

March 12, 2019

LOI-19-001

**Miss Ann Christine Dela Cerna**  
2682 New Era St. Mabolo, Cebu City  
09235027314  
annchristinedelacerna@yahoo.com

Dear **Miss Dela Cerna**:

We would like to invite you to render your service as **Documenter** in the conduct of **Engineering Check pointing and Tactic Session, Social Development Sectoral Conference and Finance Management Meeting** at **Golden Peak Hotel & Suites, Cebu City**.

Your scope of service shall consist of the following:

ITEM	DESCRIPTION	NO. OF DAYS	UNIT COST	AMOUNT
1	Documenter for March 18-19, 2018	2	2,000/day	4,000.00

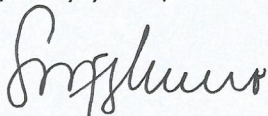
The engagement shall cover 2 days' documentation.

We shall be paying you the amount of **FOUR THOUSAND PESOS** payable upon the complete delivery of service of every activity as required by KC-NCDDP authorized representative such (1) Submission of Process Documentation Report which contains clear action pictures with captions, discussions during the activity and all agreements and recommendations made during the activity. (2) Send thru email the soft copy of final documentation after final review of the End User of the activity. (3) Output must be submitted strictly 10 days after the activity. (4) Submission must be in a ring-bound copy.

Signing this invitation indicates your confirmation and will serve as the agreement/contract for the said services. Please see attached Terms of Reference.

Thank you for your cooperation and support as partner to our program.

Very truly yours,



**SHALAINE MARIE S. LUCERO**  
Director III/ARD for Operations

Conforme:



**ANN CHRISTINE DELA CERNA**  
Documenter