20. PMO SURIGAO	
Baseport (Surigao)	12
Port of Lipata	6
Port of Dapa	6
Port of Del Carmen	3
Port of San Jose	6
Port of Jubang	6
Total	**39**
21. PMO DAVAO	
Baseport (Davao)	10
TMO Babak	8
Total	**18**
22. PMO SOCSARGEN	
Baseport (General Santos)	6
Sub-Total	**6**
23. PMO ZAMBOANGA	
Baseport (Zamboanga)	18
TMO Isabela	9
Total	**27**
24. PMO ZAMBOANGA DEL NORTE	
Baseport (Dapitan)	12
Total	**12**
GRAND TOTAL	**537**

Name of Security Agency: _____

Signature:

_____ Date : _____

Name of Authorized Representative

Annex "B"

[CLIENT COMPANY LETTERHEAD]

CERTIFICATE OF ONGOING CONTRACT

This is to certify that [*SECURITY AGENCY NAME*], with business address at [*Agency Address*], is currently providing security services to [*Client Company/Agency Name*] under the contract entitled "[*Title of the Contract*]".

The contract commenced on [*Start Date*] and shall remain in effect until [*End Date*], with a total contract price of ₱[*Contract Amount*], unless otherwise extended or terminated in accordance with the terms and conditions of the contract.

The scope of services includes the provision of security personnel and related security services for the protection of our personnel, properties, facilities, and other assets located at [*Client Agency Address/Location*].

As of the date of this certification, the contract remains active and ongoing. Based on our performance evaluation, [Security Agency Name] has satisfactorily performed its contractual obligations and has complied with the requirements and standards stipulated in the contract.

This certification is issued upon the request of [*Security Agency Name*] for bidding, accreditation, and any other lawful purpose it may serve.

Issued this ____ day of _____ 2026 at _____.

Certified by:

(Signature over Printed Name)
[Name of Authorized Representative]
[Position/Designation]
[Client Company Name]
[Contact Number]
[Email Address]

Annex "B"

Letterhead

(Client Company)

CERTIFICATE OF SATISFACTORY PERFORMANCE

This is to certify that [*Security Agency Name*], with business address at [Security Agency Address], has provided security services to [*Client Company/Agency Name*] under the contract entitled "[*Title of the Contract*]" from [*Start Date*] to [*End Date*].

During the contract period, [*Security Agency Name*] satisfactorily performed its obligations and complied with the terms and conditions of the contract. The agency consistently provided the required security personnel and services in accordance with contractual standards and requirements.

Based on our evaluation, the performance of [Security Agency Name] is rated SATISFACTORY.

This certification is issued upon the request of [Security Agency Name] for bidding, accreditation, and whatever lawful purpose it may serve.

Issued this ___ day of _____, 2026, at _____.

(Signature over Printed Name)
[Name of Authorized Official]
[Position]
[Client Company Name]
[Contact No.]
[Email Address]

ANNEX "C"

CERTIFICATE OF SITE INSPECTION

This is to certify that _____, _____ has
(Name of Inspector) *(name of prospective bidder)*
conducted an ocular site inspection of the offices and premises of _____ on _____ in connection with the
(PMO/TMO) *(Date Inspection)*
preparation of required documents for bidding security services at Philippine Ports Authority, PPA Head Office, Port Management Offices and Terminal Management Offices / Ports

Signed this ____ day of _____ 2026 at _____

_____
Printed Name & Signature of
Authorized Signatory

_____
Contact No.

_____
Position

_____
Date

Notes:

Attached is the list of Authorized Signatories for the above Certification.

In the absence of regular PPA personnel in the port to be inspected, the Terminal Manager of the TMO which supervises the unmanned port shall sign the Certificate of Site Inspection provided that the inspector of the prospective bidder shall provide evidence that site inspection was conducted through pictures of the port, and logging in to the security guard on Duty Log Book.

AUTHORIZED SIGNATORIES FOR SITE INSPECTION

1. **PPA Head Office** – The authorized signatory for site inspection shall be the Manager, Port Police Department. In the absence of the Manager, the Officer-in-Charge (OIC) shall act as the authorized signatory. In the absence of both, the duly designated Officer on Duty shall serve as the authorized signatory.

2. **Port Management Offices (PMOs)** – The authorized signatory for site inspection shall be the Manager, Port Police Division. In the absence of the Manager, the Officer-in-Charge (OIC) shall act as the authorized signatory. In the absence of both, the duly designated Officer on Duty shall serve as the authorized signatory.

3. **Terminal Management Offices (TMOs)** – The authorized signatory for site inspection shall be the Manager, TMO. In the absence of the Manager, the Port Police Officer shall act as the authorized signatory. In the absence of both, the Officer-in-Charge (OIC) shall act as the authorized signatory. In the absence of all, the duly designated Officer on Duty shall serve as the authorized signatory.

The following Ports/Offices shall be subject to site inspection:

1. **PPA Head Office**
   PPA Building
2. **PMO NCR-South**
   Baseport (South Harbor)
   TMO - Pasig

3. **PMO NCR-North**
   Baseport (North Harbor)

4. **PMO Batangas**
   Baseport (Batangas)
   TMO Rombon
   TMO Tablas

5. **PMO Marinduque Quezon**
   Baseport (Lucena)
   TMO Balanacan
   TMO Cawit
   TMO Sta. Cruz

6. **PMO Mindoro**
   Baseport (Calapan)
   TMO Roxas
   TMO Balatero (Puerto Galera)
   TMO Bulalacao
   TMO Abra de Ilog

7. **PMO Bicol**
   Baseport (Legazpi)
   TMO Matnog
   TMO Tabaco
   TMO Pio Durran
   TMO Bulan
   TMO Catanduanes
   Port of San Andres

8. **PMO Masbate**
   Baseport (Masbate)
   Port of Claveria

9. **PMO Palawan**
   Basport (Puerto Princesa)
   TMO Coron
   TMO Cuyo
   TMO El Nido

10. **PMO Panay/Guimaras**
    Baseport (Iloilo)
    Iloilo Fastcraft Terminal
    Port of San Pedro
    Port of Dumangas
    Port of Culasi
    Port of Jordan

11. **PMO Negros Oriental/Siquijor**
    Baseport (Dumaguete)
    TMO Larena
    Port of Siquijor
    TMO Guihulngan

12. **PMO Bohol**
    Baseport (Tagbilaran)
    TMO Loon
    TMO Tubigon
    TMO Jagna

13. **PMO Negros Occidental Bacolod Banago /BREDCO**
    Baseport (Banago)
    TMO San Carlos

14. **PMO Eastern Leyte/Samar**
    Baseport (Tacloban)
    TMO Liloan
    Port of San Ricardo
    TMO Calbayog
    Port of Maguinoo
    TMO San Isidro

15. **PMO Western Leyte / Biliran**
    Baseport (Ormoc)
    TMO Hilongos
    TMO Palompon
    TMO Naval
    TMO Maasin

16. **PMO Misamis Oriental / Cagayan de Oro**
    Baseport (Cagayan de Oro)
    TMO Balingoan
    TMO Camiguin (Benoni)
    Port of Balbagon
    Port of Guisiliban

17. **PMO Lanao del Norte / Iligan**
    Baseport (Iligan)

18. **PMO Misamis Occidental/Ozamiz**
    Baseport (Ozamiz)
    TMO PLaridel

19. **PMO Agusan**
    Baseport (Nasipit)
    TMO Butuan

20. **PMO Surigao**
    Baseport (Surigao)
    Port of Lipata
    Port of Dapa
    Port of Del Carmen
    Port of San Jose
    Port of Jubang

21. **PMO Davao**
    Baseport (Davao)
    TMO Babak

22. **PMO Socsargen**
    Baseport (General Santos)

23. **PMO Zamboanga**
    Baseport (Zamboanga)
    TMO Isabela (Basilan)

24. **PMO Zambonga del Norte**
    Baseport (Dapitan)

ANNEX "D"

SUMMARY OF FINANCIAL OFFER

PROVISION OF BAGGAGE SECURITY SCREENING MACHINE OPERATORS FOR THE PHILIPPINE PORTS AUTHORITY HEAD OFFICE, PORT MANAGEMENT OFFICES, AND TERMINAL MANAGEMENT OFFICES/PORTS

(CALENDAR YEAR 2026 TO 2028)

RESPONSIBILITY CENTERS	Total Nos. of SGs	Amount/ Guard/Month	TOTAL MONTHLY CONTRACT RATE
1. PPA HEAD OFFICE			
H.O/PPATI/GAD CENTER	2		
Sub-Total	**2**		
2. PMO NCR - SOUTH			
Baseport (South Harbor)	6		
TMO Pasig	5		
Sub-Total	**11**		
3. PMO NCR - NORTH HARBOR			
Baseport	2		
Sub-Total	**2**		
4. PMO BATANGAS			
Baseport (Batangas)	2		
TMO Romblon	5		
TMO Tablas	5		
Sub-Total	**12**		
5. PMO MARINDUQUE/QUEZON			
Baseport (Lucena)	9		
TMO Balanacan	6		
TMO Cawit	2		
TMO Santa Cruz	2		
Sub-Total	**19**		
6. PMO MINDORO			
Baseport (Calapan)	15		
TMO Roxas	6		
TMO Balatero (Puerto Galera)	4		
TMO Bulalacao	6		
TMO Abra de Ilog	6		
Sub-Total	**37**		

RESPONSIBILITY CENTERS	Total Nos. of SGs	Amount/ Guard/Month	TOTAL MONTHLY CONTRACT RATE
7. PMO BICOL			
Baseport (Legazpi)	7		
TMO Matnog	15		
TMO Tabaco	10		
TMO Pio Duran	7		
TMO Bulan	5		
TMO Catanduanes	2		
Port San Andres	4		
Sub-Total	**50**		
8.PMO MASBATE			
Baseport (Masbate	6		
Port of Claveria	3		
Sub-Total	**9**		
9. PMO PALAWAN			
Baseport (Puerto Princesa)	8		
TMO Coron	8		
TMO Cuyo	4		
TMO EL Nido	6		
Sub-Total	**26**		
10. PMO PANAY GUIMARAS			
Baseport (Iloilo)	7		
Iloilo Fastcraft Terminal	4		
Port of San Pedro	6		
Port of Dumangas	6		
TMO Culasi	4		
Port of Jordan	6		
Sub-Total	**33**		
11. PMO NEGROS ORIENTAL/SIQUIJOR			
Baseport (Dumaguete)	15		
TMO Larena	6		
Port of Siquijor	10		
TMO Guihulngan / Port of Bulado	4		
Sub-Total	**35**		
12. PMO BOHOL			
Baseport (Tagbilaran)	10		
TMO Loon	4		
TMO Tubigon	6		
TMO Jagna	5		
Sub-Total	**25**		

RESPONSIBILITY CENTERS	Total Nos. of SGs	Amount/ Guard/Month	TOTAL MONTHLY CONTRACT RATE
13. PMO NEGROS OCCIDENTAL			
Baseport (Banago)	8		
TMO San Carlos	8		
Sub-Total	**16**		
14. PMO EASTERN LEYTE / SAMAR			
Baseport (Tacloban)	2		
TMO Liloan	6		
TMO calbayog	4		
TMO San Isidro	4		
Port Maguinoo	6		
Port San Ricardo	6		
Sub-Total	**28**		
15. PMO WESTERN LEYTE / BILIRAN			
Baseport (Ormoc)	10		
TMO Hilongos	8		
TMO Palompon	6		
TMO Naval	4		
TMO Maasin	4		
Sub-Total	**32**		
16. PMO MISAMIS ORIENTAL/Cagayan De Oro			
Baseport (CDO)	34		
TMO Balingoan	10		
TMO Camiguin (Benoni)	8		
Port Balbagon	5		
Port Guinsiliban	2		
Sub-Total	**59**		
17. PMO LANAO DEL NORTE/ILIGAN			
Basport (Iligan)	9		
Sub-Total	**9**		
18. PMO MISAMIS OCCIDENTAL/ OZAMIZ			
Baseport (Ozamiz)	9		
TMO Plaridel	5		
Sub-Total	**14**		
19. PMO AGUSAN			
Baseport (Nasipit)	12		
TMO Butuan	4		
Sub-Total	**16**		

RESPONSIBILITY CENTERS	Total Nos. of SGs	Amount/ Guard/Month	TOTAL MONTHLY CONTRACT RATE
20. PMO SURIGAO			
Baseport (Surigao)	12		
Port Lipata	6		
Port Dapa	6		
Port Del Carmen	3		
San Jose	6		
Port Jubang	6		
Sub-Total	**39**		
21. PMO-DAVAO			
Baseport (Davao)	10		
TMO-Babak	8		
Sub-Total	**18**		
22. PMO SOCSARGEN			
Baseport (General Santos)	6		
Sub-Total	**6**		
23. PMO ZAMBOANGA			
Baseport (Zamboanga)	18		
Port Isabela	9		
Sub-Total	**27**		
24. PMO ZAMBOANGA DEL NORTE			
Baseport (Dapitan)	12		
Sub-Total	**12**		
GRAND TOTAL	**537**		-

X 12 Months **Php** _____

In words :

_____

Name of Security Agency

Signature:

_____ _____

Name of Authorized Representative Date :

ANNEX "D"

FINANCIAL OFFER
NATIONAL CAPITAL RREGION (NCR) WAGE ORDER NO.NCR-27
PPA HEAD OFFICE and PMOs NCR SOUTH, NORTH
8 Hour work Per Day

Day work per week	**7 days**
No. of Days in a Year	395.00
Daily Wage	**755.00**
A). Amount due to BSSMO	
Average Pay Per Month	24,852.08
Night Shift Differntial Pay	828.40
13th Month Pay	1,913.72
5 Days Incentive leave	314.58
Uniform Allowance	200.00
Sub-Total	**28,108.78**
B). Amount to Gov't in Favor of BSSMO	
Retirement Benefit (R.A. 7641) (DW x 22.5/12)	1,415.63
SSS Premium (Jan 2025)	2,000.00
SSS-WISP(*Workers' Invest Saving Prog*)	600.00
Philhealth Contribution *(Jan 2024)*	621.30
State Insurance Fund	30.00
Pag-ibig Contribution	200.00
Sub-Total	**4,866.93**
C). Total Amount to BSSMO & GOV'T (A+B)	**32,975.71**
D). AGENCY FEE @ 20% to 24%	7,914.17
E). VALUE ADDED TAX 12%	949.70
G). Approved Budget per BSSMO Minimun Contract Rate for 8 Hrs. (C+D+E)	**41,839.58**

Php. _____

TOTAL AMOUNT IN WORDS:

_____

Name of Agency:

_____

Signature:

Name of Authorized Representative Date: _____

ANNEX "D"

FINANCIAL OFFER
REGION 4-A (CALABARZON) WAGE ORDER NO. R-A-22
PMOs BATANGAS and LUCENA
8 Hour work Per Day

Day work per week	**7 days**
No. of Days in a Year	395.00
Daily Wage	**600.00**
A). Amount due to BSSMO	
Average Pay Per Month	19,750.00
Night Shift Differntial Pay	658.33
13th Month Pay	1,520.83
5 Days Incentive leave	250.00
Uniform Allowance	200.00
Sub-Total	**22,379.16**
B). Amount to Gov't in Favor of BSSMO	
Retirement Benefit (R.A. 7641) (DW x 22.5/12)	1,125.00
SSS Premium (Jan 2025)	2,000.00
SSS-WISP(Workers' Invest Saving Prog)	200.00
Philhealth Contribution *(Jan 2024)*	493.75
State Insurance Fund	30.00
Pag-ibig Contribution	200.00
Sub-Total	**4,048.75**
C). Total Amount to BSSMO & GOV'T (A+B)	**26,427.91**
D). AGENCY FEE @ 20% to 24%	6,342.70
E). VALUE ADDED TAX 12%	761.12
G). Approved Budget per BSSMO Minimun Contract Rate for 8 Hrs. (C+D+E)	**33,531.73**

Php. _____

TOTAL AMOUNT IN WORDS:

_____

Name of Agency:

_____

Signature:

Name of Authorized Representative Date: _____

ANNEX "D"

FINANCIAL OFFER
REGION 4B (MIMAROPA) WAGE ORDER NO. RBMIMAROPA-13
PMOs MINDORO and PALAWAN
8 Hour work Per Day

Day work per week	**7 days**
No. of Days in a Year	395.00
Daily Wage	455.00
A). Amount due to BSSMO	
Average Pay Per Month	14,977.08
Night Shift Differntial Pay	499.24
13th Month Pay	1,153.30
5 Days Incentive leave	189.58
Uniform Allowance	200.00
Sub-Total	**17,019.20**
B). Amount to Gov't in Favor of BSSMO	
Retirement Benefit (R.A. 7641) (DW x 22.5/12)	853.13
SSS Premium (Jan 2023)	1,600.00
SSS-WISP(Workers' Invest Saving Prog)	-
Philhealth Contribution *(Jan 2024)*	374.43
State Insurance Fund	30.00
Pag-ibig Contribution	200.00
Sub-Total	**3,057.56**
C). Total Amount to BSSMO & GOV'T (A+B)	**20,076.76**
D). AGENCY FEE @ 24%	4,818.42
E). VALUE ADDED TAX 12%	578.21
G). Approved Budget per BSSMO Minimun Contract Rate for 8 Hrs. (C+D+E)	**25,473.39**

Php. _____

TOTAL AMOUNT IN WORDS:

_____

Name of Agency:

_____

Signature:

Name of Authorized Representative Date: _____

ANNEX "D"

FINANCIAL OFFER
REGION V (BICOL REGION) WAGE ORDER NO. RBV-23
PMOs BICOL and MASBATE
8 Hour work Per Day

Day work per week	**7 days**
No. of Days in a Year	395.00
Daily Wage	**455.00**
A). Amount due to BSSMO	
Average Pay Per Month	14,977.08
Night Shift Differntial Pay	499.24
13th Month Pay	1,153.30
5 Days Incentive leave	189.58
Uniform Allowance	200.00
Sub-Total	**17,019.20**
B). Amount to Gov't in Favor of BSSMO	
Retirement Benefit (R.A. 7641) (DW x 22.5/12)	853.13
SSS Premium (Jan 2025)	1,600.00
SSS-WISP(Workers' Invest Saving Prog)	-
Philhealth Contribution *(Jan 2024)*	374.43
State Insurance Fund	30.00
Pag-ibig Contribution	200.00
Sub-Total	**3,057.56**
C). Total Amount to BSSMO & GOV'T (A+B)	**20,076.76**
D). AGENCY FEE @ 24%	4,818.42
E). VALUE ADDED TAX 12%	578.21
G) Approved Budget per BSSMO Minimun Contract Rate for 8 Hrs. (C+D+E)	**25,473.39**

Php. _____

TOTAL AMOUNT IN WORDS:

_____

Name of Agency:

_____

Signature:

Name of Authorized Representative Date: _____

ANNEX "D"

FINANCIAL OFFER
REGION VII (CENTRAL VISAYAS) WAGE ORDER NO. ROVII-26
PMO BOHOL
8 Hour work Per Day

Day work per week	**7 days**
No. of Days in a Year	395.00
Daily Wage	500.00
A). Amount due to BSSMO	
Average Pay Per Month	16,458.33
Night Shift Differntial Pay	548.61
13th Month Pay	1,267.36
5 Days Incentive leave	208.33
Uniform Allowance	200.00
Sub-Total	**18,682.63**
B). Amount to Gov't in Favor of BSSMO	
Retirement Benefit (R.A. 7641) (DW x 22.5/12)	937.50
SSS Premium (Jan 2023)	1,750.00
SSS-WISP(Workers' Invest Saving Prog)	-
Philhealth Contribution *(Jan 2024)*	411.46
State Insurance Fund	30.00
Pag-ibig Contribution	200.00
Sub-Total	**3,328.96**
C). Total Amount to BSSMO & GOV'T (A+B)	**22,011.59**
D). AGENCY FEE @ 20% to 24%	5,282.78
E). VALUE ADDED TAX 12%	633.93
G). Approved Budget per BSSMO Minimun Contract Rate for 8 Hrs. (C+D+E)	**27,928.30**

Php. _____

TOTAL AMOUNT IN WORDS:

_____

Name of Agency:

_____

Signature:

Name of Authorized Representative Date: _____

ANNEX "D"

FINANCIAL OFFER
REGION VII (CENTRAL VISAYAS) WAGE ORDER NO. ROVII-26
PMO NEGROS ORIENTAL/SIQUIJOR
8 Hour work Per Day

Day work per week	**7 days**
No. of Days in a Year	395.00
Daily Wage	500.00
A). Amount due to BSSMO	
Average Pay Per Month	16,458.33
Night Shift Differntial Pay	548.61
13th Month Pay	1,267.36
5 Days Incentive leave	208.33
Uniform Allowance	200.00
Sub-Total	**18,682.63**
B). Amount to Gov't in Favor of BSSMO	
Retirement Benefit (R.A. 7641) (DW x 22.5/12)	937.50
SSS Premium (Jan 2023)	1,750.00
SSS-WISP(Workers' Invest Saving Prog)	-
Philhealth Contribution *(Jan 2024)*	411.46
State Insurance Fund	30.00
Pag-ibig Contribution	200.00
Sub-Total	**3,328.96**
C). Total Amount to BSSMO & GOV'T (A+B)	**22,011.59**
D). AGENCY FEE @ 24%	5,282.78
E). VALUE ADDED TAX 12%	633.93
G). Approved Budget per BSSMO Minimun Contract Rate for 8 Hrs. (C+D+E)	**27,928.30**

Php. _____

TOTAL AMOUNT IN WORDS:

_____

Name of Agency:

_____

Signature:

Name of Authorized Representative Date: _____

ANNEX "D"

FINANCIAL OFFER
REGION VI (WESTERN VISAYAS) WAGE ORDER NO. RBVI-29
PMOs ILOILO and BACOLOD
8 Hour work Per Day

Day work per week	**7 days**
No. of Days in a Year	395.00
Daily Wage	550.00
A). Amount due to BSSMO	
Average Pay Per Month	18,104.17
Night Shift Differntial Pay	603.47
13th Month Pay	1,394.10
5 Days Incentive leave	229.17
Uniform Allowance	200.00
Sub-Total	**20,530.91**
B). Amount to Gov't in Favor of BSSMO	
Retirement Benefit (R.A. 7641) (DW x 22.5/12)	1,031.25
SSS Premium (Jan 2025)	1,900.00
SSS-WISP(Workers' Invest Saving Prog)	50.00
Philhealth Contribution *(Jan 2024)*	452.60
State Insurance Fund	30.00
Pag-ibig Contribution	200.00
Sub-Total	**3,663.85**
C). Total Amount to BSSMO & GOV'T (A+B)	**24,194.76**
D). AGENCY FEE @ 24%	5,806.74
E). VALUE ADDED TAX 12%	696.81
G) . Approved Budget per BSSMO Minimun Contract Rate for 8 Hrs. (C+D+E)	**30,698.31**

Php. _____

TOTAL AMOUNT IN WORDS:

_____

Name of Agency:

_____

Signature:

Name of Authorized Representative Date: _____

ANNEX "D"

FINANCIAL OFFER
REGION 8 (EASTERN VISAYAS) WAGE ORDER NO. VIII-25
PMOs EASTERN LEYTE/SAMAR and WESTERN LEYTE/BILIRAN
8 Hour work Per Day

Day work per week	**7 days**
No. of Days in a Year	395.00
Daily Wage	**470.00**
A). Amount due to BSSMO	
Average Pay Per Month	15,470.83
Night Shift Differntial Pay	515.69
13th Month Pay	1,191.32
5 Days Incentive leave	195.83
Uniform Allowance	200.00
Sub-Total	**17,573.67**
B). Amount to Gov't in Favor of BSSMO	
Retirement Benefit (R.A. 7641) (DW x 22.5/12)	881.25
SSS Premium (Jan 2025)	1,650.00
SSS-WISP(Workers' Invest Saving Prog)	-
Philhealth Contribution *(Jan 2024)*	386.77
State Insurance Fund	30.00
Pag-ibig Contribution	200.00
Sub-Total	**3,148.02**
C). Total Amount to BSSMO & GOV'T (A+B)	**20,721.69**
D). AGENCY FEE @ 24%	4,973.21
E). VALUE ADDED TAX 12%	596.79
G). Approved Budget per BSSMO Minimun Contract Rate for 8 Hrs. (C+D+E)	**26,291.69**

Php. _____

TOTAL AMOUNT IN WORDS:

_____

Name of Agency:

_____

Signature:

Name of Authorized Representative Date: _____

ANNEX "D"

FINANCIAL OFFER
REGION IX (ZAMBOANGA PENINSULA) WAGE ORDER NO. RIX-24
PMOs ZAMBOANGA and ZAMBOANGA DEL NORTE
8 Hour work Per Day

Day work per week	**7 days**
No. of Days in a Year	395.00
Daily Wage	464.00
A). Amount due to BSSMO	
Average Pay Per Month	15,273.33
Night Shift Differntial Pay	509.11
13th Month Pay	1,176.11
5 Days Incentive leave	193.33
Uniform Allowance	200.00
Sub-Total	**17,351.88**
B). Amount to Gov't in Favor of BSSMO	
Retirement Benefit (R.A. 7641) (DW x 22.5/12)	870.00
SSS Premium (Jan 2025)	1,600.00
SSS-WISP(Workers' Invest Saving Prog)	-
Philhealth Contribution *(Jan 2024)*	381.83
State Insurance Fund	30.00
Pag-ibig Contribution	200.00
Sub-Total	**3,081.83**
C). Total Amount to BSSMO & GOV'T (A+B)	**20,433.71**
D). AGENCY FEE @ 24%	4,904.09
E). VALUE ADDED TAX 12%	588.49
G). Approved Budget per BSSMO Minimun Contract Rate for 8 Hrs. (C+D+E)	**25,926.29**

Php. _____

TOTAL AMOUNT IN WORDS:

_____

Name of Agency:

_____

Signature:

Name of Authorized Representative Date: _____

ANNEX "D"

FINANCIAL OFFER
REGION X (NORTHERN MINDANAO) WAGE ORDER NO. RX-24
PMO MISAMIS ORIENTAL CAGAYAN DE ORO
8 Hour work Per Day

Day work per week	**7 days**
No. of Days in a Year	395.00
Daily Wage	500.00
A). Amount due to BSSMO	
Average Pay Per Month	16,458.33
Night Shift Differntial Pay	548.61
13th Month Pay	1,267.36
5 Days Incentive leave	208.33
Uniform Allowance	200.00
Sub-Total	**18,682.63**
B). Amount to Gov't in Favor of BSSMO	
Retirement Benefit (R.A. 7641) (DW x 22.5/12)	937.50
SSS Premium (Jan 2025)	1,750.00
SSS-WISP(Workers' Invest Saving Prog)	
Philhealth Contribution *(Jan 2024)*	411.46
State Insurance Fund	30.00
Pag-ibig Contribution	200.00
Sub-Total	**3,328.96**
C). Total Amount to BSSMO & GOV'T (A+B)	**22,011.59**
D). AGENCY FEE @ 24%	5,282.78
E). VALUE ADDED TAX 12%	633.93
G). Approved Budget per BSSMO Minimun Contract Rate for 8 Hrs. (C+D+E)	**27,928.30**

Php. _____

TOTAL AMOUNT IN WORDS:

_____

Name of Agency:

_____

Signature:

Name of Authorized Representative Date: _____

PHILIPPINE ASSOCIATION OF DETECTIVE AND PROTECTIVE AGENCY OPERATORS (PADPAO), INC.
12-H, 18th Avenue, Brgy. San Roque, Murphy, Quezon City
Tel. Nos.: 02 8281-6057
E-mail Address: padpao_inc@yahoo.com.ph

National Capital Region
Wage Order No. NCR-26
8 Hours Work Per Day
COST DISTRIBUTION (*Revised November 10, 2025*)

Days worked per week			**7 days**		**7 days**
No. of Days/year			**365.00**		**365.00**
	Effective Date		**July 18, 2025 Day Shift**		**July 18, 2025 Night Shift**
A. Amount to Guard					
New Daily Wage		**P**	**695.00**	**P**	**695.00**
Ave. Pay/Month (DW X No. of Days per yr/12)		P	22,877.08	P	22,877.08
Night Differential Pay (Ave. Pay/mo x 10%)			-		2,287.71
13th Month Pay (DW X 365 /12 /12)			1,761.63		1,761.63
5 Days Incentive Pay (DW x 5/12)			289.58		289.58
Uniform (Rule 48, Section 204 IRR of the R.A. 11917)			200.00		200.00
			25,128.29		27,416.00
B. Amount required by Gov't. in Favor of Guards					
Retirement Benefit (R.A. 7641) (DW x 22.5 /12)		P	1,303.13	P	1,303.13
SSS Premium (January 2025)		*	**2,000.00**	*	**2,000.00**
SSS - WISP (Workers' Investment Savings Program)			**350.00**		**350.00**
Philhealth Contribution (January 2024)		*	**571.93**	*	**571.93**
State Insurance Fund			30.00		30.00
Pag-ibig Fund Contribution			200.00		200.00
			4,455.06		4,455.06
C. TOTAL CONTRACT COST (A+B)			29,583.35		32,071.06
D. AGENCY FEE					
Administrative Overhead and Margin			7,100.00		7,697.05
E. VALUE ADDED TAX (Agency Fee x 12%VAT-RMC-39-2007)			852.00		923.65
F. CONTRACT RATE per Month		**P**	**37,535.35**	**P**	**40,691.76**

11/10/2025

NOTE:

1. **Reference: Worker's Statutory Monetary Benefits 2024 Handbook**
2. **Based on Law of R.A. 11917 and DOLE D.O. 150-16 / Advisory No. 15-19**

SECTION 9. *Administrative Fee of PSAs*.-The minimum administrative fee that may be charged by PSAs to its clients shall not be less than twenty percent (20%) of the total contract cost, subject to adjustment by the Department of Labor and Employment: Provided,That additional fees shall be charged for the acquisition and maintenance of extraneous tools and equipment used for security operation by the agency or required by the clients and for the continuous deployment of PSPs in hazardous conditions. (Section 372, IRR RA11917)

C. TOTAL CONTRACT COST (A+B)	**29,583.35**	**32,071.06**
Sec 9, RA 11917	**20%**	**20%**
Minimum Agency Fee-8 hrs (Admin Overhead & Margin)	**5,916.67**	**6,414.21**

3. **In compliance to the new salary bracket coverage of SSS in accordance to Republic Act 11199 effective January 1, 2025. (SSS Circular No. 2024-006)**
4. **Effective January 1, 2024, Philhealth implemented the new premium schedule for all Direct Contributors as stipulated in Section 10 of the Republic Act No. 11223 or the Universal Health Care (UHC) Act of 2019**
5. **Total 10% Night Differential Pay should be paid to night shift guards amounting to P 2,287.**
6. **Uniform cost provision per PADPAO Board Resolution No. 001-2025 dated October 25, 202**

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04-13-2026
COL MANUEL P ESPEJO PAF (RET)
PADPAO President

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PORT POLICE DEPARTMENT
PHIL PORTS AUTHORITY

/JGC.NCR8HRS

PHILIPPINE ASSOCIATION OF DETECTIVE AND PROTECTIVE AGENCY OPERATORS (PADPAO), INC.
12-H, 18th Avenue, Brgy. San Roque, Murphy, Quezon City
Tel. Nos.: 02 8281-6057
E-mail Address: padpao_inc@yahoo.com.ph

REGION 4-A (CALABARZON)
Wage Order No. Region 4-A-22
COMPONENT CITIES AND FIRST CLASS MUNICIPALITIES
Component Cities
COST DISTRIBUTION - 8 Hours Work Per Day

Days worked per week		7 days	7 days
No. of Days/year		365.00	365.00
	Effective Date	October 5, 2025 Day Shift	October 5, 2025 Night Shift
A. Amount to Guard			
New Daily Wage		P 600.00	P 600.00
Ave. Pay/Month (DW X No. of Days per yr/12)		P 19,750.00	P 19,750.00
Night Differential Pay (Ave. Pay/mo x 10%)		-	1,975.00
13th Month Pay (DW X 365 /12 /12)		1,520.83	1,520.83
5 Days Incentive Pay (DW x 5/12)		250.00	250.00
Uniform (Rule 43, Section 204 IRR of the R.A. 11917)		200.00	200.00
		21,720.83	23,695.83
B. Amount required by Gov't. in Favor of Guards			
Retirement Benefit (R.A. 7641) (DW x 22.5 /12)		P 1,125.00	P 1,125.00
SSS Premium (January 2025)		* 2,000.00	* 2,000.00
SSS - WISP (Workers' Investment Savings Program)			200.00
Philhealth Contribution (January 2024)		* 493.75	* 493.75
State Insurance Fund		30.00	30.00
Pag-Ibig Fund Contribution		200.00	200.00
		3,848.75	4,048.75
C. TOTAL CONTRACT COST (A+B)		25,569.58	27,744.58
D. AGENCY FEE			
Administrative Overhead and Margin		6,136.70	6,658.70
E. VALUE ADDED TAX (Agency Fee x 12%VAT-RMC-39-2007)		736.40	799.04
F. CONTRACT RATE per Month		P 32,442.68	P 35,202.32

11/10/2025

Areas Covered:	CAVITE	Cavite City, City of Carmona, City of General Trias, Tagaytay City, Trece Martires City
	LAGUNA	City of Cabuyao, City of Calamba, City of Santa Rosa, San Pablo City
	BATANGAS	Batangas City, City of Calaca, City of Tanauan, City of Santo Tomas, LIMA Technology Center, Lipa City
	QUEZON	City of Tayabas, Lucena City

NOTE:
1. Reference: Worker's Statutory Monetary Benefits 2024 Handbook
2. Based on Law of R.A. 11917 and DOLE D.O. 150-16 / Advisory No. 15-19
   SECTION 9. *Administrative Fee of PSAs*. -The minimum administrative fee that may be charged by PSAs to its clients shall not be less than twenty percent (20%) of the total contract cost, subject to adjustment by the Department of Labor and Employment: Provided,That additional fees shall be charged for the acquisition and maintenance of extraneous tools and equipment used for security operation by the agency or required by the clients and for the continuous deployment of PSPs in hazardous conditions.
   (Section 372, IRR RA11917)

C. TOTAL CONTRACT COST (A+B)	25,569.58	27,744.58
Sec 9, RA 11917	20%	20%
Minimum Agency Fee-8 hrs (Admin Overhead & Margin)	5,113.92	5,548.92

3. In compliance to the new salary bracket coverage of SSS in accordance to Republic Act 11199 effective January 1, 2025. (SSS Circular No. 2024-006)
4. Effective January 1, 2024, Philhealth implemented the new premium schedule for all Direct Contributors as stipulated in Section 10 of the Republic Act No. 11223 or the Universal Health Care (UHC) Act of 2019
5. Total 10% Night Differential Pay should be paid to night shift guards amounting to P 1,975.00.
6. Uniform cost provision per PADPAO Board Resolution No. 001-2025 dated October 25, 2025

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Issued to:

/JGC.R4A.8HRS 04-13-2026

COL MANUEL P ESPEJO PAF (RET)
PADPAO President

CERTIFIED TRUE/PHOTOCOPY FROM THE ORIGINAL/XEROX
4/6/2026
PORT POLICE DEPARTMENT
PHIL PORTS AUTHORITY

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With PADPAO Dry Seal

PHILIPPINE ASSOCIATION OF DETECTIVE AND PROTECTIVE AGENCY OPERATORS (PADPAO), INC.
12-H, 18th Avenue, Brgy. San Roque, Murphy, Quezon City
Tel. Nos.: 02 8281-6057
E-mail Address: padpao_inc@yahoo.com.ph

MIMAROPA (Region 4-B)
Wage Order No. RB-MIMAROPA-13
8 Hours Work Per Day
Cost Distribution

Days worked per week			7 days		7 days
No. of Days/Year			365.00		365.00
	Effective Date		January 1, 2026		January 1, 2026
			Day Shift		Night Shift
A. Amount to Guard					
New Daily Wage		P	455.00	P	455.00
Ave. Pay/Month (DW X No. of Days per yr/12)		P	14,977.08	P	14,977.08
Night Differential Pay (Ave. Pay/mo x 10%)			-		1,497.71
13th Month Pay (DW X 365 /12 /12)			1,153.30		1,153.30
5 Days Incentive Pay (DW x 5/12)			189.58		189.58
Uniform (Rule 43, Section 204 IRR of the R.A. 11917)			200.00		200.00
			16,519.96		18,017.67
B. Amount required by Gov't. in Favor of Guards					
Retirement Benefit (R.A. 7641) (DW x 22.5 /12)		P	853.13	P	853.13
SSS Premium (January 2025)			1,550.00	*	1,700.00
Philhealth Contribution (January 2024)		*	374.43	*	374.43
State Insurance Fund			30.00		30.00
Pag-ibig Fund Contribution			200.00		200.00
			3,007.56		3,157.56
C. TOTAL CONTRACT COST (A+B)			19,527.52		21,175.23
D. AGENCY FEE					
Administrative Overhead and Margin			4,686.60		5,082.06
E. VALUE ADDED TAX (Agency Fee x 12%VAT-RMC-39-2007)			562.39		609.85
F.CONTRACT RATE per Month		P	24,776.51	P	26,867.14

01/06/2026

Covers the Provinces of Occidental Mindoro, Oriental Mindoro, Marinduque, Romblon and Palawan, otherwise known as MIMAROPA, including the City of Calapan, and the Highly Urbanized City of Puerto Princesa

NOTE:

1. **Reference: Worker's Statutory Monetary Benefits 2024 Handbook**
2. **Based on Law of R.A. 11917 and DOLE D.O. 150-16 / Advisory No. 15-19**
   SECTION 9. *Administrative Fee of PSAs*. -The minimum administrative fee that may be charged by PSAs to its clients shall not be less than twenty percent (20%) of the total contract cost, subject to adjustment by the Department of Labor and Employment: Provided,That additional fees shall be charged for the acquisition and maintenance of extraneous tools and equipment used for security operation by the agency or required by the clients and for the continuous deployment of PSPs in hazardous conditions.
   (Section 372, IRR RA11917)

C. TOTAL CONTRACT COST (A+B)	19,527.52	21,175.23
Sec 9, RA 11917	20%	20%
Minimum Agency Fee- 8 hrs (Admin Overhead & Margin)	3,905.50	4,235.05

3. **In compliance to the new salary bracket coverage of SSS in accordance to Republic Act 11199 effective January 1, 2025. (SSS Circular No. 2024-006)**
4. **Effective January 1, 2024, Philhealth implemented the new premium schedule for all Direct Contributors as stipulated in Section 10 of the Republic Act No. 11223 or the Universal Health Care (UHC) Act of 2019**
5. **Total 10% Night Differential Pay should be paid to night shift guards amounting to P 1,497.71**
6. **Uniform cost provision per PADPAO Board Resolution No. 001-2025 dated October 25, 2025**

/JGC.R4B.8HRS

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04-13-2026
COL MANUEL P ESPEJO PAF (RET)
PADPAO President

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PHIL PORTS AUTHORITY

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PHILIPPINE ASSOCIATION OF DETECTIVE AND PROTECTIVE AGENCY OPERATORS (PADPAO), INC.
12-H, 18th Avenue, Brgy. San Roque, Murphy, Quezon City
Tel. Nos.: 02 8281-6057
E-mail Address: padpao_inc@yahoo.com.ph

REGION V (Bicol Region)
Wage Order No.RBV-23
8 Hours Work Per Day
COST DISTRIBUTION

Days worked per week No. of Days/year		7 days 395.00	7 days 395.00	7 days 395.00	7 days 395.00
	Effective Date	April 8, 2026 Day Shift	April 8, 2026 Night Shift	December 1, 2026 Day Shift	December 1, 2026 Night Shift
A. Amount to Guard					
New Daily Wage	P	455.00 P	455.00 P	480.00 P	480.00
Ave. Pay/Month (DW X No. of Days per yr/12)	P	14,977.08 P	14,977.08 P	15,800.00 P	15,800.00
Night Differential Pay (Ave. Pay/mo x 10%)		-	1,497.71	-	1,580.00
13th Month Pay (DW X 365 /12 /12)		1,153.30	1,153.30	1,216.67	1,216.67
5 Days Incentive Pay (DW x 5/12)		189.58	189.58	200.00	200.00
Uniform (Rule 43, Section 204 IRR of the R.A. 11917)		200.00	200.00	200.00	200.00
		16,519.97	18,017.67	17,416.67	18,996.67
B. Amount to Gov'L in Favor of Guards					
Retirement Benefit (R.A. 7641) (DW x 22.5 /12)	P	853.13 P	853.13 P	900.00 P	900.00
SSS Premium (January 2025)	*	1,550.00 *	1,700.00 *	1,800.00 *	1,800.00
Philhealth Contribution (January 2024)	*	374.43 *	374.43 *	395.00 *	395.00
State Insurance Fund		30.00	30.00	30.00	30.00
Pag-Ibig Fund Contribution		200.00	200.00	200.00	200.00
		3,007.56	3,157.56	3,125.00	3,325.00
C. TOTAL AMOUNT TO GUARD & GV'T:		19,527.53	21,175.23	20,541.67	22,321.67
D. AGENCY FEE Administrative Overhead and Margin		4,686.61	5,082.06	4,930.00	5,357.20
E. VALUE ADDED TAX (Agency fee x 12%VAT-RMC-39-2007)		562.39	609.85	591.60	642.86
F.CONTRACT RATE per Month	P	24,776.53 P	26,867.14 P	26,063.27 P	28,321.73

03/25/2026

NOTE:

1. Reference: Worker's Statutory Monetary Benefits 2024 Handbook
2. Based on Law of R.A. 11917 and DOLE D.O. 150-16 / Advisory No. 15-19

SECTION 9. *Administrative Fee of PSAs.*—The minimum administrative fee that may be charged by PSAs to its clients shall not be less than twenty percent (20%) of the total contract cost, subject to adjustment by the Department of Labor and Employment: Provided,That additional fees shall be charged for the acquisition and maintenance of extraneous tools and equipment used for security operation by the agency or required by the clients and for the continuous deployment of PSPs in hazardous conditions. (Section 372, IRR RA11917)

C. TOTAL CONTRACT COST (A+B)	19,527.53	21,175.23	20,541.67	22,321.67
Sec 9, RA 11917	20%	20%	20%	20%
Minimum Agency Fee- 8 hrs (Admin Overhead & Margin)	3,905.51	4,235.05	4,108.33	4,464.33

3. In compliance to the new salary bracket coverage of SSS in accordance to Republic Act 11199 effective January 1, 2025. (SSS Circular No. 2024-006)
4. Effective January 1, 2024, Philhealth implemented the new premium schedule for all Direct Contributors as stipulated in Section 10 of the Republic Act No. 11223 or the Universal Health Care (UHC) Act of 2019
5. Total 10% Night Differential Pay should be paid to night shift guards amounting to P 1,366.04 (Apr 5,2025) & P 1,431.88 (Dec 1, 2025).
6. Uniform cost provision per PADPAO Board Resolution No. 001-2026 dated October 25, 2025

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COL MANUEL P ESPEJO PAF (RET)
PADPAO President

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PHILIPPINE ASSOCIATION OF DETECTIVE AND PROTECTIVE AGENCY OPERATORS (PADPAO), INC.
12-H, 18th Avenue, Brgy. San Roque, Murphy, Quezon City
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E-mail Address: padpao_inc@yahoo.com.ph

REGION VI (Western Visayas)
Wage Order No. RBVI-29
COST DISTRIBUTION - 8 Hours Work Per Day

Days worked per week		7 days	7 days
No. of Days/year		365.00	365.00
	Effective Date	November 19, 2025	November 19, 2025
		Day Shift	Night Shift
A. Amount to Guard			
New Daily Wage	P	550.00	P 550.00
Ave. Pay/Month (DW X No. of Days per yr/12)	P	16,104.17	P 16,104.17
Night Differential Pay (Ave. Pay/mo x 10%)		-	1,610.42
13th Month Pay (DW X 365 /12 /12)		1,394.10	1,394.10
5 Days Incentive Pay (DW x 5/12)		229.17	229.17
Uniform (Rule 43, Section 204 IRR of the R.A. 11917)		200.00	200.00
		19,927.44	21,737.86
B. Amount required by Gov't. in Favor of Guards			
Retirement Benefit (R.A. 7641) (DW x 22.5 /12)	P	1,031.25	P 1,031.25
SSS Premium (January 2025)	*	1,850.00	* 2,000.00
SSS - WISP (Workers' Investment Savings Program)			50.00
Philhealth Contribution (January 2024)	*	452.60	* 452.60
State Insurance Fund		30.00	30.00
Pag-ibig Fund Contribution		200.00	200.00
		3,563.85	3,763.85
C. TOTAL CONTRACT COST (A+B)		23,491.29	25,501.71
D. AGENCY FEE			
Administrative Overhead and Margin		5,637.91	6,120.41
E. VALUE ADDED TAX (Agency Fee x 12%VAT-RMC-33-2007)		676.55	734.45
F.CONTRACT RATE per Month	P	29,805.75	P 32,356.57

11/10/2025

NOTE:

1. Reference: Worker's Statutory Monetary Benefits 2024 Handbook
2. Based on Law of R.A. 11917 and DOLE D.O. 150-16 / Advisory No. 16-19
   SECTION 9. *Administrative Fee of PSAs*. -The minimum administrative fee that may be charged by PSAs to its clients shall not be less than twenty percent (20%) of the total contract cost, subject to adjustment by the Department of Labor and Employment: Provided,That additional fees shall be charged for the acquisition and maintenance of extraneous tools and equipment used for security operation by the agency or required by the clients and for the continuous deployment of PSPs in hazardous conditions.
   (Section 372, IRR RA11917)

C. TOTAL CONTRACT COST (A+B)	23,491.29	25,501.71
Sec 9, RA 11917	20%	20%
Minimum Agency Fee- 8 hrs (Admin Overhead & Margin)	4,698.26	5,100.34

3. In compliance to the new salary bracket coverage of SSS in accordance to Republic Act 11199 effective January 1, 2025. (SSS Circular No. 2024-006)
4. Effective January 1, 2024, Philhealth implemented the new premium schedule for all Direct Contributors as stipulated in Section 10 of the Republic Act No. 11223 or the Universal Health Care (UHC) Act of 2019
5. Total 10% Night Differential Pay should be paid to night shift guards amounting to P 1,810.42.
6. Uniform cost provision per PADPAO Board Resolution No. 001-2025 dated October 25, 2025

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PADPAO President

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12-H, 18th Avenue, Brgy. San Roque, Murphy, Quezon City
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E-mail Address: padpao_inc@yahoo.com.ph

REGION VII (Central Visayas)
Wage Order No. ROVII-26
Class B
COST DISTRIBUTION - 8 Hours Work Per Day

Days worked per week		7 days	7 days
No. of Days/year		395.00	395.00
	Effective Date	October 4, 2025 Day Shift	October 4, 2025 Night Shift
A. Amount to Guard			
New Daily Wage	P	500.00	P 500.00
Ave. Pay/Month (DW X No. of Days per yr/12)	P	16,458.33	P 16,458.33
Night Differential Pay (Ave. Pay/mo x 10%)		-	1,645.83
13th Month Pay (DW X 365 /12 /12)		1,267.36	1,267.36
5 Days Incentive Pay (DW x 5/12)		208.33	208.33
Uniform (Rule 43, Section 204 IRR of the R.A. 11917)		200.00	200.00
		18,134.02	19,779.85
B. Amount required by Gov't. in Favor of Guards			
Retirement Benefit (R.A. 7641) (DW x 22.5 /12)	P	937.50	P 937.50
SSS Premium (January 2025)	*	1,700.00	* 1,850.00
Philhealth Contribution (January 2024)	*	411.46	* 411.46
State Insurance Fund		30.00	30.00
Pag-ibig Fund Contribution		200.00	200.00
		3,278.96	3,428.96
C. TOTAL CONTRACT COST (A+B)		21,412.98	23,208.81
D. AGENCY FEE			
Administrative Overhead and Margin		5,139.11	5,570.11
E. VALUE ADDED TAX (Agency Fee x 12%VAT-RMC-39-2007)		616.69	668.41
F.CONTRACT RATE per Month	P	27,168.78	P 29,447.33

11/10/2025

Class B - Other Cities and Municipalities Not Covered Under Class A

NOTE:

1. Reference: Worker's Statutory Monetary Benefits 2024 Handbook
2. Based on Law of R.A. 11917 and DOLE D.O. 150-16 / Advisory No. 15-19
   SECTION 9. *Administrative Fee of PSAs*. -The minimum administrative fee that may be charged by PSAs to its clients shall not be less than twenty percent (20%) of the total contract cost, subject to adjustment by the Department of Labor and Employment: Provided,That additional fees shall be charged for the acquisition and maintenance of extraneous tools and equipment used for security operation by the agency or required by the clients and for the continuous deployment of PSPs in hazardous conditions.
   (Section 372, IRR RA11917)

C. TOTAL CONTRACT COST (A+B)	21,412.98	23,208.81
Sec 9, RA 11917	20%	20%
Minimum Agency Fee- 8 hrs (Admin Overhead & Margin)	4,282.60	4,641.76

3. In compliance to the new salary bracket coverage of SSS in accordance to Republic Act 11199 effective January 1, 2025. (SSS Circular No. 2024-006)
4. Effective January 1, 2024, Philhealth implemented the new premium schedule for all Direct Contributors as stipulated in Section 10 of the Republic Act No. 11223 or the Universal Health Care (UHC) Act of 2019
5. Total 10% Night Differential Pay should be paid to night shift guards amounting to P 1,645.83.
6. Uniform cost provision per PADPAO Board Resolution No. 001-2025 dated October 25, 2025

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PADPAO President

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/JGC.R7.8HRS

PHILIPPINE ASSOCIATION OF DETECTIVE AND PROTECTIVE AGENCY OPERATORS (PADPAO) INC.
12-H, 18th Avenue, Brgy. San Roque, Murphy, Quezon City
Tel. Nos.: 02 8281-6057
E-mail Address: padpao_inc@yahoo.com.ph

REGION 8 Eastern Visayas
Wage Order No. VIII-25
8 Hours Work Per Day
COST DISTRIBUTION (*Revised November 10, 2025*)

Days worked per week No. of Days/year Effective Date	7 days 395.00 December 8, 2025 Day Shift	7 days 395.00 December 8, 2025 Night Shift	7 days 395.00 June 1, 2026 Day Shift	7 days 395.00 June 1, 2026 Night Shift
A. Amount to Guard				
New Daily Wage	P 452.00	P 452.00	P 470.00	P 470.00
Ave. Pay/Month (DW X No. of Days per yr/12)	P 14,878.33	P 14,878.33	P 15,470.83	P 15,470.83
Night Differential Pay (Ave. Pay/mo x 10%)	-	1,487.83	-	1,547.08
13th Month Pay (DW X 365 /12 /12)	1,145.69	1,145.69	1,191.32	1,191.32
5 Days Incentive Pay (DW x 5/12)	188.33	188.33	195.83	195.83
Uniform (Rule 43, Section 204 IRR of the R.A. 11917)	200.00	200.00	200.00	200.00
	16,412.36	17,900.18	17,057.98	18,605.06
B. Amount required by Gov't. in Favor of Guards				
Retirement Benefit (R.A. 7641) (DW x 22.5 /12)	P 847.50	P 847.50	P 881.25	P 881.25
SSS Premium (January 2025)	* 1,550.00	* 1,700.00	* 1,600.00	* 1,750.00
Philhealth Contribution (January 2024)	* 371.96	* 371.96	* 386.77	* 386.77
State Insurance Fund	30.00	30.00	30.00	30.00
Pag-ibig Fund Contribution	200.00	200.00	200.00	200.00
	2,999.46	3,149.46	3,098.02	3,248.02
C. TOTAL CONTRACT COST (A+B)	19,411.82	21,049.64	20,156.00	21,853.08
D. AGENCY FEE				
Administrative Overhead and Margin	4,658.84	5,051.91	4,837.44	5,244.74
E. VALUE ADDED TAX (Agency Fee x 12%VAT-RMC-39-2007)	559.06	606.23	580.49	629.37
F.CONTRACT RATE per Month	P 24,629.72	P 26,707.78	P 25,573.93	P 27,727.19

NOTE:
1. Reference: Worker's Statutory Monetary Benefits 2024 Handbook
2. Based on Law of R.A. 11917 and DOLE D.O. 150-16 / Advisory No. 15-19
   SECTION 9. *Administrative Fee of PSAs.*-The minimum administrative fee that may be charged by PSAs to its clients shall not be less than twenty percent (20%) of the total contract cost, subject to adjustment by the Department of Labor and Employment: Provided, That additional fees shall be charged for the acquisition and maintenance of extraneous tools and equipment used for security operation by the agency or required by the clients and for the continuous deployment of PSPs in hazardous conditions.
   (Section 372, IRR RA11917)

C. TOTAL CONTRACT COST (A+B)	19,411.82	21,049.64	20,156.00	21,853.08
Sec 9, RA 11917	20%	20%	20%	20%
Minimum Agency Fee- 8 hrs (Admin Overhead & Margin)	3,882.36	4,209.93	4,031.20	4,370.62

3. In compliance to the new salary bracket coverage of SSS in accordance to Republic Act 11199 effective January 1, 2025. (SSS Circular No. 2024-006)
4. Effective January 1, 2024, Philhealth implemented the new premium schedule for all Direct Contributors as stipulated in Section 10 of the Republic Act No. 11223 or the Universal Health Care (UHC) Act of 2019
5. Total 10% Night Differential Pay should be paid to night shift guards amounting to P 1,487.83 (Dec. 2025) and 1,547.08 (June 2026)
6. Uniform cost provision per PADPAO Board Resolution No. 001-2025 dated October 25, 2025

Certified True Copy
Issued to:
04-13-2026
COL MANUEL P ESPEJO PAF (RET)
PADPAO President

CERTIFIED TRUE PHOTOCOPY FROM THE ORIGINAL/XEROX
4/8/26
PORT POLICE DEPARTMENT
PHIL PORTS AUTHORITY

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IJGC.R8.8HRS

With PADPAO Dry Seal

PHILIPPINE ASSOCIATION OF DETECTIVE AND PROTECTIVE AGENCY OPERATORS (PADPAO) INC.
12-H, 18th Avenue, Brgy. San Roque, Murphy, Quezon City
Tel. Nos.: 02 8281-6057
E-mail Address: padpao_inc@yahoo.com.ph

REGION IX (ZAMBOANGA PENINSULA)
Wage Order No. RIX - 24
8 Hours Work Per Day
COST DISTRIBUTION

Days worked per week		7 days	7 days	7 days	7 days
No. of Days/year		365.00	365.00	365.00	365.00
	Effective Date	January 1, 2026 Day Shift	January 1, 2026 Night Shift	June 1, 2026 Day Shift	June 1, 2026 Night Shift
A. Amount to Guard					
New Daily Wage	P	439.00	P 439.00	P 464.00	P 464.00
Ave. Pay/Month (DW X No. of Days per yr/12)	P	14,450.42	P 14,450.42	P 15,273.33	P 15,273.33
Night Differential Pay (Ave. Pay/mo x 10%)		-	1,445.04	-	1,527.33
13th Month Pay (DW X 365 /12 /12)		1,112.74	1,112.74	1,176.11	1,176.11
5 Days Incentive Pay (DW x 5/12)		182.92	182.92	193.33	193.33
Uniform (Rule 43, Section 204 IRR of the R.A. 11917)		200.00	200.00	200.00	200.00
		15,946.08	17,391.12	16,842.77	18,370.10
B. Amount required by Gov't. in Favor of Guards					
Retirement Benefit (R.A 7641) (DW x 22.5 /12)	P	823.13	P 823.13	P 870.00	P 870.00
SSS Premium (January 2025)	*	1,500.00	* 1,650.00	* 1,550.00	* 1,700.00
Philhealth Contribution (January 2024)	*	361.26	* 361.26	* 381.83	* 381.83
State Insurance Fund		30.00	30.00	30.00	30.00
Pag-ibig Fund Contribution		200.00	200.00	200.00	200.00
		2,914.39	3,064.39	3,031.83	3,181.83
C. TOTAL CONTRACT COST (A+B)		18,860.47	20,455.51	19,874.60	21,551.93
D. AGENCY FEE					
Administrative Overhead and Margin		4,526.51	4,909.32	4,769.90	5,172.46
E. VALUE ADDED TAX (Agency Fee x 12%VAT-RMC-39-2007)		543.18	589.12	572.39	620.70
F.CONTRACT RATE per Month	P	23,930.16	P 25,953.95	P 25,216.89	P 27,345.09

01/08/2026

NOTE:

1. Reference: Worker's Statutory Monetary Benefits 2024 Handbook
2. Based on Law of R.A. 11917 and DOLE D.O. 150-16 / Advisory No. 15-19

SECTION 9. *Administrative Fee of PSAs.* -The minimum administrative fee that may be charged by PSAs to its clients shall not be less than twenty percent (20%) of the total contract cost, subject to adjustment by the Department of Labor and Employment: Provided, That additional fees shall be charged for the acquisition and maintenance of extraneous tools and equipment used for security operation by the agency or required by the clients and for the continuous deployment of PSPs in hazardous conditions.

(Section 372, IRR RA11917)

C. TOTAL CONTRACT COST (A+B)	18,860.47	20,455.51	19,874.60	21,551.93
Sec 9, RA 11917	20%	20%	20%	20%
Minimum Agency Fee- 8 hrs (Admin Overhead & Margin)	3,772.09	4,091.10	3,974.92	4,310.39

3. In compliance to the new salary bracket coverage of SSS in accordance to Republic Act 11199 effective January 1, 2025. (SSS Circular No: 2024-006)
4. Effective January 1, 2024, Philhealth implemented the new premium schedule for all Direct Contributors as stipulated in Section 10 of the Republic Act No. 11223 or the Universal Health Care (UHC) Act of 2019
5. Total 10% Night Differential Pay should be paid to night shift guards amounting to P 1,445.04 (Jan. 2026) and P 1,527.33 (Jun. 2026)
6. Uniform cost provision per PADPAO Board Resolution No. 001-2025 dated October 25, 2025

/JGC.R9.8HRS

Certified True Copy
Issued to:
04-13-2026
COL MANUEL P ESPEJO PAF (RET)
PADPAO President

CERTIFIED TRUE/PHOTOCOPY
FROM THE ORIGINAL/XEROX
4/8/26
PORT POLICE DEPARTMENT
PHIL PORTS AUTHORITY

FOR GUIDELINES
SCAN THIS QR CODE

With PADPAO Dry Seal

PHILIPPINE ASSOCIATION OF DETECTIVE AND PROTECTIVE AGENCY OPERATORS (PADPA) INC.
12-H, 18th Avenue, Brgy. San Roque, Murphy, Quezon City
Tel. Nos.: 02 8281-6057
E-mail Address: padpao_inc@yahoo.com.ph

Region 10 (Northern Mindanao)
Wage Order No. RX-24 (Category I)
8 Hours Work Per Day
COST DISTRIBUTION

Days worked per week		7 days	7 days	7 days	7 days
No. of Days/year		395.00	395.00	395.00	395.00
	Effective Date	January 16, 2026 Day Shift	January 16, 2026 Night Shift	May 1, 2026 Day Shift	May 1, 2026 Night Shift
A. Amount to Guard					
New Daily Wage		P 486.00	P 486.00	P 500.00	P 500.00
Ave. Pay/Month (DW X No. of Days per yr/12)		P 15,997.50	P 15,997.50	P 16,458.33	P 16,458.33
Night Differential Pay (Ave. Pay/mo x 10%)		-	1,599.75	-	1,645.83
13th Month Pay (DW X 365 /12 /12)		1,231.88	1,231.88	1,267.36	1,267.36
5 Days Incentive Pay (DW x 5/12)		202.50	202.50	208.33	208.33
Uniform (Rule 43, Section 204 IRR of the R.A. 11917)		200.00	200.00	200.00	200.00
		17,631.88	19,231.63	18,134.02	19,779.85
B. Amount required by Gov't. in Favor of Guards					
Retirement Benefit (R.A. 7641) (DW x 22.5 /12)		P 911.25	P 911.25	P 937.50	P 937.50
SSS Premium (January 2025)		* 1,650.00	* 1,800.00	* 1,700.00	* 1,850.00
Philhealth Contribution (January 2024)		* 399.94	* 399.94	* 411.46	* 411.46
State Insurance Fund		30.00	30.00	30.00	30.00
Pag-ibig Fund Contribution		200.00	200.00	200.00	200.00
		3,191.19	3,341.19	3,278.96	3,428.96
C. TOTAL CONTRACT COST (A+B)		20,823.07	22,572.82	21,412.98	23,208.81
D. AGENCY FEE					
Administrative Overhead and Margin		4,997.54	5,417.48	5,139.11	5,570.11
E. VALUE ADDED TAX (Agency Fee x 12%VAT-RMC-39-2007)		599.70	650.10	616.69	668.41
F.CONTRACT RATE per Month		P 26,420.31	P 28,640.40	P 27,168.78	P 29,447.33

Category I: Cities of Cagayan de Oro, Iligan, Malaybalay, Valencia, Gingoog, El Salvador and Ozamiz, and the Municipalities of Tagoloan, Villanueva, Jasaan, Opol, Maramag, Quezon, Manolo Fortich, and Lugait

01/08/2026

NOTE:

1. Reference: Worker's Statutory Monetary Benefits 2024 Handbook
2. Based on Law of R.A. 11917 and DOLE D.O. 150-16 / Advisory No. 15-19
   SECTION 9. *Administrative Fee of PSAs*.-The minimum administrative fee that may be charged by PSAs to its clients shall not be less than twenty percent (20%) of the total contract cost, subject to adjustment by the Department of Labor and Employment: Provided, That additional fees shall be charged for the acquisition and maintenance of extraneous tools and equipment used for security operation by the agency or required by the clients and for the continuous deployment of PSPs in hazardous conditions.
   (Section 372, IRR RA11917)

C. TOTAL CONTRACT COST (A+B)	20,823.07	22,572.82	21,412.98	23,208.81
Sec 9, RA 11917	20%	20%	20%	20%
Minimum Agency Fee- 8 hrs (Admin Overhead & Margin)	4,164.61	4,514.56	4,282.60	4,641.76

3. In compliance to the new salary bracket coverage of SSS in accordance to Republic Act 11199 effective January 1, 2025. (SSS Circular No. 2024-006)
4. Effective January 1, 2024, Philhealth implemented the new premium schedule for all Direct Contributors as stipulated in Section 10 of the Republic Act No. 11223 or the Universal Health Care (UHC) Act of 2019
5. Total 10% Night Differential Pay should be paid to night shift guards amounting to P 1,599.75 (Jan. 2026) and P 1,645.83 (May 2026)
6. Uniform cost provision per PADPAO Board Resolution No. 001-2025 dated October 25, 2025

Certified True Copy
Issued to:
04-13-2026
COL MANUEL P ESPEJO PAF (RET)
PADPAO President

CERTIFIED TRUE PHOTOCOPY FROM THE ORIGINAL/XEROX
8/3/26
PORT POLICE DEPARTMENT
PHIL PORTS AUTHORITY

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With PADPAO Dry Seal

PHILIPPINE ASSOCIATION OF DETECTIVE AND PROTECTIVE AGENCY OPERATORS (PADPAO) INC.
12-H, 18th Avenue, Brgy. San Roque, Murphy, Quezon City
Tel. Nos.: 02 8281-6057
E-mail Address: padpao_inc@yahoo.com.ph

REGION XII (SOCCSKSARGEN)
Wage Order No. RB XII-25
COST DISTRIBUTION - 8 Hours Work Per Day

Days worked per week No. of Days/year	Effective Date	7 days 395.00 November 2, 2025 Day Shift	7 days 395.00 November 2, 2025 Night Shift	7 days 395.00 December 15, 2025 Day Shift	7 days 395.00 December 15, 2025 Night Shift
A. Amount to Guard					
New Daily Wage		P 450.00	P 450.00	P 460.00	P 460.00
Ave. Pay/Month (DW X No. of Days per yr/12)		P 14,812.50	P 14,812.50	P 15,141.67	P 15,141.67
Night Differential Pay (Ave. Pay/mo x 10%)		-	1,481.25	-	1,514.17
13th Month Pay (DW X 365 /12 /12)		1,140.63	1,140.63	1,165.97	1,165.97
5 Days Incentive Pay (DW x 5/12)		187.50	187.50	191.67	191.67
Uniform (Rule 43, Section 204 IRR of the R.A. 11917)		200.00	200.00	200.00	200.00
		16,340.63	17,821.88	16,699.31	18,213.48
B. Amount required by Gov't in Favor of Guards					
Retirement Benefit (R.A. 7641) (DW x 22.5/12)		P 843.75	P 843.75	P 862.50	P 862.50
SSS Premium (January 2025)		* 1,500.00	* 1,650.00	* 1,550.00	* 1,700.00
Philhealth Contribution (January 2024)		* 370.31	* 370.31	* 378.54	* 378.54
State Insurance Fund		30.00	30.00	30.00	30.00
Pag-ibig Fund Contribution		200.00	200.00	200.00	200.00
		2,944.06	3,094.06	3,021.04	3,171.04
C. TOTAL CONTRACT COST (A+B)		19,284.69	20,915.94	19,720.35	21,384.52
D. AGENCY FEE					
Administrative Overhead and Margin		4,628.33	5,019.83	4,732.88	5,132.29
E. VALUE ADDED TAX (Agency Fee x 12%VAT-RMC-39-2007)		555.40	602.38	567.95	615.87
F.CONTRACT RATE per Month		P 24,468.42	P 26,538.15	P 25,021.18	P 27,132.68

11/10/2025

Areas Covered: General Santos, Kidapawan, Koronadal and Tacurong, Province of North Cotabato, (Except the 63 Barangays that are now part of the BARMM), Saranggani, South Cotabato and Sultan Kudarat

NOTE:
1. Reference: Worker's Statutory Monetary Benefits 2024 Handbook
2. Based on Law of R.A. 11917 and DOLE D.O. 150-16 / Advisory No. 15-19
   SECTION 9. *Administrative Fee of PSAs.*—The minimum administrative fee that may be charged by PSAs to its clients shall not be less than twenty percent (20%) of the total contract cost, subject to adjustment by the Department of Labor and Employment: Provided, That additional fees shall be charged for the acquisition and maintenance of extraneous tools and equipment used for security operation by the agency or required by the clients and for the continuous deployment of PSPs in hazardous conditions. (Section 372, IRR RA11917)

C. TOTAL CONTRACT COST (A+B)	19,284.69	20,915.94	19,700.35	21,384.52
Sec 9, RA 11917	20%	20%	20%	20%
Minimum Agency Fee- 8 hrs (Admin Overhead & Margin)	3,856.94	4,183.19	3,940.07	4,276.90

3. In compliance to the new salary bracket coverage of SSS in accordance to Republic Act 11199 effective January 1, 2025. (SSS Circular No. 2024-006)
4. Effective January 1, 2024, Philhealth implemented the new premium schedule for all Direct Contributors as stipulated in Section 10 of the Republic Act No. 11223 or the Universal Health Care (UHC) Act of 2019.
5. Total 10% Night Differential Pay should be paid to night shift guards amounting to P 1,481.25 (Nov 2, 2025) & P 1,514.17 (Dec 15, 2025)
6. Uniform cost provision per PADPAO Board Resolution No. 001-2025 dated October 25, 2025

Certified True Copy
Issued by:
04-13-2026
COL MANUEL P ESPEJO PAF (RET)
PADPAO President

CERTIFIED TRUE PHOTOCOPY FROM THE ORIGINAL/FAX
8/9/26
PORT POLICE DEPARTMENT
PHIL PORTS AUTHORITY

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//JEC.R12.8HRS

PHILIPPINE ASSOCIATION OF DETECTIVE AND PROTECTIVE AGENCY OPERATORS (PADPAO) INC.
12-H, 18th Avenue, Brgy. San Roque, Murphy, Quezon City
Tel. Nos.: 02 8281-6057
E-mail Address: padpao_inc@yahoo.com.ph

REGION XI (Davao Region)
Wage Order No. RB XI- 24
8 Hours Work Per Day
COST DISTRIBUTION

Days worked per week No. of Days/year Effective Date	7 days 395.00 March 13, 2026 Day Shift	7 days 395.00 March 13, 2026 Night Shift	7 days 395.00 September 01, 2026 Day Shift	7 days 395.00 September 01, 2026 Night Shift
A. Amount to Guard				
New Daily Wage	P 525.00	P 525.00	P 540.00	P 540.00
Ave. Pay/Month (DW X No. of Days per yr/12)	P 17,281.25	P 17,281.25	P 17,775.00	P 17,775.00
Night Differential Pay (Ave. Pay/mo x 10%)	-	1,728.13	-	1,777.50
13th Month Pay (DW X 365 /12 /12)	1,330.73	1,330.73	1,368.75	1,368.75
5 Days Incentive Pay (DW x 5/12)	218.75	218.75	225.00	225.00
Uniform (Rule 43, Section 204 IRR of the R.A. 11917)	200.00	200.00	200.00	200.00
	19,030.73	20,758.86	19,568.75	21,346.25
B. Amount required by Gov't. in Favor of Guards				
Retirement Benefit (R.A. 7641) (DW x 22.5 /12)	P 984.38	P 984.38	P 1,012.50	P 1,012.50
SSS Premium (January 2025)	P 1,750.00	P 1,950.00	P 1,800.00	P 2,000.00
Philhealth Contribution (January 2024)	P 432.03	P 432.03	P 444.38	P 444.38
State Insurance Fund	30.00	30.00	30.00	30.00
Pag-ibig Fund Contribution	200.00	200.00	200.00	200.00
	3,396.41	3,596.41	3,486.88	3,686.88
C. TOTAL CONTRACT COST (A+B)	22,427.14	24,355.27	23,055.63	25,033.13
D. AGENCY FEE				
Administrative Overhead and Margin	5,382.51	5,845.26	5,533.35	6,007.95
E. VALUE ADDED TAX (Agency Fee x 12%VAT-RMC-39-2007)	645.90	701.43	664.00	720.95
F.CONTRACT RATE per Month	P 28,455.55	P 30,901.96	P 29,252.98	P 31,762.03

NOTE:
1. Reference: Worker's Statutory Monetary Benefits 2024 Handbook
2. Based on Law of R.A. 11917 and DOLE D.O. 150-16 / Advisory No. 15-19
   SECTION 9. *Administrative Fee of PSAs*. -The minimum administrative fee that may be charged by PSAs to its clients shall not be less than twenty percent (20%) of the total contract cost, subject to adjustment by the Department of Labor and Employment: Provided, That additional fees shall be charged for the acquisition and maintenance of extraneous tools and equipment used for security operation by the agency or required by the clients and for the continuous deployment of PSPs in hazardous conditions.
   (Section 32, IRR RA11917)

C. TOTAL CONTRACT COST (A+B)	22,427.14	24,355.27	23,055.63	25,033.13
Sec 9, RA 11917	20%	20%	20%	20%
Minimum Agency Fee- 8 hrs (Admin Overhead & Margin)	4,485.43	4,871.05	4,611.13	5,006.63

3. In compliance to the new salary bracket coverage of SSS in accordance to Republic Act 11199 effective January 1, 2025. (SSS Circular No. 2024-006)
4. Effective January 1, 2024, Philhealth implemented the new premium schedule for all Direct Contributors as stipulated in Section 10 of the Republic Act No. 11223 or the Universal Health Care (UHC) Act of 2019
5. Total 10% Night Differential Pay should be paid to night shift guards amounting to P 1,728.13 (March 2026) and P 1,777.50 (September 2026)
6. Uniform cost provision per PADPAO Board Resolution No. 001-2025 dated October 25, 2025

CERTIFIED TRUE/PHOTOCOPY FROM THE ORIGINAL/XEROX
PORT POLICE DEPARTMENT
PHIL PORTS AUTHORITY

Certified True Copy
Issued to:
04-13-2026
COL MANUEL P ESPEJO PAF (RET)
PADPAO President

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With PADPAO Dry Seal

/JGC.R11.8HRS

PHILIPPINE ASSOCIATION OF DETECTIVE AND PROTECTIVE AGENCY OPERATORS (PADPAO) INC.
12-H, 18th Avenue, Brgy. San Roque, Murphy, Quezon City
Tel. Nos.: 02 8281-6057
E-mail Address: padpao_inc@yahoo.com.ph

REGION XIII (CARAGA)
Wage Order No. RXIII-20
8 Hours Work Per Day
COST DISTRIBUTION

Days worked per week		7 days	7 days	7 days	7 days
No. of Days/year		365.00	365.00	365.00	365.00
	Effective Date	January 3, 2026 Day Shift	January 3, 2026 Night Shift	May 1, 2026 Day Shift	May 1, 2026 Night Shift
A. Amount to Guard					
New Daily Wage	P	455.00 P	455.00 P	475.00 P	475.00
Ave. Pay/Month (DW X No. of Days per yr/12)	P	14,977.08 P	14,977.08 P	15,635.42 P	15,635.42
Night Differential Pay (Ave. Pay/mo x 10%)		-	1,497.71	-	1,563.54
13th Month Pay (DW X 365 /12 /12)		1,153.30	1,153.30	1,203.99	1,203.99
5 Days Incentive Pay (DW x 5/12)		189.58	189.58	197.92	197.92
Uniform (Rule 43, Section 204 IRR of the R.A. 11917)		200.00	200.00	200.00	200.00
		16,519.96	18,017.67	17,237.33	18,800.87
B. Amount required by Gov't. in Favor of Guards					
Retirement Benefit (R.A. 7641) (DW x 22.5 /12)	P	853.13 P	853.13 P	890.63 P	890.63
SSS Premium (January 2025)	*	1,550.00 *	1,700.00 *	1,600.00 *	1,750.00
Philhealth Contribution (January 2024)	*	374.43 *	374.43 *	390.89 *	390.89
State Insurance Fund		30.00	30.00	30.00	30.00
Pag-ibig Fund Contribution		200.00	200.00	200.00	200.00
		3,007.55	3,157.56	3,111.52	3,261.52
C. TOTAL CONTRACT COST (A+B)		19,527.51	21,175.23	20,348.85	22,062.39
D. AGENCY FEE					
Administrative Overhead and Margin		4,686.60	5,082.06	4,883.72	5,294.97
E. VALUE ADDED TAX (Agency Fee x 12%VAT-RMC-39-2007)		562.39	609.85	586.05	635.40
F.CONTRACT RATE per Month	P	24,776.50 P	26,867.14 P	25,818.62 P	27,992.76

Covers the Cities of Bayugan, Bislig, Butuan, Cabadbaran, Surigao, Tandag and the Provinces Dinagat Island, Agusan del Norte, Agusan del Sur, Surigao del Norte, and Surigao del Sur.

01/08/2026

NOTE:

1. Reference: Worker's Statutory Monetary Benefits 2024 Handbook
2. Based on Law of R.A. 11917 and DOLE D.O. 150-16 / Advisory No. 15-19
   SECTION 9. *Administrative Fee of PSAs.* - The minimum administrative fee that may be charged by PSAs to its clients shall not be less than twenty percent (20%) of the total contract cost, subject to adjustment by the Department of Labor and Employment: Provided, That additional fees shall be charged for the acquisition and maintenance of extraneous tools and equipment used for security operation by the agency or required by the clients and for the continuous deployment of PSPs in hazardous conditions.
   (Section 372, IRR RA11917)

C. TOTAL CONTRACT COST (A+B)	19,527.51	21,175.23	20,348.85	22,062.39
Sec 9, RA 11917	20%	20%	20%	20%
Minimum Agency Fee- 8 hrs (Admin Overhead & Margin)	3,905.50	4,235.05	4,069.77	4,412.48

3. In compliance to the new salary bracket coverage of SSS in accordance to Republic Act 11199 effective January 1, 2025. (SSS Circular No. 2024-006)
4. Effective January 1, 2024, Philhealth implemented the new premium schedule for all Direct Contributors as stipulated in Section 10 of the Republic Act No. 11223 or the Universal Health Care (UHC) Act of 2019
5. Total 10% Night Differential Pay should be paid to night shift guards amounting to P 1,497.71 (Jan. 2026) and P 1,563.54 (May 2026)
6. Uniform cost provision per PADPAO Board Resolution No. 001-2025 dated October 25, 2025

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PADPAO President

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4/8/26
PORT POLICE DEPARTMENT
PHIL PORTS AUTHORITY

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With PADPAO Dry Seal

ANNEX "D"

FINANCIAL OFFER
REGION X (NORTHERN MINDANAO) WAGE ORDER NO. RX-24
PMO LANAO DEL NORTE/ ILIGAN, MISAMIS OCCIDENTAL/OZAMIZ
8 Hour work Per Day

Day work per week	**7 days**
No. of Days in a Year	395.00
Daily Wage	500.00
A). Amount due to BSSMO	
Average Pay Per Month	16,458.33
Night Shift Differntial Pay	548.61
13th Month Pay	1,267.36
5 Days Incentive leave	208.33
Uniform Allowance	200.00
Sub-Total	**18,682.63**
B). Amount to Gov't in Favor of BSSMO	
Retirement Benefit (R.A. 7641) (DW x 22.5/12)	937.50
SSS Premium (Jan 2025)	1,750.00
SSS-WISP(Workers' Invest Saving Prog)	
Philhealth Contribution *(Jan 2024)*	411.46
State Insurance Fund	30.00
Pag-ibig Contribution	200.00
Sub-Total	**3,328.96**
C). Total Amount to BSSMO & GOV'T (A+B)	**22,011.59**
D). AGENCY FEE @ 24%	5,282.78
E). VALUE ADDED TAX 12%	633.93
G). Approved Budget per BSSMO Minimun Contract Rate for 8 Hrs. (C+D+E)	**27,928.30**

Php. _____

TOTAL AMOUNT IN WORDS:

_____

Name of Agency:

_____

Signature:

Name of Authorized Representative Date: _____

ANNEX 'E'

SECURITY SERVICE PROVIDER
MONTHLY PERFORMANCE EVALUATION REPORT FOR
BAGGAGE SECURITY SCREENING MACHINE OPERATORS

AGENCY : _____

PMO/RC : _____ **Date Period:** _____

STANDARD REQUIREMENTS	RATING
SECURITY PERSONNEL	
1.) CONFORMITY OF TECHNICAL REQUIREMENT	
1.1 Post Manning & Attendance Compliance	
1.2 Training or Seminar	
SECURITY SUPPORT & EQUIPMENT	
2.) TIMELINESS IN THE DELIVERY OF SERVICES	
2.1 Committed number of uniforms, security gear, and equipment	
SECURITY OPERATION	
3.) COMPLIANCE WITH SET OFFICE POLICIES	
3.1 Adherence to Terms of Reference of the Contract	
3.2 Regulatory & Labor Compliance	
3.3 Billing Accuracy & Deliverables	
4.) BEHAVIOR OF THE PERSONNEL	
4.1 Professional Conduct & Customer Service	
5.) RESPONSE TO COMPLAINTS	
5.1 Response complaints or incident/action taken	
5.2 Quality of Reports	
OVERALL AVERAGE	
OVERALL ADJECTIVE	

Rating Scale - Equivalent percentage and Adjective Rating

(5) = Excellent "Performs at an exceptional level in quality, quantity, and timeliness result, etc."

(4) = Very Satisfactory "Operated above standard level"

(3) = Satisfactory "Consistently performs beyond prescribed benchmarks"

(2) = Needs Improvement "Failing short of requirement"

(1) = Poor "Considerably underperforming"

Inspected/Rated by:

Port Police Officer
Position / Designation

Reviewed by:

Station Commander
PMO _____

Discussed with:

Security Provider/Agency
Position/Designation

Noted by:

Port Manager
PMO _____

Annex "E"

I.) SECURITY PERSONNEL

1. CONFORMITY OF TECHNICAL REQUIREMENTS:

1.1 **Post Manning & Attendance Compliance (Maximum Score: 5)**

1.1.1 Monthly Attendance

Condition	Points
100 % attendance	5
90 – 99% attendance	4
80 – 89% attendance	3
75 – 79% attendance	2
Below 75 % attendance	1

Formula:

$$\text{Attendance \%} = \frac{\text{Total Days Attended}}{\text{Total Required Days}} \times 100$$

1.1.2 Attendance to scheduled inspection formation and/or briefing

Condition	Points
100 % of BSSMOs are present	5
90 – 99% present	4
80 – 89% present	3
75 – 79% present	2
Below 75 % present	1

Formula:

$$\text{Attendance \%} = \frac{\text{Present} - \text{Absences}}{\text{Total required Attendance}} \times 100$$

Sample: if 45 out of 50 require are present

$$\frac{50 - 5}{50} = \frac{45}{50} \times 100 = 90\% = 4 \text{ points}$$

1.2 **Training or Seminar = (Maximum Score: 5)**

Provision of training programs or virtual seminars to Baggage Security Screener Machine Operators (BSSMOs):

1.2.1 Conducted by any certified instruction or accredited private entity.
1.2.2 Focused on the basic operation of baggage screening machines, particularly for newly hired personnel

Scoring Method:

Rating: $\frac{\text{(Maximum Points x No. of BSSMOs Attended) – Total Demerits}}{\text{Total No. of BSSMOs in PMO/TMO}}$

Given:

Maximum Points	= 5 points
No. of BSSMOs attended	= 10
Total No. of BSSMOs in PMO/TMO	= 15
Total Demerits	= 5

Computation:

$$\text{Rating} = \frac{(5 \times 10)}{15} - 5 = \frac{45}{15} = 3 \text{ points}$$

II.) SECURITY SUPPORT AND EQUIPMENT

1. TIMELINESS IN THE DELIVERY OF SERVICES:

1.1 **Committed number of uniforms, security gear, and equipment = (5) max score**

Condition	Points
96 - 100 % compliance	5
90 – 95% compliance	4
85 – 89% compliance	3
80 – 84% compliance	2
Below 80 % compliance	1

Computation Procedure:

1.) Committed security gears and support equipment are classified into four (4) groups, each with an assigned percentage weight:

Group I	- Equipment	= 30%
Group II	- Communication	= 25%
Group III	- Uniforms	= 25%
Group IV	- Other committed support equipment.	= 20%

Formula:

$$\text{Score per Group} = \frac{\text{Delivered}}{\text{Committed}} \text{ X Weight \%}$$

Note: The percentage score for each group shall not exceed its assigned maximum
weight

GROUP	DELIVERED	COMMITTED	% WEIGHT	SCORE
EQUIPMENT	11	10	30%	30.00
COMMUNICATION	10	10	25%	25.00
UNIFORM	60	74	25%	20.27
Other security gear and equipment	30	37	20%	16.21
TOTAL				91.47%

Result: 91.47% compliance = 4 Points

III.) SECURITY OPERATIONS

1. COMPLIANCE WITH SET OFFICE POLICIES:

1.1 Adherence to the Terms of Reference of the Contract (Maximum Score: 5)

1.1.1 Knowledge and Operational supervision over posted security screeners operator (___)

Condition	Points
100-95% of BSSMOs perform effectively without close supervision; inherent duties and functions are properly implemented	5
94-90% of BSSMOS perform effectively without close supervision; inherent duties and functions are properly implemented	4
89-85% of BSSMOs perform effectively without close supervision; inherent duties and functions are properly implemented	3
84-80% of BSSMOS perform effectively without close supervision; inherent duties and functions are properly implemented	2
79-75% of BSSMOs perform effectively without close supervision; inherent duties and functions are properly implemented	1

1.1.2 Security Screener PNP-SOSIA License (___)

Condition	Points
100% Total Committed BSSMOs have valid licenses	5
99 to 90% Total Committed BSSMOs have invalid licenses	4
89 to 85% Total Committed BSSMOs have invalid licenses	3
84 to 76% Total Committed BSSMOs have invalid licenses	2
75% and below total Committed BSSMOs have invalid licenses	1

Formula for Percentage:

$$\text{Percentage: } = \frac{\text{Committed} - \text{Lacking}}{\text{Total Committed}} \times 100$$

Example: Committed = 50
Lacking = 5

$$\frac{50-5}{50} = \frac{45}{50} \times 100 = 90\% \text{ 4 points}$$

1.1.3 Agency/Provider PNP-SOSIA License (___)

a) Valid - 5 Points
b) Invalid / Expired - 0

1.2 Regulatory & Labor Compliance = (Maximum Score 5)

1.2.1 Updated payment of government-mandated statutory benefits wages increases in accordance with law. (e.g. SSS, Pag-ibig, PhilHealth) (__)

Condition	Points
Payments always remitted on time	5
Payments delayed by one (1) week	4
Payments delayed by two (2) weeks	3
Payments delayed by three (3) weeks	2
Payment delayed by four (4) weeks or more	1

1.2.2 Other benefit/assistance extended to BSSMOs (Insurance, Uniform allowance, 13th Month and Night Differential). (____)

Condition	Points
All benefits implemented and posted on time	5
Some of the benefits delayed by one (1) week	4
Some of the benefits delayed two (2) weeks	3
Some of the benefits delayed three (3) weeks	2
Some of the benefits delayed four (4) weeks	1

1.3 Billing Accuracy & Deliverables (Maximum Score: 5)

1.3.1 Promptness in payment of salaries of individual BSSMOs. (____)

Condition	Points
Salaries are always released on time	5
Salaries delayed by one (1) week	4
Salaries delayed by two (2) weeks	3
Salaries delayed by three (3) weeks	2
Salaries delayed by four (4) weeks or more	1

2. BEHAVIOR OF THE PERSONNEL:

2.1 Professional Conduct & Customer Service = (Maximum Score: 5)

2.1.1 Proper wearing of prescribed uniform and Identification Card (___)

Each BSSMO shall report for duty in complete, clean, and properly ironed prescribed uniform, consisting of:

2.1.1.1 Upper polo, nameplate, sosia logo
2.1.1.2 White undershirt
2.1.1.3 Belt with buckle
2.1.1.4 Black slack/pants,
2.1.1.5 Black socks
2.1.1.6 Leather shoes

2.1.2 Additionally, personnel must maintain proper physical appearance:

2.1.2.1 Male: neat haircut, clean-shave (no beard or mustache)
2.1.2.2 Female: hair neatly tied in a ponytail.

2.1.3 Note : One (1) point demerit shall be made for any of the following violations on wearing of uniform:

2.1.3.1 Faded and dirty uniform (shirt or pants)
2.1.3.2 Unshined shoes;
2.1.3.3 Unauthorized shoes, socks, belts, etc.
2.1.3.4 Sporting long hair/proper haircut
2.1.3.5 Sporting moustache and/or beard (Male)
2.1.3.6 No nameplate and Sosia logo, etc.)
2.1.3.7 Company Identification card

Sample computation:

Given:

- Maximum Points = 5 points
- No. of BSSMOs Conducted = 12
- Total No. of BSSMOs in PMO/TMO = 20
- Total Demerits = -8

Solution:

$$\text{Rating} = \frac{(5 \times 12) - 8}{20} = \frac{52}{20} = 2.6$$

2.2 Punctuality (____)

Daily compliance with the individual BSSMOs' time-in and time-out records
shall be measured against the prescribed duty schedule. All personnel are expected to report ahead of their assigned duty time to ensure operational readiness and continuity of service.

Condition	Points
100% of BSSMOs are punctual	5
90 to 99% of BSSMOs are punctual	4
85 to 89% of BSSMOs are punctual	3
80 to 84% of BSSMOs are punctual	2
79% and below are punctual	1

3. RESPONSE TO COMPLAINTS:

3.1 Timeliness of Response Complaints or Incident/Action Taken (___)

Condition	Points
With/without complaints/incident reported or submitted within 24 hours	5
Complaints/incident reported or submitted within 25-48 hours	4
Complaints/incident reported or submitted within 49-72 hours	3
Complaints/incident reported or submitted within 73-84 hours	2
Complaints/incident reported or submitted within 85 hours and above	1

3.2 Quality of reports - Response to Operational Encounter (___)
(e.g., intercepted of prohibited items)

Condition	Points
With/without encounter intercepted, reports submitted and signed by the area coordinator 5 to 6 days. Area Coordinator reports were submitted and signed with Accuracy, Consistency, Actionability and Completeness.	5
Area Coordinator were submitted initial reports only with signed	4
Area Coordinator were submitted initial reports with signed and some errors.	3
Area Coordinator reports were submitted and signed contains errors, incorrect data, or unsupported conclusions.	2
Area Coordinator reports were submitted without signed and missing supporting records or documentation.	1

GRAND TOTAL **FINAL Rating** _____
ADJECTIVE _____

Use the scale: Rating Equivalent percentage and adjective

(5) = **Excellent** "Performs at an exceptional level in quality, quantity, and timeliness result, etc."
(4) = **Very Satisfactory** "Operated above standard level"
(3) = **Satisfactory** "Consistently performs beyond prescribed benchmarks"
(2) = **Needs Improvement** "Failing short of requirement"
(1) = **Poor** "Considerably underperforming"

Inspected/Rated by:

_____

Port Police Officer
Position/Designation

Confirmed by:

_____

Station Commander
PMO _____

Discussed by:

_____
Security Provider / Agency

_____

Noted by:
Port Manager
PMO

ANNEX "F"

MINIMUM COMMITMENT EQUIPMENT REQUIREMENTS

The Winning Bidder shall, at no additional cost to the Philippine Ports Authority (PPA), deliver to the various offices within the PPA-Wide Port Security Clusters in Luzon, Visayas, and Mindanao all required equipment committed in its bid:

a.) Commitment Equipment's, OSL Badge Dosimeter, Upper Uniform, and Paraphernalia's

Port Security Cluster Luzon

PMOs/RC	No. of OSL Badge Dosimeter	Polo Upper Garment	Name Plate	SOSIA Logo	Computer Set or Laptop	Printer	Metal Detector	Cellphone with (P600 load per Month)
PPA Head Office	2	4	2	4	1	1	1	1
PMO NCR - South	11	22	11	22	1	-	3	1
PMO NCR - North	2	4	2	4	-	-	1	-
PMO Batangas	12	24	12	24	1	1	3	1
PMO Marinduque/Quezon	19	38	19	38	1	1	4	1
PMO Mindoro	37	74	37	74	1	1	7	1
PMO Bicol	50	100	50	100	1	1	8	1
PMO Masbate	9	18	9	18	1	1	3	1
PMO Palawan	26	52	26	52	1	1	5	1
Sub-Total	**168**	**336**	**168**	**336**	**8**	**7**	**35**	**8**

Port Security Cluster Visayas

PMOs/RC	No. of OSL Badge Dosimeter	Polo Upper Garment	Name Plate	SOSIA Logo	Computer or Laptop	Printer	Metal Detector	Cellphone w (P600 load per Month)
PMO Panay/Guimaras	33	66	33	66	1	1	7	1
PMO Negros Oriental/Siquijor	35	70	35	70	2	1	5	1
PMO Bohol	25	50	25	50	1	1	5	1
PMO Negros Occ./BBB	16	32	16	32	1	1	3	1
PMO Western Leyte/Biliran	32	64	32	64	1	1	6	1
PMO Eastern Leyte/Samar	28	56	28	56	1	1	6	1
Sub-Total	**169**	**338**	**169**	**338**	**7**	**6**	**32**	**7**

Port Security Cluster Mindanao

PMOs/RC	No. of OSL Badge Dosimeter	Polo Upper Garment	Name Plate	SOSIA Logo	Computer or Laptop	Printer	Metal Detector	Cellphone w (P500 load per Month)
PMO Davao	18	36	18	36	1	1	2	1
PMO Socsargen	6	12	6	12	1	1	1	1
PMO Zamboanga	27	54	27	54	1	1	4	1
PMO Zamboanga del Norte	12	24	12	24	1	1	3	1
PMO Misamis Oriental/CDO	59	118	59	118	2	1	7	1
PMO Lanao del Norte/Iligan	9	18	9	18	1	1	2	1
PMO Misamis Occ./Ozamiz	14	24	14	24	1	1	3	1
PMO Agusan	16	32	16	32	1	1	3	1
PMO Surigao	39	79	39	79	2	1	7	1
Sub-Total	**200**	**397**	**200**	**397**	**11**	**9**	**32**	**9**

_____
Signature

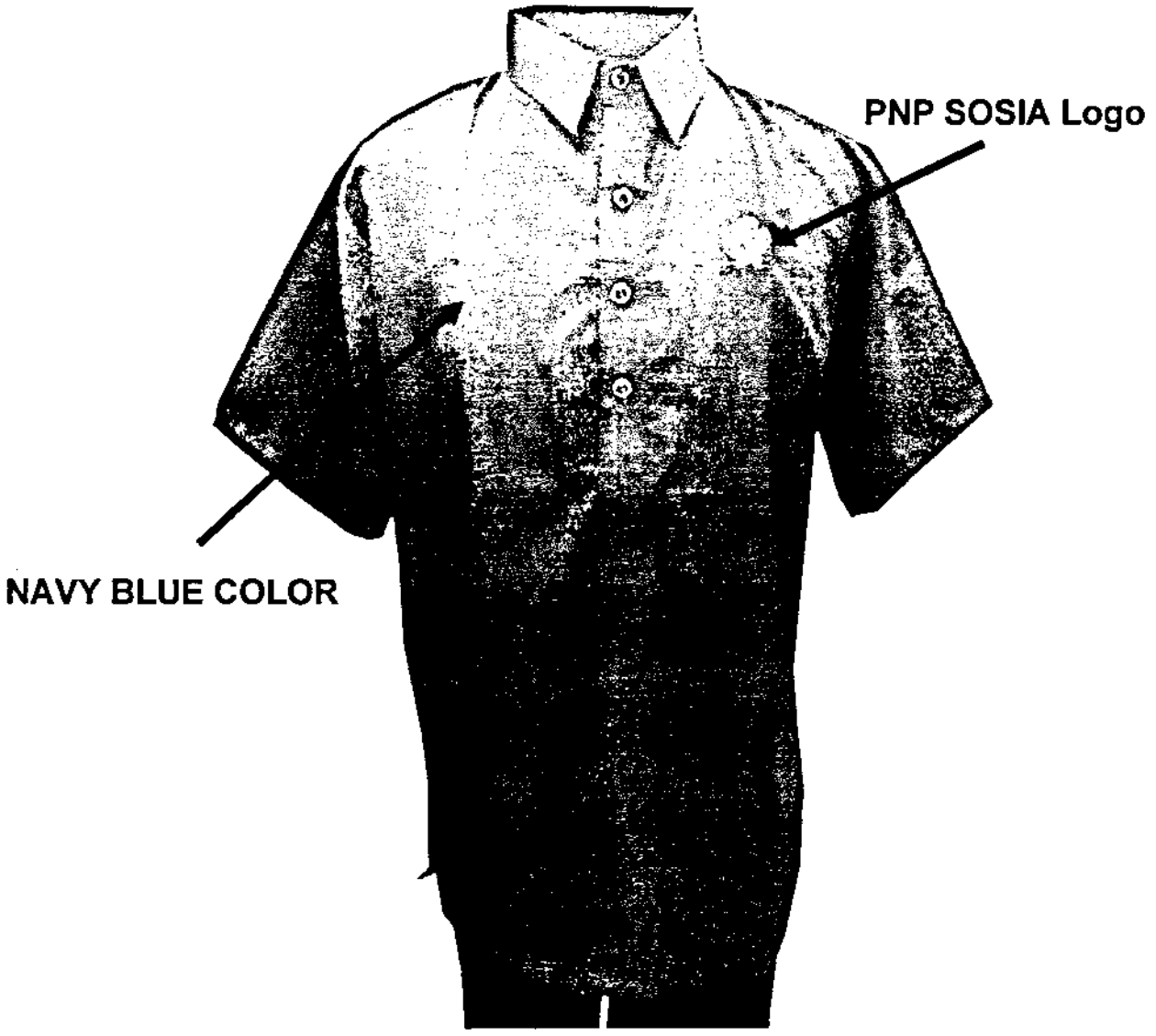
_____
Name of Authorized Representative

Date: _____

ANNEX "G"

PROPOSED UNIFORM BAGGAGE SECURITY SCREENING MACHINE OPERATOR (BSSMO)

UPPER POLO BARONG



Note* Only upper uniform must be provided by the Service Provider

T E R M S O F R E F E R E N C E

PROVISION OF BAGGAGE SECURITY SCREENING MACHINE OPERATORS FOR THE PHILIPPINE PORTS AUTHORITY HEAD OFFICE, PORT MANAGEMENT OFFICES, AND TERMINAL MANAGEMENT OFFICES/PORTS (Multi-year contract)

1. RATIONALE

1.1 This Terms of Reference (TOR) is issued in accordance with Republic Act No. 12009 and its Revised Implementing Rules and Regulations (IRR). It upholds the principles of transparency, competitiveness, streamlined procurement processes, the use of technology, accountability, and public monitoring. The TOR serves as a guide for prospective bidders participating in the public and competitive bidding for the procurement of security services for the Philippine Ports Authority (PPA) Head Office, Port Management Offices (PMOs), and Terminal Management Offices (TMOs)/Ports.

2. OBJECTIVE

2.1 Ensure the safety of passengers, employees, and visitors entering port facilities, the strategy focuses on acquiring and operating advanced screening systems capable of detecting weapons, explosives, narcotics, and contraband, while maintaining operational efficiency by balancing thorough security checks with minimal delays in passenger and cargo movement; at the same time, all measures are aligned with international standards, specifically the IMO and ISPS Code, to uphold global maritime security requirements and guarantee compliance, credibility, and smooth operations.

3. SCOPE OF WORK

3.1. Baggage Security Screening Machine Operators (BSSMOs), provided by the Security Provider/Contractor, are responsible for safeguarding port operations by operating screening equipment, inspecting passenger and employee baggage, and enforcing established security protocols; they ensure smooth flow through checkpoints by coordinating with port staff, respond promptly to threats or emergencies, assist passengers during the screening process, document all activities for accountability, and engage in continuous training to remain compliant with evolving technologies and security standards.

3.2. Deploy **Five Hundred Thirty-seven (537)** qualified security personnel identified in the approved deployment distribution, as indicated in Annex "A".

In line with the approved deployment distribution and Annex "A," the qualified personnel assigned to the Passenger Terminal Building (PTB) and Port Operation Building (POB) are directed to provide uninterrupted security services for a minimum of six (6) consecutive days. This period may be extended as required by port operations to ensure continuous safety and operational integrity.

3.3. Work Schedule:

3.3.1. Shift Structure: Security personnel shall be deployed across three (3) designated shifts per day, with each shift consisting of eight (8) consecutive hours of duty, thereby maintaining uninterrupted, twenty-four (24) hour daily security coverage.

3.3.2. Operations and coverage shall strictly apply seven (7) days a week, including Saturdays, Sundays, and all legal, special, and declared public holidays, without exception.

3.4. Deployment of security personnel shall remain flexible and responsive, adjusting as necessary to the operational tempo and administrative requirements of the designated Ports.

3.5. The Security Provider shall ensure the immediate provision and stationing of qualified relievers prior to the commencement of any scheduled leave of absence by assigned security personnel, as well as in all instances of emergency or unscheduled leaves.

3.6. Should operational necessity dictate, BSSMOs may be required to render extended service beyond the regular eight-hour (8-hour) shift, provided that such overtime shall be for a minimum of two (2) hours but not exceeding four (4) hours on weekdays, and up to a maximum of eight (8) hours on holidays and rest days.

4. APPROVED BUDGET FOR THE CONTRACT

4.1. The **Approved Budget for the Contract (ABC)** for the first year is **One Hundred Seventy-Nine Million Eight Hundred Eighty-one Thousand One Hundred Fifty-eight Pesos and 12/100 (Php179,881,158.12)**.

4.2. The total ABC for the full two-year (2-year) contract duration is **Three Hundred Fifty-nine Million Seven Hundred Sixty-two Thousand Three Hundred Sixteen Pesos and 24/100 (₱359,762,316.24)**, covering the deployment of five hundred thirty-seven (537) BSSMOs.

5. MINIMUM QUALIFICATIONS

5.1. Any prospective bidder must have successfully completed, or currently be implementing, security service contracts involving passenger and cargo terminal operations, security screening activities, and baggage X-ray screening operations in ports, transportation terminals, or other similar

high-security facilities. The bidder must demonstrate experience in an operational environment, nature, and complexity comparable to the project being procured, immediately preceding the deadline for the submission and receipt of bids.

5.1.1. For purposes of this requirement, a "similar contract" shall refer to a security services contract involving security operations in passenger and cargo terminal facilities within ports, which includes, but is not limited to, the following services:

5.1.1.2 Security screening of passengers, baggage, cargoes, parcels, and other items entering or departing port facilities; and

5.1.1.3 Operation of baggage X-ray screening machines and other related security screening equipment for the detection and prevention of prohibited, dangerous, unauthorized, or suspicious items.

5.1.2 The value of the completed similar contract shall be at least fifty percent (50%) of the ABC to be bid.

5.2 The bidder shall submit the following documents during the opening of bids for evaluation and verification:

5.2.1 A valid **ISO 9001:2015** Quality Management System Certification issued by an accredited certification body.

5.2.2 A valid **License to Operate** issued by the Philippine National Police – Civil Security Group – Supervisory Office for Security and Investigation Agencies **(PNP-CSG-SOSIA)**, evidencing that the bidder is duly licensed and registered Private Security Agency.

5.2.3 A valid **Certificate of Registration** issued by the Department of Labor and Employment **(DOLE)**, evidencing that the bidder is a duly licensed and registered.

5.2.4 A valid **DOLE Certification**, certifying that the bidder has no pending cases and no derogatory record as of the date of issuance.

5.2.5 **Certificates of Registration** issued by the Social Security System, **(SSS)**, Home Development Mutual Fund **(Pag-IBIG Fund)**, and Philippine Health Insurance Corporation **(PHILHEALTH)**, evidencing the bidder's compliance with statutory registration requirements.

5.2.6 A valid **Certificate of Membership** issued by the **Philippine Association of Detective and Protective Agency Operators (PADPAO)**, evidencing that the bidder has maintained membership

in good and active standing for at least ten (10) consecutive years immediately preceding the submission of bids.

5.2.7 **Organizational Structure** of the security agency, including the names, contact details, and office location/address/es of the Key Officers.

5.2.8 The bidder must submit at least two (2) duly accomplished **Client Feedback Forms,** each reflecting a rating of at least "Satisfactory" in all evaluation criteria, together with the corresponding **Certificate of Satisfactory Performance** and/or **Certificate of Ongoing Contract** issued by the client. The prescribed Client Feedback Form (Annex "B") shall be used exclusively for this purpose.

5.2.9 **Certificate(s) of Site Inspection** covering all PMOs and TMOs included in this Project, duly signed by the respective Port Manager, Terminal Manager, Station Commander, or their duly authorized representative. The prescribed Certificate of Site Inspection (Annex "C") shall be submitted during the opening and preliminary examination of bids as part of the Technical Proposal.

5.2.10 Shall submit the **Biodata or Curriculum Vitae** of the five (5) proposed Area Coordinators, clearly demonstrating their qualifications and compliance with the requirements of the project.

The proposed Area Coordinators shall possess the following minimum qualifications:

1. Must be a Filipino citizen and of legal age.
2. Must be a graduate of a four-year bachelor's degree from a duly recognized educational institution.
3. Must have at least one (1) year of relevant experience in a supervisory or managerial position involving security services, aviation security, port security, baggage security screening, or related security operations.
4. Must have successfully completed security management, supervisory, or leadership training programs recognized by the Philippine National Police Supervisory Office for Security and Investigation Agencies (PNP-SOSIA) or other government-recognized training institutions.
5. Must possess a valid and current Security Officer License (SOL) issued by the PNP-SOSIA.
6. Must possess effective oral and written communication skills in both English and Filipino and be capable of communicating

in the predominant local dialect within the assigned area of responsibility.

7. Must be physically and mentally fit to effectively perform supervisory, monitoring, coordination, administrative, and reportorial functions.
8. Must have no pending administrative, civil, or criminal case involving moral turpitude and must have a record of good moral character and professional integrity.
9. Must be knowledgeable in the preparation of operational reports, personnel deployment schedules, incident documentation, and coordination procedures relevant to security operations and baggage screening services.

6. OBLIGATION AND RESPONSIBILITIES OF THE PARTIES

6.1 *The Philippine Ports Authority shall:*

6.1.1 Pay the Service Provider on the monthly basis, subject to existing government auditing and accounting rules and regulations, provided that it shall not exceed the bid amount detailed in Annex "D" (Financial Offer).

6.1.2 Reserve the right to reject any BSSMOs found unqualified or unfit based on the prescribed qualification standards.

6.1.3 Exercise operational and administrative supervision over deployed BSSMOs to ensure effectiveness and efficiency;

6.1.4 Exercise supervisory authority and conduct inspections and audits to ensure the Service Provider's compliance with applicable labor laws, social legislation, and contractual provisions relating to the welfare of security personnel deployed under the Contract. The Procuring Entity shall likewise conduct a periodic performance evaluation of the Service Provider/Contractor based on the approved performance criteria at least once every contract year, which shall serve as the basis for determining compliance with contractual obligations, service standards, and overall performance requirements.

6.1.5 Ensure that the Service Provider consistently maintains a satisfactory level of performance throughout the duration of the contract, in strict accordance with the performance criteria set forth in Annex "E" (Criteria for Performance Evaluation).

6.1.6 Assist the service provider with the seminars, training, and/or briefings specified in item **6.2.2** of this TOR.

6.1.7 Retain the right to increase or decrease the number of security personnel to be deployed under the Contract, subject to the actual manpower support requirements of the PPA during the effectivity of the Contract. Such adjustments shall be compensable in accordance with all labor laws, provided that the ABC for the relevant year is not exceeded.

6.2 ***The Service Provider shall:***

6.2.1 Conduct one (1) day orientation briefing for newly deployed BSSMOs covering restricted/prohibited item screening and Baggage X-ray Machine Operation.

6.2.2 Deploy BSSMOs to the sites listed in Annex "A" and require all newly hired BSSMOs to complete the following training/seminar programs:

6.2.2.1 Basic Baggage Screening/X-Ray Operation Course, including the Identification of Dangerous Goods, Dangerous Weapons, Prohibited Items, and other related security seminars, to be conducted by an instructor accredited by the Office for Transportation Security (OTS) within three (3) months from deployment.

6.2.2.2 Maritime Security Awareness Training Seminar (MSAT), to be conducted by a Certified Port Facility Security Officer (PFSO) or the concerned Port Authority.

6.2.3 Submit, through the Port Police Division, a complete set of individual personnel records (201 Files) for all BSSMOs assigned to the respective PMO. The submission must be certified or attested as true and correct by the Service Provider authorized signatory.

6.2.4 Comply with the provisions of DOLE Department Order No. 174, Series of 2017, and all other applicable labor laws, rules, and regulations.

6.2.5 Solely responsible for the payment of the wages, salaries, overtime pay, benefits, contributions, and all other statutory obligations due to its personnel assigned under this Contract.

6.2.6 Pay all applicable taxes, duties, and fees in full and strictly on time. Non-compliance with this tax obligation shall entitle the PPA to withhold payments for any services rendered until such liabilities are fully settled and cleared with the proper tax authorities.

6.2.7 Collect fees for services rendered that have been duly verified, validated, and approved by the PPA. All billings shall be supported by Official Receipts issued by the Service Provider or Contractor and shall be payable on the fifteenth (15th) day and on the last working day of the month following the Service Provider submission of the complete Statement of Account together with all required supporting documents.

6.2.8 Deploy and continuously maintain duly licensed and PNP-SOSIA-accredited security personnel and security officers in the required headcount and possessing the prescribed qualifications throughout the duration of the Contract.

6.2.9 Provide and maintain valid and operational readiness of all equipment strictly in compliance with the Minimum Equipment Requirements specified in Annex "F" hereof.

6.2.10 The Service Provider shall designate and assign an Area Coordinator in each of the following **Port Security Clusters: National Capital Region (NCR) Manila, Southern Luzon, Visayas, Northern Mindanao, and Southern Mindanao**. The Area Coordinator shall be responsible for the overall supervision, monitoring, coordination, and performance management of all Baggage Security Screening Machine Operators (BSSMOs) within the assigned area of responsibility. The Area Coordinator shall ensure compliance with operational procedures, deployment schedules, reporting requirements, and other directives issued by the Port Management Office (PMO) and the Philippine Ports Authority (PPA) in relation to baggage security screening operations.

The Area Coordinator shall have the following duties and responsibilities:

6.2.10.1 Ensure that all baggage security screening operations are conducted in strict compliance with applicable maritime security laws and regulations, approved standard operating procedures (SOPs), Philippine Ports Authority (PPA) policies, and other relevant government issuances.

6.2.10.2 Monitor and supervise the deployment, attendance, performance, conduct, discipline, and operational readiness of all assigned BSSMOs.

6.2.10.3 Conduct regular operational inspections, security audits, performance assessments, and unannounced spot

checks of screening personnel, facilities, systems, and equipment to verify operational effectiveness and regulatory compliance.

6.2.10.4 Verify and ensure that all BSSMOs maintain valid and current security clearances, certifications, professional licenses, permits, and mandatory training qualifications required for the performance of their duties.

6.2.10.5 Maintain effective coordination and communication with the PPA, regulatory agencies, law enforcement authorities, security stakeholders, and other concerned entities on operational, safety, and security-related matters.

6.2.10.6 Immediately respond to, manage, document, and report all **security incidents**, operational disruptions, personnel violations, equipment deficiencies, and other significant concerns, including the corresponding **actions taken** and recommendations for resolution.

6.2.10.7 Prepare, maintain, and submit all required operational, administrative, compliance, and incident reports within prescribed **timelines** and in accordance with PPA requirements.

6.2.10.8 Identify operational gaps, risks, and deficiencies, and formulate, recommend, and implement appropriate corrective and preventive measures to ensure continuous compliance, operational efficiency, service reliability, and effective security screening operations.

6.2.10.9 Perform such other functions and responsibilities as may be necessary to ensure the uninterrupted, efficient, effective, and seamless delivery of baggage security screening services within the assigned area of responsibility.

6.2.11 Submit to PPA detailed monthly reports of the undertaking and unusual incidents and such other reports in accordance with the form and frequency prescribed by PPA;

6.2.12 Assume full liability for any loss or damages to property, including the baggage security screening machines and other equipment's of the PPA, as well as any injury or death sustained by PPA personnel, port users, guests, or passengers, where such loss, damage, injury, or death is directly or indirectly attributable to the fault, negligence, willful misconduct, or

unlawful acts of the Service Provider, its officers, BSSMOs, or deployed personnel.

6.2.13 Ensure that all deployed BSSMOs are physically, mentally, and psychologically fit for duty by subjecting said personnel to medical, and psychological examinations by an accredited health institution, and promptly submitting certified copies of the medical results and clearances to the PPA prior to deployment and renewal

6.2.14 Confer or meet with the authorized representatives of PPA on issues and concerns on the proper implementation of the Contract;

6.2.15 Make available at any reasonable time all relevant documents for inspection, examination, and audit by the PPA;

6.2.16 Provide a Bundy clock or logbook for every port or terminal as a basis for the payment by the PPA of actual services rendered by the security guards.

6.2.17 Provide each BSSMOs with two (2) sets of the prescribed uniform, including upper garments and other required paraphernalia, in accordance with the specifications set forth in Annex "G". The Service Provider shall ensure that all deployed BSSMOs are properly attired and equipped at all times while performing their duties under the Contract;

6.2.18 Recognize PPA's exercise of visitorial power or conduct of inspection or audit of the Service Provider's compliance to the provisions of the Contract or with the existing social legislation relating to the welfare of BSSMOs deployed under the Contract;

6.2.19 Undergo monthly performance evaluation as determined/assessed by the Port Police Division of the PMOs concerned;

6.2.20 Provide satellite offices for every Port Security Cluster (Luzon, Visayas, and Mindanao), who shall oversee security operations/concerns of posted BSSMOs at the expense of the security service provider. The satellite office/address shall be provided to the Port Police Department and be updated from time to time. In addition, assign one (1) of the BSSMOs as a team leader, provided with allowable allowances who shall assist the agency coordinator, especially in the preparation of monthly duty detail, submission of DTR, consolidation of reports intercepted prohibited items, and performing other duties directed by the PPA and Port Police Officer.

7. QUALIFICATIONS OF BAGGAGE SECURITY SCREENING MACHINE OPERATORS (BSSMOs):

7.1 All BSSMOs deployed by the Service Provider must possess the following qualifications:

a.) Must be a Filipino citizen and of legal age;

b.) Must have completed at least High School education, under either the legacy curriculum or the K-to-12 Senior High School program;

c.) Must have a minimum of one (1) year of relevant experience in security guard services and/or baggage security screening operations.;

d.) Must be a holder of a valid Security Guard/Security Officer License issued by the Philippine National Police – Supervisory Office on Security and Investigation Agencies (PNP – SOSIA);

e.) Must be computer literate, and trained in operating baggage security screening machines;

f.) Must demonstrate effective oral and written communication skills in both English and Filipino and be proficient in the predominant local dialect spoken within the designated area of responsibility.

g.) Must be physically, mentally, and psychologically fit for duty, with normal color vision (not color blind), as certified by a DOH-accredited medical center or government health institution.

8. DUTIES AND RESPONSIBILITIES OF BAGGAGE SECURITY SCREENING MACHINE OPERATORS

8.1 Exercise utmost care, diligence, and proper handling of all passenger baggage, personal belongings, and cargo during the screening, movement, and inspection process to prevent damage, loss, or mishandling.

8.2 Perform prescribed start-up test procedures for the baggage security screening machines prior to the commencement of daily terminal operations and at every shift start-up time.

8.3 Maintain high operational standards and quality control in baggage screening operations in full compliance with applicable maritime security regulations and PPA security policies

8.4 Strictly observe and comply with prescribed time limits and performance benchmarks governing image-on-screen examination, task execution duration, and threat assessment decision-making times during active screening operations.

8.5 Analyze and Interpret the X-ray images generated by baggage security screening machines to identify prohibited, dangerous, or restricted items.

8.6 Use all main image evaluation functions of the baggage security screening machine, including brightness & contrast, inverse image displays, organic stripping, inorganic stripping, and zoom functions, *etc.* to interpret the images accurately. (These image manipulations can be useful for identifying subtle differences in density or composition to detect threats embedded within visually cluttered images)

8.7 Visually scan objects as efficiently as possible to prevent unreasonable delays or congestion in passenger terminal operations.

8.8 Identify and isolate baggage suspected of containing prohibited or restricted articles; precisely analyze the shape, size, density, and location of potential concealed threats; and explicitly point out suspicious items on the screening monitor to guide the physical searcher in conducting a targeted secondary inspection.

8.9 Conduct physical or manual examinations of baggage requiring secondary processing, or execute necessary intervention protocols, in strict accordance with PPA Memorandum Circular No. 05-2021, applicable port security directives, or lawful orders issued by the Port Police Station Commander;

8.10 Perform other related tasks to support overall access control and security screening protocols.

8.10.1 *Manual Baggage Inspection Procedure*

In the event that the Baggage X Ray Machine (BXM) is non-operational or unserviceable, or when required due to the detection of suspicious items, the BSSMOs or Assistant/Feeder shall conduct manual inspection of baggage in accordance with the following procedures:

a. Manual inspection shall serve as an alternative security screening measure to ensure continuous and effective baggage screening operations.

b. All inspections shall be carried out in a professional, courteous, and non-intrusive manner, with due respect to passengers' rights and privacy.

c. The inspection area shall be properly designated, well lit, and, whenever practicable, covered by CCTV for transparency and accountability.

8.10.2 The *Frisker* is primarily responsible for enhancing security and safety by screening individuals and preventing prohibited, dangerous, or unauthorized items from entering restricted or protected areas.

Duties and Responsibilities

a. Perform frisking or pat-down searches of persons entering secured areas.

b. Check for prohibited, dangerous, or concealed items that may pose a security threat.

c. Use handheld metal detectors and assist in the operation of walk-through metal detectors during screening procedures.

d. Assist in baggage and parcel screening when required, in accordance with established security protocols.

e. Maintain professionalism, courtesy, and respect while conducting screening procedures to ensure the dignity and rights of all individuals are upheld.

f. Report suspicious activities, prohibited items, and security incidents to the appropriate security personnel or supervisor.

g. Comply with all security policies, procedures, and applicable regulations governing access control and screening operations.

9 RADIATION PROTECTION AND SAFETY STANDARDS

9.1 In coordination with the Department of Health (DOH), Department of Science and Technology – Philippine Nuclear Research Institute (DOST-PNRI), Food and Drug Administration (FDA), and other concerned government agencies, the Service Provider shall:

9.1.1 **Comply with all existing government regulations.** The Service Provider shall comply with all the regulations of DOH, DOST-PNRI, FDA, and other government agencies concerned according to Radiation Protection and Safety Standards.

9.1.2 **Issuance of Optically Stimulated Luminescence (OSL) Dosimetry**. The Service Provider shall issue one (1) OSL dosimeter

badge to each BSSMOs, based on the contracted number of personnel, and shall ensure the calibration of the same during the course of operations to monitor cumulative exposure to ionizing radiation. All costs associated with the issuance, calibration, monitoring, replacement, and maintenance of the OSL dosimeters shall be borne solely by the Service Provider/Contractor at its own expense.

9.1.3 **Use of PPA-owned Radiation Survey Meters**. maintained in operational condition, positioned at designated baggage X-ray screening stations, and subjected to periodic calibration and maintenance in accordance with the applicable regulations, standards, and requirements of the Philippine Nuclear Research Institute (PNRI).

9.1.4 **Certified Radiation Protection/Safety Officers (RPOs/RSOs)**. The service provider shall maintain the services of an on-call Radiation Safety Officer (RSO) who can be mobilized as required, Certified Radiation Protection/Safety Officers who are technically competent in radiation protection and safety matters on the use of *Security Baggage Inspection Systems*, who shall not be part of the deployment and at the expense of the Service Provider.

In coordination with the Port Police Department for the Head Office and the Port Police Divisions for the Port Management Offices, the Service Provider, through its designated Area Coordinator and under the supervision of the RSO, shall:

9.1.4.1 In charge of the delivery, issuance, and correct usage of OSL badge dosimeters to their operators and calibration of the same pursuant to existing PNRI regulations. *(Annex F – Minimum Commitment Equipment Requirements)*

9.1.4.2 Monitor radiation levels of the baggage security screening machines using PPA-owned survey meters and calibration and maintenance of the same pursuant to existing PNRI regulations.

10. OTHER CONDITIONS OF THE CONTRACT

10.1 **Identification.** Each personnel shall bear an identification card (ID) in the design agreed upon by the parties. The deployed BSSMOs shall wear the prescribed uniform as agreed upon by the parties. All costs associated with the provision of identification cards, uniforms, and related accessories shall be borne solely and exclusively by the Service Provider at no additional cost to the PPA.

10.2 **Service Complaints.** Upon loss of trust and confidence and without liability, PPA shall have the right to request to change or replace the BSSMOs concerned within twenty – four (24) hours from receipt of the corresponding written notice. Further, in no case shall the Baggage

Security Screening Machine Operators be replaced or relieved without prior written notice to and written concurrence from PPA.

10.3 **No Employer-Employee Relationship.** Nothing herein shall be construed to create an employer-employee relationship between the parties. The Service Provider is an independent Service Provider; thus, all human resource concerns of the deployed Baggage Security Screening Machine Operators should be addressed to it.

10.4 **Accident/Death/Injury.** The PPA shall not be responsible for liabilities arising out of any accident, death, or injury to the deployed Baggage Security Screening Machine Operators. The Service Provider shall assume all liabilities in connection with the performance of the services under the contract.

11. PENALTY

11.1 In case of breach of contract or failure to perform the required obligations, the service provider shall pay the PPA liquidated damages equal to one tenth of one percent of the cost of the unperformed portion for every day of non- compliance until the obligations are fully rendered.

11.2 The imposition of the aforementioned liquidated damages shall be without prejudice to other legal actions, remedies, or penalties specified in the applicable guidelines.

12. TERMINATION

12.1 The PPA reserves the right to impose appropriate contractual remedies and, when warranted, initiate the termination of this Contract, in whole or in part, in the event that the Service Provider or Contractor fails to satisfactorily perform its contractual obligations, commits a material breach, or engages in unlawful or non-compliant acts in the execution hereof.

12.2 Any contract termination or rescission under this Section shall be undertaken strictly in accordance with Section 71 of Republic Act No. 12009, otherwise known as the *"New Government Procurement Act"* (NGPA), its Implementing Rules and Regulations (IRR), specifically the governing provisions on Contract Implementation and Termination, and such supplemental guidelines as the PPA or the Government Procurement Policy Board (GPPB) may issue.

13. DURATION OF CONTRACT

The Contract for the Provision of Baggage Security Screening Machine Operators shall be for a period of **two (2) years effective upon receipt by the winning bidder of the Notice to Proceed**.

PPSSUPT GENARO P MANCIO, JR
Manager/Superintendent
Port Police Department

Encl/s. *Annex A – Distribution of Baggage Security Screening Machine Operators (BSSMOs)*
Annex B – Client Feeback Form (Certificate of Satisfactory Performance) and (Certificate of Ongoing Contract)
Annex C – Certificate of Site Inspection
Annex D – Financial Offer
Annex E – Criteria Performance Evaluation
Annex F – Minimum Commitment Equipment Requirements
Annex G – Set of prescribed upper uniform

H.O. - BIDS AND AWARDS COMMITTEE - PGCS

CHECKLIST OF BIDDING DOCUMENTS

PROVISION OF BAGGAGE SECURITY SCREENING MACHINE OPERATORS FOR THE PHILIPPINE PORTS AUTHORITY HEAD OFFICE, PORT MANAGEMENT OFFICES, AND TERMINAL MANAGEMENT OFFICES/PORTS

(MULTI-YEAR CONTRACT)

ABC = Php 359,762,316.24

REQUIREMENTS	SUPPLIER
I. TECHNICAL COMPONENT ENVELOPE (1 orig. and 6 copies)	
CLASS "A" DOCUMENTS	
LEGAL DOCUMENTS	
(a) Valid PhilGEPS Certificate of Registration (Platinum Membership) in accordance with Section 20 of the IRR of R.A. 12009	
TECHNICAL DOCUMENTS	
(b) Statement of the bidder of all its ongoing government and private contracts, including contracts awarded but not yet started, if any, whether similar or not similar in nature and complexity to the procurement project	
(c) Statement of the Bidder's Single Largest Completed Contract (SLCC) similar to the procurement project.	
(d) Bid Security in the prescribed form and amount in accordance with ITB Clause 16. If in the form of a Surety Bond, Submit also a certification issued by the Insurance Commission; or Original copy of Notarized Bid Securing Declaration	
(e) Conformity with the Technical Specifications, which may include production or delivery schedule, manpower requirements, or after-sales service or parts, if applicable	
(f) Original duly signed Omnibus Sworn Statement (OSS); and if applicable, Original Notarized Secretary's Certificate in case of a corporation, partnership, or cooperative; or Original Special Power of Attorney of all members of the joint venture giving full power and authority to its officer to sign the OSS and do acts to represent the Bidder, in accordance with Section 54.3 of the IRR of RA 12009	
FINANCIAL DOCUMENTS	
(g)The bidder's computation of the Net Financial Contracting Capacity (NFCC). or A committed Line of Credit from a Universal or Commercial Bank in lieu of its NFCC computation.	

H.O. - BIDS AND AWARDS COMMITTEE - PGCS

CHECKLIST OF BIDDING DOCUMENTS

PROVISION OF BAGGAGE SECURITY SCREENING MACHINE OPERATORS FOR THE PHILIPPINE PORTS AUTHORITY HEAD OFFICE, PORT MANAGEMENT OFFICES, AND TERMINAL MANAGEMENT OFFICES/PORTS

(MULTI-YEAR CONTRACT)

ABC = Php 359,762,316.24

REQUIREMENTS	SUPPLIER
CLASS "B" DOCUMENTS	
(h) If applicable, duly signed joint venture agreement (JVA) in case the joint venture is already in existence;	
or	
duly notarized statements from all the potential joint venture partners stating the following:	
a. that they will enter into and abide by the provisions of the JVA in the instance that the bid is successful; and	
b. failure to enter into JVA in the event of a contract award shall be a ground for bid disqualification and subsequent forfeiture of the bid security.	
Other documentary requirements under RA No. 12009 (as applicable)	
(i) *[For foreign bidders claiming by reason of their country's extension of reciprocal rights to Filipino]* Certification from the relevant government office of their country stating that Filipinos are allowed to participate in government procurement activities for the same item or product.	
(j) Certification from the DTI if the Bidder claims preference as a Domestic Bidder or Domestic Entity.	
II FINANCIAL COMPONENT ENVELOPE	
(a) Original of duly signed and accomplished Financial Bid Form; and	
(b) Original of duly signed and accomplished Price Schedule(s).	