



TERMS OF REFERENCE

I. Project Title

DEVELOPMENT OF HUMAN RESOURCE INFORMATION SYSTEM (HRIS)
(under the approved DOT-Information Strategic Systems Plan for CY 2020)

II. Purpose/ Objectives:

To provide a *Human Resource Information System (HRIS)* that meets the Department's needs of delivering comprehensive functionality, valuable reporting, increased efficiency, improved risk management, improved planning and program development using accurate, accessible and faster information processing of the department's human resources data. The system shall initially be used by the DOT Central Office and eventually be rolled out to the Regional Offices and Foreign Offices.

To provide an integrated and automated business process in DOT's human resource functions maximizing available technology and will help towards achieving the Department's mission and vision as Government Agency.

III. Scope and Requirements:

The provider must design, develop, customize, test, deliver, and install the Human Resource Information System (HRIS), perform data migration, provide the equipment, tools and software necessary for the system's implementation; prepare necessary documentation for the entire project and ensure that existing government rules and regulations are considered.

The HRIS shall cover the following:

1. Personnel Information Management Module
2. Payroll Management Module
3. Attendance and Leave Credits Module
4. Portal System/ Employee Self-Service Module

The system must meet the technical specifications and budgetary requirements. Service Provider should provide training to concerned employees and users (HR and IT staff) related to technicalities and software processes.

1. Minimum Requirements for Bidder

- 1.1. The Bidder should be a company with at least 3 years of experience providing HR Solution, which includes application software, biometrics, and knowledgeable industry best practices on HR systems, rules and regulations.

- 1.2. Has developed and implemented web-based application in HR and self-service HR Systems that allows employee self-service and manager/supervisor self-service HR operation.
- 1.3. Has implemented a fully integrated HR solution package to private and government agencies with more than 1,000 employees in a centralized and decentralized mode.
- 1.4. Capable to provide expertise in terms of HR Systems in a government setting and also has an extensive experience and expertise in IT-based HR systems that will help DOT in the policy and procedure required for the successful implementation of HR Solution.
- 1.5. Must have at least the following personnel
 - 1.5.1. Team Leader
 - 1.5.1.1. Must have knowledge in programming language such as but not limited to html5, php, css, python, java, etc.
 - 1.5.1.2. At least 5 years in experience
 - 1.5.1.3. At least attended 3 web development training
 - 1.5.2. Data Analyst
 - 1.5.2.1. Must have knowledge in programming language such as but not limited to MsSQL, MySQL, Oracle, Python, etc.
 - 1.5.2.2. At least 3 years in experience
 - 1.5.2.3. Must be able to analyse, model and interpret data
 - 1.5.3. Database Administrator
 - 1.5.4. System Administrator
 - 1.5.5. Programmer / Graphics Designer
 - 1.5.6. Quality Assurance Tester
- 1.6. Must have a valid PhilGEPS certificate of registration.

2. General Requirements for the System:

- 2.1. Web-based applications/modules shall be able to run through mostly used desktop or laptop web and mobile browsers such as Google Chrome, Internet Explorer, Mozilla Firefox, etc.
- 2.2. The application shall be developed using the latest version of JAVA EE Platform or NET Framework unless otherwise stated.
- 2.3. The system should be using a multi-tiered layer approach with Model-View-Controller pattern.
- 2.4. The system should be able to connect to all major types of latest versions of relational databases systems such as Oracle, MySQL, Postgre, MSSql and DBF.

- 2.5. The system should be fully secured to run via the Internet.
- 2.6. The system must have a Secure Socket Layer (ssl)
- 2.7. The system must incorporate 3D barcode for the use of authorized signatories for actions on HR-related documents, such as but not limited to Daily Time Records, Leave Application, Official Business Pass, Authorization to Render Overtime and Offsetting application, etc.
- 2.8. The approval process will be identifiable by the authorized users thru the library table of authorized signatories.
- 2.9. Compatibility with existing systems and hardware/ equipment such as but not limited to biometrics, DOT matrix printer, Photocopier, Windows 7, Windows 8.1, etc.
- 2.10. The system shall provide the user the facility to create a report template and generate using the system, report content, style and output format to be user-defined.
- 2.11. The system shall easily implement changes or new policies without the need for system enhancement and modification. The system should adaptable to business policy changes.
- 2.12. The user or access levels of the users should be configurable down to the activities/actions that may be performed on a specific for a given user.
- 2.13. The system shall provide a facility for the DOT officials and employees to extract his or her own data or information from the database.
- 2.14. The DOT-HRD Systems Administrator and users shall have full access to all functions and features as authorized by the HRD Chief.

IV. System Functional Specifications:

System Functionality should be all table-driven technique.

1. Personnel Information Management Module

This module allows authorized HR personnel to manage 201 files of all employees, generate reports and statistics.

- 1.1. Achieve flexibility through a table-driven technique to store and maintain the following system parameters such as but not limited to the following:
 - Department Table;
 - Sector Table;

- Office/Regional Office Table;
- Division Table;
- Section/ Unit Table;
- Salary Grade Table;
- Salary Tranches Table;
- Position Table;
- Eligibility Table;
- Employment Status Table;
- Job Level Table;
- Plantilla and Non-Plantilla Table, and
- Budget Codes.

1.2. Can customize Personal Data Sheet pursuant to the Civil Service Commission (CSC) prescribed form which composed of the following details table and can be updated online, anytime, anywhere.

- Personal Details;
- Employment and Work Experience Details;
- Family Background Details;
- Educational Background Details;
- Eligibility Details;
- Voluntary Work Details;
- Training and Seminars Attended Details;
- Awards and Other Information Details, and
- References.

1.3. Maintain history of employee's job-related information; maintenance and reflect changes easily:

- Employment ID Number (categories for regular and job-order personnel);
- Date of Assumption;
- Position Title;
- Item Number;
- Salary Grade;
- Salary Step;
- Office/Division/Section;
- Employment Status Salary Monthly/ Quarterly/ Annually;
- Salary Adjustments/Step Increment;
- RATA/ PERA/ Other Allowances;
- Separation Date, and
- Nature of Separation from the Service.

1.4. Develop a database patterned to the Personnel Services Itemization and Plantilla of Personnel (PSIPOP) of the Department of Budget and Management (DBM).

- 1.5. The system allows to send notification to Payroll Officer to effect step increment differential, payment of loyalty, etc.
- 1.6. Maintain administrative case/ disciplinary action history of an employee
 - Nature of Case;
 - Type of Penalty/Sanction;
 - Date, and
 - Other Remarks.
- 1.7. Produce computer-generated reports/documents based on prescribed forms, and other customizable reports and templates, such as but not limited to the following:
 - Service Record;
 - Position Description Form;
 - Distribution of Employees per Sector/ Office/ Division;
 - Updated Personnel Statistics and listing of personnel based on demographic profile such as but not limited to filled and unfilled positions, age, sex, educational background, civil status, etc.;
 - Certificate of Employment (with or without salary details);
 - Other Employee-Related Certifications;
 - Agency Plantilla of Personnel;
 - Employee Masterlist;
 - Notice of Salary Adjustment;
 - Notice of Step Increment;
 - Employees entitled to Loyalty as defined by user, and
 - Employees entitled to Step Increment as defined by user.
- 1.8. Generate ready to fill-up or fillable, auto-saved and printable forms such as but not limited to the list below, which are prescribed by Human Resource Division (HRD) and other government agencies (i.e. CSC, DBM, GSIS, Philhealth, Pag-IBIG, SSS, BIR). The forms may be modified/added in the system based on any updates from HRD and other relevant agencies.
 - Personal Data Sheet;
 - Application for Leave of Absence;
 - Application for Monetization of vacation Leave Credits;
 - Statement of Assets, Liabilities and Networth (SALN);
 - Application for Compensatory Time-Off;
 - Individual Performance Commitment and Review (IPCR);
 - Division Performance Commitment and Review (DPCR);
 - Office Performance Commitment and Review (OPCR);
 - Job Requisition Form (For Outsourcing/Hiring of Job-Order);
 - Job Requisition Form (For Plantilla Positions);
 - Work Experience Sheet (WES);
 - Permission Slip;
 - Official Business Pass;
 - Membership Forms (GSIS, Pag-IBIG, PhilHealth, BIR, SSS);

- Loans and Claims Forms (GSIS, Pag-IBIG, PhilHealth, BIR, SSS), and
- Other applicable government forms.

1.9. The system shall have the capability to view and print HR profiles, Charts, Graphs, and other statistical reports by authorized personnel.

1.10. Allow maintenance/back-up of records, such as but not limited to the following:

- Appointment;
- Detail Assignment;
- Designation;
- Separation;
- Qualification Standards;
- Salary Adjustment/Increment;
- Plantilla of Personnel, and
- Recruitment and Personnel Movement user define Statistics.

1.11. System allows processing, uploading and captures issuance of appointments and other human resource actions ,such as but not limited to the following:

- Original Appointment;
- Promotion;
- Transfer;
- Reemployment;
- Reappointment;
- Renewal;
- Reassignment;
- Detail;
- Job Rotation;
- Change of Status;
- Change of Item Number;
- Reclassification;
- Secondment;
- Demotion;
- Reinstatement;
- Salary Adjustment;
- Step Increment;
- Resignation;
- Retirement;
- Termination, and
- Death

2. Payroll Management Module

This module will allow automated computation and pay-out of compensations and benefits of DOT employees with such but not limited to the following features:

- 2.1.** Provide library such as but not limited to the following tables, that can be updated/amended/modified, as applicable:
 - Position Title Code;
 - Salary Grade and Salary Step Table;
 - Allowances Table (e.g. RATA, Clothing Allowance, PERA, etc.);
 - Benefits Table (e.g. Midyear, Year-End, Cash Gift, etc.);
 - GSIS Premium Contribution Table;
 - Philhealth Premium Contribution Table;
 - Pag-IBIG Premium Contribution Table;
 - SSS Premium Contribution Table;
 - Annual Tax Deduction Table;
 - Loan Types Table (GSIS, Pag Ibig, Landbank, etc.);
 - Tax Status and Exemption Table, and
 - Budget Codes.

- 2.2.** Allow multiple calculation method for basic pay and other deductions, e.g. monthly, semi-monthly, weekly, daily.

- 2.3.** Generate ready to fill-up or fillable, auto-saved and printable financial-related forms such as but not limited to the list below, which are in accordance with budgeting, accounting and auditing rules and regulations:
 - Obligation Request Status (ORS), and
 - Disbursement Voucher (DV)

- 2.4.** Allow customizable payroll processing on salaries, allowances and benefits, such as but not limited to the following:
 - Regular Payroll;
 - 13th Month Pay and Cash Gift;
 - Midyear Bonus;
 - Performance Bonus;
 - Salary Differentials;
 - Loyalty Pay;
 - Salary Adjustments/Increase;
 - Initial Salary for newly hired personnel;
 - Last Salary of personnel;
 - Out-of-regular payroll;
 - Overtime Pay;
 - CNA Benefit;
 - Terminal Pay;
 - Cash Gift;
 - Leave Monetization, and
 - Productivity Enhancement Incentive (PEI).

- 2.5.** Generate payroll register based on prescribed format by the Land Bank of the Philippines.

- 2.6.** Provide Built-in Loan File Module:
 - Can Accommodate unlimited types of loan;
 - Definable frequency of deduction;

- Definable Amortization;
- Definable Start and End of deduction;
- Unlimited recurring entries with definable amount and frequency;
- Payroll History;
- Previous Employer File (Loan);
- Automatically update existing loan balances of employees and able to generate historical summary of previous loan deductions, and
- Automatic termination of deduction for fully paid loans accounts.

2.7. Automatically compute and deduct leave of absence with pay as well as tardiness and undertime.

2.8. Can support creation of deduction elements using multiple methods, e.g. formula, fixed amount, percentage, hours, etc.

2.9. Generate standard and customizable reports on a monthly/ semestral/ annual basis, such as but not limited to the following:

- Authority to Debit- Regular Payroll;
- Authority to Debit -Other Payroll;
- General Payroll Report;
- General Payroll Summary;
- Other Payrolls;
- Payroll Register;
- Payroll Certification;
- Pay slip;
- GSIS Remittance List;
- HDMF Premium Remittance List;
- Philhealth Remittance List;
- Withholding Tax Remittance List;
- Alpha List;
- BIR 2316, and
- Summary of Loan Deductions.

3. Attendance and Leave Credits Module

This module allows user/s to monitor attendance or daily reporting of employees and manage leave benefits as well overtime credits and offsetting. It allows the user/s to manage schedules and overtime, generate daily time records in a fully computerized time recording enabling the authorized HRD user/s to fully control and automate attendance processing. The following features are as follows:

3.1. Seamless and full integration of attendance record from a facial and fingerprint biometric-based time recorded machine to the HRIS system.

3.2. Allow online attendance registration and monitoring for other alternative working arrangements, as may be adopted by the Management.

3.3. Library codes, such as but not limited to the following, that can be updated/amended based on CSC policies:

- Type of Leaves (e.g. Vacation Leave, Sick Leave, Paternity Leave, Maternity Leave, Solo Parent Leave, etc.);

- Other terminologies like Travel Order, OB Pass, Overtime Credit, Offsetting, etc., and
 - Nature of payment of salaries (initial, differential, adjustment/increase, out-of-regular payroll, last salary, etc.)
- 3.4. Ability to capture approved overtime authorization and generation of overtime services according to defined classification, e.g. per office, per unit.
 - 3.5. Seamless integration of attendance data to payroll management module, allowing processing of timely computation of due salaries without additional manual manipulation or steps to compute payroll.
 - 3.6. System allows to send notification to Payroll Officer to effect salary deduction, return to the general/regular payroll, etc.
 - 3.7. Facility to maintain/update schedule for holidays, grace period, flexi-time, Working shifts, as applicable.
 - 3.8. User defined Over Time settings; maximum number of hours/ minutes to be considered as OT.
 - 3.9. Manual editing of Daily Time Records (DTRs) as necessary, option to lock and unlock processed DTR by the HR Administrator and provision of audit trail.
 - 3.10. Automatic processing of leave, as to where the leave incurred will be deducted.
 - 3.11. Automatic monitoring of days/ leave without pay as well as tardiness and undertime of personnel based on DTR, employee schedule and leave balance records, for purposes of salary deduction.
 - 3.12. Tracking the leave credits usage.
 - 3.13. Automatic computation of employee leave credits base on defined policies and maintain up-to-date leave credit balances of the employee.
 - 3.14. Issuance of warning or notification in instances where an employee's leave balance is at critical low, for purposes of determining out of payroll employees due to lack of sufficient leave credits at a given point in time.
 - 3.15. Facility for leave adjustments and manual editing, as necessary.
 - 3.16. Facility for leave applications offline and online platform.
 - 3.17. Facility for CTO applications and OB Pass offline and online platform.
 - 3.18. Facility for monetization request offline and online.

3.19. Ability to generate prescribed formats and customized reports and records, such as but not limited to the following:

- Daily Time Record (DTR);
- Leave Application;
- Compensatory Time-Office Application;
- List of Employees with tardiness, absences, leaves, schedule, overtime, or as defined by the user;
- List of Employees with Authorized Travel;
- Summary of Leave Credits of Employees;
- Certification of Employee's Leave Credits;
- List of Employees' Disapproved Leave Applications;
- Record of Forced Leave Availment of Employees;
- Record of Late Filed Leaves of Employees;
- Summary of Employees' Compensatory Overtime Credits (COCs);
- Summary of Employees' Availment of Compensatory Time Offs (CTOs);
- Summary of Employees' Forfeited CTOs;
- List of Employees with Leave of Absence without Pay (LAWOP);
- List of Employees with Prolonged Leave of Absence;
- Record of Availment of Monetization of Leave Credits;
- Report on Official Business Passes;
- List of Employees with Perfect Attendance and Punctuality (No absences, tardiness, and undertime);
- Sick Leave Profile of Employees;
- Employee Leave Ledger Card;
- Summary of Leave Applications, and
- Other user defined reports and statistics

4. Portal System/ Employee Self Service

This module shall allow more flexibility for HRD's managing employee related transactions aside from the existing manual day-to-day employee/s' various requests from the HRD. The System allows to send notification to the official email addresses of the DOT personnel. It shall be accessed through user defined access control and login requirements. This module provides features, such as but not limited to:

4.1. HR Applications (e.g application for leave/offsetting, filing of OB pass, etc.)

4.2. Contact Integration and External Links

4.3. Indexing and Search Engines

4.4. Document Library

- 4.5. Announcement, Tasks and Custom List
- 4.6. Scheduling and Calendar
- 4.7. Online Inquiry
- 4.8. Online Updating of Personal Data Sheet
- 4.9. Employee Personal and Work Profiles
- 4.10. Employee Training Records
- 4.11. Employee Discipline Record
- 4.12. Viewing and Printing of the following:
 - Daily Time Record;
 - Leave Credits Records;
 - Leave Application Records;
 - Overtime Records;
 - Loan Transaction Records and Details, and
 - And such other employee personnel related records and information.
- 4.13 Online application of Leave, Monetization, Compensatory-Time-Off, Official Business Pass, Daily Time Record Corrections.
- 4.14 Online Approval, Multi-Level approvals. Allow immediate superior to approve or disapprove transaction applications online.
- 4.15 Online Employee Feedback and Suggestion Form. Allow users to send feedback and suggestions online and sends the feedback to designated feedback officer or staff.
- 4.16 Online Manual and FAQ. Allow user-driven online publication of system manual and FAQ. System should have a module that allows the user to update the page design to show new policy, news and announcements.
- 4.17 Internet or Intranet web-based employee inquiry of HR Certifications, Pay Slips, Loan Balances, Leave Balances, Compensation, Bonuses, etc.

5. Access Control and Login Requirements

- 5.1 Creation of unlimited user with different functionalities.
- 5.2 Access must be denied after 3 unsuccessful login attempts. After which, the user account will be locked and needs to be reset by the HRIS Administrator to allow re-login to the system.

5.3 Allow for the system session time out as determined by the HRIS System Administrator; time out duration can be set by the HRIS' Administrator.

5.4 Provide change password facility similar to windows forgot password concept.

6. Support and Maintenance

6.1. Provide data maintenance, in accordance with the retention period as prescribed by the National Archives of the Philippines (NAP).

6.2. Data Archiving should be stored outside the system through a storage device such as but not limited to flashdrive, external hard drive, DVD-R, etc.

6.3 The archived data should be readable or reloadable thru the System.

6.4 The System provides Back-up and Restore Facilities which can accommodate the following mode of back up, i.e. daily, monthly.

6.5 Provide Audit Trail facility.

6.6 Real time connectivity and systems security.

7. Facial Recognition and Fingerprint Recognition Biometrics Technical Specification

- Display: at least 4.3-inch Touch Screen
- Face Capacity: at least 3000
- Palm Capacity: at least 3000
- Log Capacity: at least 100,000
- Communication: TCP/IP, USB Host, WiFi, 3G
- Functions: Web-server, Work Code, SMS, DST, Record Query, Automatic State Switch, Photo ID, ADMS, Scheduled Bell, T9 Input, 9-digit User ID, Multi-Verification Methods, Advanced Access Control
- Access Control: 3rd-Party Electric Lock, Door Sensor, Exit Button. Alarm
- Wiegand Signal: Wiegand Out
- Optional Functions: ID/MF/HID, Card, External Bell, Backup Battery, 485 Reader
- Algorithms: Must have face, finger and Palm recognition algorithm
- Power Supply: DC 12V/3A
- Dimension (L x H x D): must not exceed 195 x 167 x 110 mm (8 x 7 x 5 in)

V. System Requirements

1. The system can be implemented and integrated using existing department's LAN/WAN infrastructures and allows implementation in real-time or scheduled depending on connection. Allows implementation and integration using different communication infra of DOT including dial-up, DSL or cable.

2. Must be compatible to windows server 2016 or any 64-bit OpenSource Operating System.
3. Must be have a backward compatibility to legacy server operating system and desktop operating system.
4. Capability and features must be compatible with existing Microsoft and Dell ICT infrastructure of DOT.
5. Must be have backward compatibility with old web browser.
6. Must be compatible to Ms SQL 2016 or other SQL.

VI. Warranty

At least two (2) year warranty period from the issuance of the Certificate of Acceptance. Warranty for the System shall be free of charge and shall cover/ consist of the items below but are not limited to the following:

1. Must successfully install, configure/ setup and implement the HRIS features stated in this Terms of Reference.
2. Re/Installation, setup, cabling, and re/configuration of the application, database server, biometric devices and other equipment provided free of charge.
3. Outright replacement for defective hardware, devices or equipment within 24 hours or a maximum of two days free of charge.
4. Shall provide four (4)-hour response time upon receipt of call and next business day on-site visit when necessary.
5. Provide pro-active assistance for two (2) years starting from the date of system implementation.
6. Provide site visits, on-line telephone and e-mail support within the warranty period as needed by DOT. On call support should be available 8 hours a day (normal working hours 8am to 5pm), 5 days a week (Monday to Friday).
7. Provide configuration for standard configuration, performance tuning and disaster recovery support/ warranty period.
8. Bug fixes, corrections and minor adjustments free of charge during warranty period.
9. Winning bidder shall provide a point person to monitor and coordinate with the project team any concerns during the warranty period.

VII. Training

Technical and Operation training shall be provided for the following:

1. IT Division
 - Must provide proper knowledge transfer on at least five (5) IT personnel.
 - Must conduct online training by a certified training center with instructor.
 - Training must be for basic to advance skill base on the programming used to develop the HRIS.
 - Certification for training
 - Level 1 trouble shooting
 - Global Administrator training
2. HRD Systems Administrator
 - Must provide proper knowledge transfer on Five (5) HRD personnel.
 - Must conduct online training by a certified training center with instructor.
 - Super Admin Operation training
 - Database basic operation
 - Systems operations and usage
3. All HRD Users
 - Systems operations and usage
4. All End-users (DOT Officials and Employees) in four (4) batches
 - Systems usage

VIII. Deliverables

1. To design, develop, install, test and deploy a secured web-based and mobile web browser compatible Human Resource Information System.
2. Production of a detailed specification (Inception Report) of the system before development to ensure that any major issues are caught at an early stage.
3. The completed system must be configured and installed in the designated server.
4. Technical documentation for the application during development and after deployment, vital for the ongoing maintenance and development of the system.
5. Delivery of approved specification which will include a detailed meeting to discuss requirements and the creation of a detailed specification document, outlining both functional and technical details of the system. Approval shall be required prior to addition and customization of the system.
6. Completion report including transfer of all source codes and licenses to the DOT.
7. Provide 3 sets of hard and soft copy of the documentation of the system, to include: policies, procedures, user manual, operations manual, administrator manual, and Frequently Asked Questions manual.

8. Provision to update the system's libraries.

VIII. Approved Budget Cost (ABC)

Nine Million Five Hundred Forty-Six Thousand Pesos Only, inclusive of all applicable taxes (PhP 9,546,000.00)

Payment Reference	Amount
Inception Report	10%
Delivery of required tables (libraries) and working alpha (first) version of HRIS with testing. Alpha Accomplishment Report (including source code)	25%
Delivery of Beta Version – improved design and functional. Beta Accomplishment Report (including source code)	25%
100% Completion of the Project. Accomplishment Report	25%
Training and certificate Documentation Endorsement of Final Source Code Endorsement of Manual Endorsement of License (if applicable)	15%

IX. Mode of Payment

Payment shall be processed within thirty (30) days from receipt of billing statement in accordance with the payment reference in item VIII.

X. Duration of the Project

Six (6) months from the issuance of Notice to Proceed.

TIMELINE	ACTIVITY
From Issuance of NTP	
2 weeks	Data Gathering
1 week	Submission and Approval of Inception Report Processing of 10% payment for Alpha Version
5 weeks	Development of Alpha Version
1 week	Presentation and Submission of Alpha Version Submission of Alpha version source code Accomplishment Report Testing of Alpha Version
1 week	Meeting and Feedback after Testing of Alpha Version Processing of 25% payment for Alpha Version
5 weeks	Development of Beta Version
1 week	Presentation and Submission of Beta Version Submission of Beta version source code Accomplishment Report Testing of Beta Version
1 week	Meeting and Feedback after Testing of Beta Version Processing of 25% payment for Alpha Version
2 weeks	Presentation and Submission of Final version. Submission of Final version source code Accomplishment Report
1 week	Meeting and Feedback after Testing of Final Version

	Processing of 25% payment for Final Version
3 weeks	Conduct of Training and Issuance certificate Submit of complete and detail documentation report Submit of source code Submit of manual Submit of license (if applicable)
1 week	Processing of 15% payment after training and submission of required documentations.

XI. Project Officer/Contact Person

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