foresight-driven R&D agenda under the project: "Sustainable Development, Futures Thinking and Innovation Office: Enhancing the Foresight Capacity of DOST". The expected outputs are as follows:

1. Applied Foresight in Government: A Futures Thinking Masterclass

A learning program for 1 batch of 30 participants maximum. Held over a period of two and a half (2.5) days for each batch, with the first half-day facilitated online, and the remaining 2 to be held in person. The half-day online session is to be conducted via Zoom Video Conferencing, with live virtual interactive modules, while the in-person meetings are to be held at the AIM Campus, Makati City, Philippines.

At the end of the program, the participants should be able to:

- Understand the role of futures thinking and strategic foresight in organizations
- How to think like a futurist through the application of various futures-thinking tools
- Determine drivers of change
- Identify and analyze signals and emerging issues
- Develop forecasts and potential future scenarios
- Topics shall be aligned with the DOST foresight framework, which has eight (8) components, namely: (1) Scoping, (2) Uncovering Both Past and Present, (3) Scanning, (4) Scenario building, (5) Capturing Insights, (6) Implications to Actions, (7) Re-envisioned STI Environment, (8) DOST Foresight System.

Scenario development, Causal Layered Analysis (CLA), Environmental Scanning, Backcasting, and other relevant foresight tools will be covered by the program.

Coaching and mentoring by AIM's faculty shall be provided to the learning teams throughout the learning program. Each participant will earn one (1) unit in the AIM School of Executive Education Diploma and Certificate Programs upon completion of the Program.

2. Workshops and Consultation Sessions

Workshops and consultation sessions by AIM's faculty shall be provided to guide participants in the practical application of foresight within their respective agencies.

3. Coordination Meetings

Meetings for the revision/improvement of the program and training/ workshop modules
 Meetings for the co-design and updating of the Scenario Development and Strategy Masterclass.
 Final program design to be signed off by DOST-PCAARRD.

4. Training Reports

One (1) Training Documentation Report containing complete training syllabus, training outcomes, and consultant's feedback on the training outputs. Audio and video recordings of all classes facilitated, both online and offline, shall be provided.

You are expected to complete the job within **121 calendar days** (4 months) from the date of your confirmation.

With the above-described job the total contract price is **FIVE HUNDRED FIFTY THOUSAND PESOS (Php550,000.00)**

subject to 0% EWT and 0% NVAT.

It is hereby agreed that any changes in the scope of job will mean adjustment of the contracted amount, subject to availability of funds.

You are expected to complete the job within the duration stipulated in the contract. For inquiries regarding the job, please contact Ms. Mia Barbara D. Aranas of the Socio Economics Research Division (SERD).

Job rendered is subject to inspection and acceptance by PCAARRD. In case of failure to deliver the contracted job within the specified period, your company shall be charged a liquidated damage equivalent to one tenth of one percent (1/10 of 1%) of the total contracted amount for every day of delay.

After final acceptance by PCAARRD, the job rendered shall have a warranty of **90** calendar days.

REYNALDO V. EBORA, PhD
 Executive Director, PCAARRD

Certified Funds Available

JAIVEE ANN M. TABADERO
 Accountant II
 OIC, FAD-Accounting

Source of Fund: ObR No. 02-308601-2023-11-00907
2023-11-14
₱550,000.00

CONFORME:

Signature over printed name

Date Conformed



DOST-PCAARRD

Department of Science and Technology

**PHILIPPINE COUNCIL FOR AGRICULTURE, AQUATIC AND NATURAL RESOURCES
RESEARCH AND DEVELOPMENT**

ISO 9001:2015

OFFICE OF THE EXECUTIVE DIRECTOR

November 3, 2023

NOTICE TO PROCEED

PROF. ALBERTO G. MATEO JR.

School Head
School of Executive Education and Lifelong Learning
Asian Institute of Management
123 Paseo de Roxas, Makati City

Dear **Prof. Mateo**:

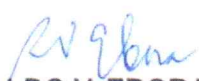
Notice is hereby given to the Asian Institute of Management that work on the "**Applied Foresight in Government: A Futures Thinking Masterclass**" should be delivered within 121 days after signing/conforming of this notice.

Upon receipt of this notice, you are responsible for performing the services under the terms and conditions stipulated in the contract.


Please acknowledge receipt and acceptance of this notice by the space provided below. Keep one copy and return the other to the Socio-Economics Research Division (SERD), PCAARRD.

Thank you.

Very truly yours,


REYNALDO V. EBORA, PhD
Executive Director

Conforme:



Signature over Printed Name
Date: NOVEMBER 3, 2023

Paseo de Valmayor, Brgy. Timugan, Los Baños, Laguna, Philippines 4030

Tel. No. (63) (49) 554-9670

Fax No. (63) (49) 536-0016; 536-7922

Manila Liaison Office: 2F Metrology Center, ITDI-DOST, Bicutan, Taguig City, Metro Manila 1631/ Tel. No. (63) (2) 837-1651

E-mail: pcaarrd@pcaarrd.dost.gov.ph / <http://www.pcaarrd.dost.gov.ph>

