

**ANNEX B
GOVERNMENT PROCUREMENT POLICY BOARD
CONSOLIDATED PROCUREMENT MONITORING REPORT**

Name of Agency: Department of Education - Schools Division of Negros Oriental

Period Covered: CY 2021

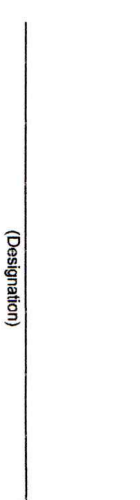
| | Column 1 | Column 2 | Column 3 | Column 4 | Column 5 | Column 6 | Column 7 | Column 8 | Column 9 | Column 10 | Column 11 | Column 12 | Column 13 | Column 14 |
|---|-----------------------|------------|------------|-----------------------|----------|------------|-----------|-----------|------------|------------|-----------|-----------|-----------|-----------|
| 1. Public Bidding** | | | | | | | | | | | | | | |
| 1.1. Goods | 101,265,619.75 | 26 | 26 | 77,010,790.60 | 2 | 58 | 52 | 46 | 26 | 26 | 2 | 0 | 24 | |
| 1.2. Works | 45,845,981.77 | 14 | 14 | 37,340,040.66 | 1 | 49 | 47 | 47 | 14 | 14 | 7 | 13 | 7 | |
| 1.3. Consulting Services | 0.00 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | |
| Sub-Total | 147,111,601.52 | 40 | 40 | 114,350,831.26 | 3 | 107 | 99 | 93 | 40 | 40 | 9 | 13 | 31 | |
| 2. Alternative Modes | | | | | | | | | | | | | | |
| 2.1.1 Shopping (52.1 a above 50K) | 0.00 | 0 | 0 | 0.00 | | | | | | | | | | |
| 2.1.2 Shopping (52.1 b above 50K) | 31,544,705.02 | 168 | 168 | 29,511,383.64 | | | | | | 168 | | | | |
| 2.1.3 Other Shopping | 7,302,030.58 | 670 | 670 | 6,768,019.54 | | | | | | | | | | |
| 2.2.1 Direct Contracting (above 50K) | 30,473,094.83 | 6 | 6 | 30,472,772.33 | | | | | | 6 | | | | |
| 2.2.2 Direct Contracting (50K or less) | 0.00 | 0 | 0 | 0.00 | | | | | | | | | | |
| 2.3.1 Repeat Order (above 50K) | 4,202,576.00 | 4 | 4 | 4,202,576.00 | | | | | | 4 | | | | |
| 2.3.2 Repeat Order (50K or less) | 0.00 | 0 | 0 | 0.00 | | | | | | | | | | |
| 2.4. Limited Source Bidding | 0.00 | 0 | 0 | 0.00 | | | | | | | | | | |
| 2.5.1 Negotiation (Common-Use Supplies) | 0.00 | 0 | 0 | 0.00 | | | | | | | | | | |
| 2.5.2 Negotiation (Recognized Government Printers) | 0.00 | 0 | 0 | 0.00 | | | | | | | | | | |
| 2.5.3 Negotiation (TR3 53.1) | 0.00 | 0 | 0 | 0.00 | | | | | | 0 | | | | |
| 2.5.4 Negotiation (SVP 53.9 above 50K) | 0.00 | 0 | 0 | 0.00 | | | | | | 0 | | | | |
| 2.5.5 Other Negotiated Procurement (Others above 50K) | 0.00 | 0 | 0 | 0.00 | | | | | | 0 | | | | |
| 2.5.6 Other Negotiated Procurement (50K or less) | 0.00 | 0 | 0 | 0.00 | | | | | | | | | | |
| Sub-Total | 73,522,006.43 | 848 | 848 | 70,954,751.51 | | | | | 168 | 178 | | | | |
| 3. Foreign Funded Procurement** | | | | | | | | | | | | | | |
| 3.1. Publicly-Bid | 0.00 | 0 | 0 | 0.00 | | | | | | | | | | |
| 3.2. Alternative Modes | 0.00 | 0 | 0 | 0.00 | | | | | | | | | | |
| Sub-Total | 0.00 | 0 | 0 | 0.00 | | | | | | | | | | |
| 4. Others, specify: | | | | | | | | | | | | | | |
| TOTAL | 220,634,007.95 | 888 | 888 | 185,305,582.77 | | | | | | | | | | |

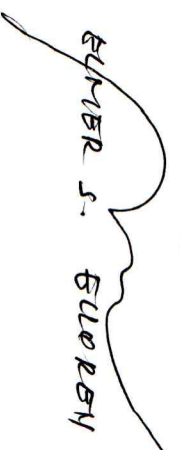
* Should include foreign-funded publicly-bid projects per procurement type

** All procurement using Foreign Funds excluding National Competitive Bidding (NCB) contracts; conversion to peso will be at BSP rates at the time the bids/quotations were submitted


(Designation)


(Designation)


(Designation)


EUMBR S. BULOBNY


WENY CANDY M. AY


MARCELO K. PALISPIS, JD, FEP
OIC-ASDS

AGENCY PROCUREMENT COMPLIANCE AND PERFORMANCE INDICATORS (APCPI)
QUESTIONNAIRE

Name of Agency: DepEd - Schools Division of Negros Oriental
Name of Respondent: KARLA PANESA ANTONIO

Date: June 3, 2022
Position: BAC SECRETARIAT CHAIRPERSON

Instruction: Put a check (✓) mark inside the box beside each condition/requirement met as provided below and then fill in the corresponding blanks according to what is asked. Please note that all questions must be answered completely.

1. Do you have an approved APP that includes all types of procurement, given the following conditions? (5a)

- Agency prepares APP using the prescribed format
- Approved APP is posted at the Procuring Entity's Website
please provide link: https://depednegorprocurement.weebly.com/app.html
- Submission of the approved APP to the GPPB within the prescribed deadline
please provide submission date: MARCH 3, 2021

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MAY CINDY S. AY

2. Do you prepare an Annual Procurement Plan for Common-Use Supplies and Equipment (APP-CSE) and Procure your Common-Use Supplies and Equipment from the Procurement Service? (5b)

- Agency prepares APP-CSE using prescribed format
- Submission of the APP-CSE within the period prescribed by the Department of Budget and Management in its Guidelines for the Preparation of Annual Budget Execution Plans issued annually
please provide submission date: DECEMBER 7, 2020
- Proof of actual procurement of Common-Use Supplies and Equipment from DBM-PS

Handwritten signature
MARLENE B. PEPIN

3. In the conduct of procurement activities using Repeat Order, which of these conditions is/are met? (2e)

- Original contract awarded through competitive bidding
- The goods under the original contract must be quantifiable, divisible and consisting of at least four (4) units per item
- The unit price is the same or lower than the original contract awarded through competitive bidding which is advantageous to the government after price verification
- The quantity of each item in the original contract should not exceed 25%
- Modality was used within 6 months from the contract effectivity date stated in the NTP arising from the original contract, provided that there has been a partial delivery, inspection and acceptance of the goods within the same period

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ELMER S. BLLETON

4. In the conduct of procurement activities using Limited Source Bidding (LSB), which of these conditions is/are met? (2f)

- Upon recommendation by the BAC, the HOPE issues a Certification resorting to LSB as the proper modality
- Preparation and Issuance of a List of Pre-Selected Suppliers/Consultants by the PE or an identified relevant government authority
- Transmittal of the Pre-Selected List by the HOPE to the GPPB
- Within 7cd from the receipt of the acknowledgement letter of the list by the GPPB, the PE posts the procurement opportunity at the PhilGEPS website, agency website, if available and at any conspicuous place within the agency

5. In giving your prospective bidders sufficient period to prepare their bids, which of these conditions is/are met? (3d)

- Bidding documents are available at the time of advertisement/posting at the PhilGEPS website or Agency website;
- Supplemental bid bulletins are issued at least seven (7) calendar days before bid opening;
- Minutes of pre-bid conference are readily available within five (5) days.

Handwritten signature
J. Panesa

6. Do you prepare proper and effective procurement documentation and technical specifications/requirements, given the following conditions? (3e)

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**AGENCY PROCUREMENT COMPLIANCE AND PERFORMANCE INDICATORS (APCPI)
QUESTIONNAIRE**

- The end-user submits final, approved and complete Purchase Requests, Terms of Reference, and other documents based on relevant characteristics, functionality and/or performance requirements, as required by the procurement office prior to the commencement of the procurement activity
- No reference to brand names, except for items/parts that are compatible with the existing fleet or equipment
- Bidding Documents and Requests for Proposal/Quotation are posted at the PhilGEPS website, Agency website, if applicable, and in conspicuous places

7. In creating your BAC and BAC Secretariat which of these conditions is/are present?

For BAC: (4a)

- Office Order creating the Bids and Awards Committee
please provide Office Order No.: DM 137 S. 2021; IO-OSDS IM-2021 NO. 231

- There are at least five (5) members of the BAC
please provide members and their respective training dates:

| Name/s | Date of RA 9184-related training |
|----------------------------------|----------------------------------|
| A. <u>MARCELO K. PALISPIS</u> | <u>MAY 7 - 8, 2021</u> |
| B. <u>JOELYZA M. ARCILLA</u> | <u>DECEMBER 6 - 7, 2021</u> |
| C. <u>RACHEL B. PICARDAL</u> | <u>MAY 7 - 8, 2021</u> |
| D. <u>DAN P. ALAR</u> | <u>MAY 7 - 8, 2021</u> |
| E. <u>CARMELITA A. ALCALA</u> | <u>MAY 7 - 8, 2021</u> |
| F. <u>ANTONIO B. BAGUIO, JR.</u> | <u>MAY 7 - 8, 2021</u> |
| G. <u>DAE P. HABALO</u> | <u>MAY 7 - 8, 2021</u> |

- Members of BAC meet qualifications
- Majority of the members of BAC are trained on R.A. 9184

For BAC Secretariat: (4b)

- Office Order creating of Bids and Awards Committee Secretariat or designing Procurement Unit to act as BAC Secretariat
please provide Office Order No.: DM NO. 137 s. 2021; IO-OSDS-IM-2021-16; IO-OSDS-IM-2021-23

- The Head of the BAC Secretariat meets the minimum qualifications
please provide name of BAC Sec Head: KARLA P. ANTONIO

- Majority of the members of BAC Secretariat are trained on R.A. 9184
please provide training date: May 7, 2021

8. Have you conducted any procurement activities on any of the following? (5c)

If YES, please mark at least one (1) then, answer the question below.

- | | |
|--|---|
| <input checked="" type="checkbox"/> Computer Monitors, Desktop Computers and Laptops | <input type="checkbox"/> Paints and Varnishes |
| <input checked="" type="checkbox"/> Air Conditioners | <input checked="" type="checkbox"/> Food and Catering Services |
| <input type="checkbox"/> Vehicles | <input checked="" type="checkbox"/> Training Facilities / Hotels / Venues |
| <input checked="" type="checkbox"/> Fridges and Freezers | <input type="checkbox"/> Toilets and Urinals |
| <input checked="" type="checkbox"/> Copiers | <input type="checkbox"/> Textiles / Uniforms and Work Clothes |

Do you use green technical specifications for the procurement activity/ies of the non-CSE item/s?

- Yes
- No

9. In determining whether you provide up-to-date procurement information easily accessible at no cost, which of these conditions is/are met? (7a)

- Agency has a working website
please provide link: https://depednegorprocurement.weebly.com

- Procurement information is up-to-date

Handwritten signature and name: MARY ENDY S. NY

Handwritten signature and name: MxR GENELO J. PEPIN

Handwritten signature and name: BLANK S. ELUCED

Large handwritten signature: Jean Pi. dela Cruz

AGENCY PROCUREMENT COMPLIANCE AND PERFORMANCE INDICATORS (APCPI)
QUESTIONNAIRE

Information is easily accessible at no cost

10. In complying with the preparation, posting and submission of your agency's Procurement Monitoring Report, which of these conditions is/are met? (7b)

Agency prepares the PMRs

PMRs are promptly submitted to the GPPB
please provide submission dates: 1st Sem - _____ 2nd Sem - JANUARY 31, 2022

PMRs are posted in the agency website
please provide link: <https://depednegorprocurement.weebly.com/pmr.html>

PMRs are prepared using the prescribed format

11. In planning of procurement activities to achieve desired contract outcomes and objectives within the target/allotted timeframe, which of these conditions is/are met? (8c)

There is an established procedure for needs analysis and/or market research

There is a system to monitor timely delivery of goods, works, and consulting services

Agency complies with the thresholds prescribed for amendment to order, variation orders, and contract extensions, if any, in competitively bid contracts

12. In evaluating the performance of your procurement personnel, which of these conditions is/are present? (10a)

Personnel roles, duties and responsibilities involving procurement are included in their individual performance commitment/s

Procuring entity communicates standards of evaluation to procurement personnel

Procuring entity and procurement personnel acts on the results and takes corresponding action

13. Which of the following procurement personnel have participated in any procurement training and/or professionalization program within the past three (3) years? (10b)

Date of most recent training: 7-Dec-2021

Head of Procuring Entity (HOPE)

Bids and Awards Committee (BAC)

BAC Secretariat/ Procurement/ Supply Unit

BAC Technical Working Group

End-user Unit/s

Other staff

14. Which of the following is/are practised in order to ensure the private sector access to the procurement opportunities of the procuring entity? (10c)

Forum, dialogues, meetings and the like (apart from pre-bid conferences) are conducted for all prospective bidders at least once a year

The PE promptly responds to all interested prospective bidders' inquiries and concerns, with available facilities and various communication channels

Jenna B. Gallo Cue

EMILIO S. ELLORON

MARY CHRISTINA

MARICENE Z. PERLON

MARCELO K. DALISPIS JD, EdD
OIC/ASDS

AGENCY PROCUREMENT COMPLIANCE AND PERFORMANCE INDICATORS (APCPI)
QUESTIONNAIRE

15. In determining whether the BAC Secretariat has a system for keeping and maintaining procurement records, which of these conditions is/are present? (11a)

- There is a list of procurement related documents that are maintained for a period of at least five years
- The documents are kept in a duly designated and secure location with hard copies kept in appropriate filing cabinets and electronic copies in dedicated computers
- The documents are properly filed, segregated, easy to retrieve and accessible to authorized users and audit personnel

16. In determining whether the Implementing Units has a system for keeping and maintaining procurement records, which of these conditions is/are present? (11b)

- There is a list of contract management related documents that are maintained for a period of at least five years
- The documents are kept in a duly designated and secure location with hard copies kept in appropriate filing cabinets and electronic copies in dedicated computers
- The documents are properly filed, segregated, easy to retrieve and accessible to authorized users and audit personnel

17. In determining if the agency has defined procedures or standards for quality control, acceptance and inspection of goods, works and services, which of these conditions is/are present? (12a)

- Agency has written procedures for quality control, acceptance and inspection of goods, services and works

Have you procured Infrastructure projects through any mode of procurement for the past year?

- Yes No

If YES, please answer the following:

- Supervision of civil works is carried out by qualified construction supervisors
Name of Civil Works Supervisor: ENGR. PHILIP C. TUBOG
- Agency implements CPES for its works projects and uses results to check contractors' qualifications (applicable for works only)
Name of CPES Evaluator: _____

18. How long will it take for your agency to release the final payment to your supplier/service provider or contractor/consultant, once documents are complete? (12b) 30 days

19. When inviting Observers for the following procurement activities, which of these conditions is/are met? (13a)

- A. Eligibility Checking (For Consulting Services Only)
- B. Shortlisting (For Consulting Services Only)
- C. Pre-bid conference
- D. Preliminary examination of bids
- E. Bid evaluation
- F. Post-qualification

- Observers are invited to attend stages of procurement as prescribed in the IRR
- Observers are allowed access to and be provided documents, free of charge, as stated in the IRR
- Observer reports, if any, are promptly acted upon by the procuring entity

Jesse P. [Signature]

ELIOR S. ELLORON

MARY CROWLEY

MARIEDE J. PEPINO

*MARCELO K. PALISPIS JD, EdD
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AGENCY PROCUREMENT COMPLIANCE AND PERFORMANCE INDICATORS (APCPI)
QUESTIONNAIRE

20. In creating and operating your Internal Audit Unit (IAU) that performs specialized procurement audits, which set of conditions were present? (14a)

- Creation of Internal Audit Unit (IAU) in the agency
Agency Order/DBM Approval of IAU position/s: IO-OSDS-IM-2021-74
- Conduct of audit of procurement processes and transactions by the IAU within the last three years
- Internal audit recommendations on procurement-related matters are implemented within 6 months of the submission of the internal auditor's report

21. Are COA recommendations responded to or implemented within six months of the submission of the auditors' report? (14b)

- Yes (percentage of COA recommendations responded to or implemented within six months)
100 %
- No procurement related recommendations received

22. In determining whether the Procuring Entity has an efficient procurement complaints system and has the capacity to comply with procedural requirements, which of conditions is/are present? (15a)

- The HOPE resolved Protests within seven (7) calendar days per Section 55 of the IRR
- The BAC resolved Requests for Reconsideration within seven (7) calendar days per Section 55 of the IRR
- Procuring entity acts upon and adopts specific measures to address procurement-related complaints, referrals, subpoenas by the Omb, COA, GPPB or any quasi-judicial/quasi-administrative body

23. In determining whether agency has a specific anti-corruption program/s related to procurement, which of these conditions is/are present? (16a)

- Agency has a specific office responsible for the implementation of good governance programs
- Agency implements a specific good governance program including anti-corruption and integrity development
- Agency implements specific policies and procedures in place for detection and prevention of corruption

James A. Dela Cruz

MARY CRUZ M. NY

ELMER S. ELLODEN

MARLENE S. PEPINDO

MARCELO K. PALISPIS JD, EdD
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PROCUREMENT CAPACITY DEVELOPMENT ACTION PLAN TEMPLATE

Name of Agency: DepEd - Schools Division of Negros Oriental

Period: CY 2021

| Sub-Indicators | Key Area for Development | Proposed Actions to Address Key Areas | Responsible Entity | Timetable | Resources Needed |
|----------------|--|--|--------------------|----------------------------|------------------|
| 1.a | Percentage of competitive bidding and limited source bidding contracts in terms of amount of total procurement | INSTEAD OF GOING DIRECTLY TO NEGOTIATED PROCUREMENT, LIMITED SOURCE BIDDING WILL BE CONDUCTED. | BAC | EVERY AFTER FAILED BIDDING | |
| 1.b | Percentage of competitive bidding and limited source bidding contracts in terms of volume of total procurement | TO CONDUCT EARLY PROCUREMENT FOR COMMON USE SUPPLIES AND CONDUCT OF TRAININGS | BAC | EVERY AFTER FAILED BIDDING | |
| 2.a | Percentage of shopping contracts in terms of amount of total procurement | INSTEAD OF GOING DIRECTLY TO NEGOTIATED PROCUREMENT, LIMITED SOURCE BIDDING WILL BE CONDUCTED. | BAC | BEGINNING AND MID YEAR | |
| 2.b | Percentage of negotiated contracts in terms of amount of total procurement | | | | |
| 2.c | Percentage of direct contracting in terms of amount of total procurement | BEFORE CONDUCTING DIRECT CONTRACTING, LIMITED SOURCE BIDDING WILL BE CONDUCTED. | BAC | BEGINNING AND MID YEAR | |
| 2.d | Percentage of repeat order contracts in terms of amount of total procurement | TO CLEARLY IDENTIFY REQUIREMENTS DURING INITIAL PURCHASE REQUEST | BAC | BEGINNING AND MID YEAR | |
| 2.e | Compliance with Repeat Order procedures | | | | |
| 2.f | Compliance with Limited Source Bidding procedures | | | | |
| 3.a | Average number of entities who acquired bidding documents | TO PROVIDE TECHNICAL ASSISTANT IN PREPARING BID DOCUMENTS AND ENCOURAGE THEM IN ATTENDING THE PREBID CONFERENCE FOR ORIENTATION. | BAC SECRETARIAT | BI-ANNUAL | |
| 3.b | Average number of bidders who submitted bids | TO PROVIDE TECHNICAL ASSISTANT IN PREPARING BID DOCUMENTS AND ENCOURAGE THEM IN ATTENDING THE PREBID CONFERENCE FOR ORIENTATION. | BAC SECRETARIAT | BI-ANNUAL | |
| 3.c | Average number of bidders who passed eligibility stage | TO PROVIDE TECHNICAL ASSISTANT IN PREPARING BID DOCUMENTS AND ENCOURAGE THEM IN ATTENDING THE PREBID CONFERENCE FOR ORIENTATION. | BAC SECRETARIAT | BI-ANNUAL | |
| 3.d | Sufficiency of period to prepare bids | | | | |
| 3.e | Use of proper and effective procurement documentation and technical specifications/requirements | | | | |
| 4.a | Creation of Bids and Awards Committee(s) | | | | |

Winky C. Borja M. Ay

*MARCELO M. PALISPIS, Jr., EdD
OIC-ASDS*

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|-----|--|---------------------------------|---------------------------------|---|--|
| 4.b | Presence of a BAC Secretariat or Procurement Unit | | | | |
| 5.a | An approved APP that includes all types of procurement | | | | |
| 5.b | Preparation of Annual Procurement Plan for Common-Use Supplies and Equipment (APP-CSE) and Procurement of Common-Use Supplies and Equipment from the Procurement Service | | | | |
| 5.c | Existing Green Specifications for GPPB-identified non-CSE items are adopted | | | | |
| 6.a | Percentage of bid opportunities posted by the PhilGEPS-registered Agency | | | | |
| 6.b | Percentage of contract award information posted by the PhilGEPS-registered Agency | | | | |
| 6.c | Percentage of contract awards procured through alternative methods posted by the PhilGEPS-registered Agency | | | | |
| 7.a | Presence of website that provides up-to-date procurement information easily accessible at no cost | | | | |
| 7.b | Preparation of Procurement Monitoring Reports using the GPPB-prescribed format, submission to the GPPB, and posting in agency website | SUBMIT PMR/REPORT ON TIME | BAC SECRETARIAT and END USERS | JULY OF CURRENT YEAR AND JANUARY OF THE SUCCEEDING YEAR | |
| 8.a | Percentage of total amount of contracts signed within the assessment year against total amount in the approved APPs | | | | |
| 8.b | Percentage of total number of contracts signed against total number of procurement projects done through competitive bidding | | | | |
| 8.c | Planned procurement activities achieved desired contract outcomes and objectives within the target/allotted timeframe | | | | |
| 9.a | Percentage of contracts awarded within prescribed period of action to procure goods | CONDUCT BIDDERS EDUCATION FORUM | BAC MEMBERS AND BAC SECRETARIAT | OCTOBER OF PRECEDING YEAR | |
| 9.b | Percentage of contracts awarded within prescribed period of action to procure infrastructure projects | CONDUCT BIDDERS EDUCATION FORUM | BAC MEMBERS AND BAC SECRETARIAT | OCTOBER OF PRECEDING YEAR | |
| 9.c | Percentage of contracts awarded within prescribed period of action to procure consulting services | | | | |

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MARCELO K. PALISINS JD, EdD
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|------|---|--|-----------------|------------------------------|--|
| 10.a | There is a system within the procuring entity to evaluate the performance of procurement personnel on a regular basis | | | | |
| 10.b | Percentage of participation of procurement staff in procurement training and/or professionalization program | | | | |
| 10.c | The procuring entity has open dialogue with private sector and ensures access to the procurement opportunities of the procuring entity | | | | |
| 11.a | The BAC Secretariat has a system for keeping and maintaining procurement records | | | | |
| 11.b | Implementing Units has and is implementing a system for keeping and maintaining complete and easily retrievable contract management records | | | | |
| 12.a | Agency has defined procedures or standards in such areas as quality control, acceptance and inspection, supervision of works and evaluation of contractors' performance | TO INVITE CPES, FOR THE DIVISION ENGINEERS TO APPLY CPES ACCREDITATION | BAC SECRETARIAT | EVERY INFRASTRUCTURE PROJECT | |
| 12.b | Timely Payment of Procurement Contracts | | | | |
| 13.a | Observers are invited to attend stages of procurement as prescribed in the IRR | | | | |
| 14.a | Creation and operation of Internal Audit Unit (IAU) that performs specialized procurement audits | | | | |
| 14.b | Audit Reports on procurement related transactions | | | | |
| 15.a | The Procuring Entity has an efficient procurement complaints system and has the capacity to comply with procedural requirements | | | | |
| 16.a | Agency has a specific anti-corruption program/s related to procurement | | | | |

Javier B. Sitalo, Com

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