

November 12, 2025

NOTICE OF AWARD

Subject: RFQ No. : 2025-11-203
Project Title: Training Provider/Subject Matter Expert for Training Course
on Knowledge Management

Attention: **El Jean Wyona E. Driz**
Training Administration Specialist
Human Resource Innovations and Solutions, Inc.

Dear Ms. Driz

This is to advise **HUMAN RESOURCE INNOVATIONS AND SOLUTIONS, INC.** on the acceptance of its quotation to undertake the aforementioned project in the amount of **Four Hundred Thousand Pesos (Php 400,000.00)**, in accordance with our Request for Quotation dated November 03, 2025.

Contract Duration: October-November 2025

Kindly signify your agreement by signing on the space provided below and return the other copies to us.

Very truly yours,


MA. CRISTINA SHEILA C. CABARABAN
President and CEO

CONFORME:

(Signature over Printed Name)

(Date)

Main Office

 PNO Building 6, Energy Center, Rizal Drive,
Bonifacio Global City Taguig, Philippines 1634
 [+632] 8789 7662
 www.pnoc.com.ph
 information@pnoc.com.ph

Industrial Park

 Barangay Batangas Dos,
Mariveles Bataan, Philippines 2105
 [+6347] 244 5884 and 86
 industrialpark@pnoc.com.ph

Energy Supply Base

 Barangay Mainaga, Mabini
Batangas, Philippines 4202
 +63 917 140 5303
 energysupplybase@pnoc.com.ph



November 18, 2025

MS. EL JEAN WYONA E. DRIZ

Training Administration Specialist

HUMAN RESOURCE INNOVATIONS AND SOLUTIONS, INC.

M3 Mezzanine Seven East Capitol Bldg. East Capitol Drive Kapitolyo Pasig City

wyona.enriquez@huris.com.ph

NOTICE TO PROCEED

This is to advise you that your offer for the Training Provider / Subject Matter Expert for Training Course on Knowledge Management with Request for Quotation No. 2025-11-203 amounting to **Four Hundred Thousand Pesos (Php 400,000.00)**, has been accepted by the Company.

You are hereby directed to proceed with the same in the following contract duration:

Contract Duration: October-November 2025

Very truly yours,

MA. CRISTINA SHEILA C. CABARABAN
President and CEO




CONFORME:

(Signature over Printed Name)

(Date)



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25-062
Execution Copy
FCE No. 111725-2469

**CONTRACT FOR THE TRAINING PROVIDER/ SUBJECT MATTER EXPERT FOR
TRAINING COURSE ON KNOWLEDGE MANAGEMENT**

NOV 26 2025

This **CONTRACT** executed on the _____ day of _____ 2025 by and between:

PHILIPPINE NATIONAL OIL COMPANY (PNOC), a government-owned and controlled corporation duly organized and existing under and by virtue of Presidential Decree No. 334, as amended, with principal business address at PNOC Building 6, Energy Center, Rizal Drive, Bonifacio Global City, Taguig City, Metro Manila, represented herein by its President and CEO, **MA. CRISTINA SHEILA C. CABARABAN**, and hereinafter referred to as the "**COMPANY**";

-and-

HUMAN RESOURCE INNOVATIONS AND SOLUTIONS, INC. (HURIS), a corporation duly organized and existing under and by virtue of the laws of the Republic of the Philippines, with office at M3 Mezzanine Seven East Capitol Bldg., East Capitol Drive, Kapitolyo, Pasig City, represented herein by its Training Administration Specialist, **EL JEAN WYONA E. DRIZ**, duly authorized for this purpose and hereinafter referred to as "**CONTRACTOR**";

WHEREAS, the Entity invited Bids for certain goods and services, particularly *the procurement of training provider/ subject matter expert for training course on knowledge management*;

WHEREAS, the Contractor submitted a responsive bid and was awarded the contract for the procurement in the total amount of **FOUR HUNDRED THOUSAND PESOS (PhP400,000.00)**, hereinafter referred to as the "Contract Price."

NOW, THEREFORE, for and in consideration of the foregoing premises, the parties hereby agree as follows:

- 1) Unless otherwise stated, terms and expressions used in this Contract shall have the same meanings as those assigned to them in the Conditions of Contract, which form an integral part of this Contract.
- 2) The following documents as required by the Implementing Rules and Regulations of Republic Act No. 12009, if applicable, shall form part and be read and construed as integral parts of this Contract, viz.:
 - (a) Request for Quotation;
 - (b) Mayor's/Business Permit;
 - (c) PhilGEPS Registration;

- (d) Omnibus Sworn Statement
 - (e) Winning Bidder's quotation and all other documents or response to PNOC for the procurement of training provider/ subject matter expert for training course on knowledge management;
 - (f) Notice of Award; and the Bidder's conforme thereof; and
 - (g) Notice to Proceed.
- 3) In consideration of the Contract Price of **FOUR HUNDRED THOUSAND PESOS (Php400,000.00)**, or such other sums as may be determined in accordance with the terms of the Contract, the Contractor agrees to deliver and perform the items and related services for the **PROCUREMENT OF TRAINING PROVIDER/ SUBJECT MATTER EXPERT FOR TRAINING COURSE ON KNOWLEDGE MANAGEMENT** described herein in accordance with the terms and conditions specified in the Contract and its annexed documents.
- 4) The **PHILIPPINE NATIONAL OIL COMPANY** agrees to pay the above-mentioned sum to the Supplier in accordance with the schedule and manner provided in the Bidding Documents and its annexes.
- 5) Any dispute, difference, or claim arising out of or relating to this Contract, including its existence, validity, interpretation, breach, or termination thereof, may be submitted to arbitration or other form of alternative dispute resolution in accordance with the applicable law, such as Republic Act No. 9285 (Alternative Dispute Resolution Act of 2004) or Executive Order No 1008, series 1985 (Construction Industry Arbitration Law).

IN WITNESS WHEREOF, the parties hereto have caused this Contract to be executed in accordance with the laws of the Republic of the Philippines on the day and year first above written.

Company

MA. CRISTINA SHEILA C. CABARABAN
President and CEO

Contractor

EL JEAN WYONA E. DRIZ

Training Administration Specialist

Signed in the presence of:

ATTY. AROL F. SUYOM

Laisha Ruth R. Lao-Yuo

ACKNOWLEDGMENT

REPUBLIC OF THE PHILIPPINES

} S.S.

NOV 26 2024

BEFORE ME, a Notary Public for and in the above jurisdiction, this _____ day of _____, 2025 personally appeared:

NameCompetent Evidence of IdentityDate/Place Issued

PNOC

by:

**MA. CRISTINA SHEILA
C. CABARABAN**

PRC ID No. 0002963

09/06/27

HURIS

by:


EL JEAN WYONA E. DRIZ


UMID CRN 0111-9054602-0

known to me and to me known to be the same persons who executed the foregoing instrument and they acknowledged to me that the same is their own free and voluntary act and deed as well as the free and voluntary act and deed of the corporations represented herein and that they are authorized to sign the same.

This instrument consisting of three (3) pages, including the page whereon the acknowledgment clause is written, signed by the parties and their instrumental witnesses on each and every page hereof, sealed with my notarial seal, refers to a Contract of Services for the Procurement of Training Provider/ Subject Matter Expert for Training Course on Knowledge Management.

WITNESS MY HAND AND SEAL on the date and at the place first above-written.

Doc. No. 23;
Page No. 42;
Book No. 48;
Series of 2025.


ATTY. BRIAN G. PEKAS
NOTARY PUBLIC FOR QUEZON CITY
ADMIN MATTER NO. NP-317 / VALID UNTIL DEC. 31, 2025
ROLL OF ATTORNEY NO. 66393 / TIN 289-467-753
IBP NO. 491739 / 02/JAN/2025, QC
MCLE NO. VIII-0013054, 05/SEPT/2024
PTR NO. 10095447, 02/JAN/2025
603 EDSA DIAMOND FINANCE, CUBAO, QC