



Republic of the Philippines
DEPARTMENT OF JUSTICE
BUREAU OF CORRECTIONS
NATIONAL HEADQUARTERS
NBP Reservation, Muntinlupa City, Philippines, 1776



NOTICE TO PROCEED

February 26, 2025

PAULO ALCAZAREN
PGAA CREATIVE DESIGN
U-1404 Centerpoint Bldg. Garnet Rd. Cor.
Julia Vargas Avenue, Ortigas Center San Antonio, Pasig City

Dear Mr. Alcazaren:

Based on the approved Contract of Service (copy attached), notice is hereby given to PGAA Creative Design to commence on the Consulting Services for the Master Planning for the Bureau of Corrections (BuCor) – Iwahig Prison and Penal Farm (IPPF) Development Project effective upon receipt of this notice.

You are responsible for performing the services under the terms and conditions of the Agreement and in accordance with the Implementation Schedule.

Please acknowledge receipt and acceptance of this notice by signing both copies in the space provided below. Keep one copy and return the other to the **BUREAU OF CORRECTIONS**.

Very truly yours,

GENERAL GREGORIO PIO P CATAPANG JR. AFP (Ret.) CESE, CCLH
Director General, Bureau of Corrections



I acknowledge receipt of this notice.

PAULO ALCAZAREN
PGAA CREATIVE DESIGN
Date Received May 2, 2025

Alf Benitez
CO1 ALFRED DWIGHT P BENITEZ
BACSEC
05/07/25 1404 H



CONTRACT OF SERVICE

KNOW ALL MEN BY THESE PRESENTS:

This contract made and entered by and between:

BUREAU OF CORRECTIONS (BuCor) with office address at NEW BILIBID PRISON (NBP) Reservation, Muntinlupa City, herein represented by **GENERAL GREGORIO PIO P CATAPANG JR., AFP (RET.), CESE, CCLH** Director General, BuCor, herein referred to as "First Party";
-and-

PGAA CREATIVE DESIGN, with principal office at U-1404 Centerpoint Bldg. Garnet Rd. Cor. Julia Vargas Avenue, Ortigas Center San Antonio, Pasig City, owned and operated by **PAULO ALCAZAREN** who is herein referred to as "Second Party";

-WITNESSETH-

1. That the First Party is in need of the services of the Second party who shall perform work not performed by the regular personnel of the First Party;
2. That the Second Party has signified his intention, to which the First Party has accepted, to provide the service needed by the latter;
3. That the Second Party hereby possesses the education, experience and skills required to perform the job as described herein;
4. That in view hereof, the Second Party is hereby contracted as **Consulting Services for the Master Planning for the Bureau of Corrections (BuCor) – Iwahig Prison and Penal Farm (IPPF) Development Project** in consideration of consultancy fee of **Twelve Million Pesos only (Php12,000,000.00)**;
5. That the Second Party is expected to complete the project within 4 months (100 working days) from the date of issuance of Notice to Proceed.
6. That contracted as **Consulting Services for the Master Planning for the Bureau of Corrections (BuCor) – Iwahig Prison and Penal Farm (IPPF) Development Project**, the Second Party is expected to perform the following:

Month 1: Project Inception and Site Analysis

Inception Meeting

- Kick-off meeting with BUCOR
- Review of background information

Site Analysis

- Field visit for 3 days, with meetings, consolidation and assessment
- Mapping of existing surveys/geographic information

Inception Report

- Compile findings from the inception phase and site analysis
- Submit and review the inception report

Month 2: Conceptual Development

- Feedback from inception report
- Planning workshop in Manila office to gather inputs from stakeholders
- Presentation of site analysis and preliminary conceptual plan and spatial Framework

Month 3: Plan Refinement

- Prepare draft masterplan document including environmental, infrastructure, socio-economic studies
- Circulate draft for review and feedback
- Presentation to BUCOR in Muntinlupa

Month 4: Finalization and Presentation

- Final Masterplan Preparation
- Prepare comprehensive final report incorporating feedback
- Submission of final report

Team Composition

The project team will include experts in:

- Project management
- Land-use planning
- Architecture
- Landscape architecture
- Environmental science
- Civil engineering
- GIS mapping
- Transport analysis
- Socio-economic analysis
- Tourism

The following are the scopes of work per expert:

A. Team Leader/ Project Manager

- Oversee the overall execution of the masterplan project.
- Coordinate activities among team members and stakeholders.
- Ensure the project stays on schedule and within budget.
- Monitor progress and address any issues or delays.
- Provide regular progress reports to the steering committee and stakeholders.

B. Land Use Planner

- Lead the development of the conceptual land use plan.
- Conduct site analysis including topography, existing land use, and infrastructure.
- Develop the spatial framework for the masterplan, balancing conservation and development.
- Coordinate stakeholder consultations and workshops.
- Integrate feedback from stakeholders into the draft and final masterplans.
- Ensure alignment with local and regional planning regulations and standards.

C. Architecture

- In coordination with the Land Use Planner, plan potential sites for building complexes
- Ensure the integration of structures to the planning context
- Collaborate with the landscape architects on strategies for land development

D. Landscape Architect

- In coordination with the Land Use Planner, plan outdoor spaces and landscapes within the masterplan
- Ensure the integration of natural and built environments.
- Collaborate with the Environmental Scientist to ensure ecological considerations are met.

E. Environmental Scientist

- Identify ecologically sensitive areas.
- Assess the potential environmental impacts of proposed developments.
- Recommend mitigation measures for identified environmental impacts.
- Ensure compliance with environmental regulations and standards.
- Integrate environmental considerations into the masterplan.

F. Civil Engineer

- Outline infrastructure requirements, including transportation networks, utilities, and social infrastructure.
- Propose sustainable infrastructure strategies.
- Coordinate with other team members to integrate infrastructure planning into the masterplan.

G. Socio-Economic Analyst

- Assess the socio-economic conditions of the site and surrounding areas.
- Conduct stakeholder consultations to understand community needs and priorities.
- Analyze the potential social and economic impacts of proposed developments.
- Recommend strategies to maximize socio-economic benefits and minimize negative impacts.
- Integrate socio-economic considerations into the masterplan.

H. Tourism Specialist

- Assess the potential for tourism development within the site.
- Identify key attractions and areas of interest for tourists.
- Develop strategies to enhance the site's tourism appeal while ensuring sustainability.
- Analyze market trends and demand for different types of tourism.
- Recommend infrastructure and services needed to support tourism development.
- Integrate tourism considerations into the overall masterplan.

I. Transport Specialist

- Assess the current and potential transport network and connectivity within and surrounding the site.
- Study the feasibility of developing a port and airport within the site.
- Develop strategies to improve transportation infrastructure and services.
- Ensure integration of transport infrastructure with other land uses.

J. GIS Mapping Specialist

- Provide GIS mapping support for the masterplan (subject to data provided by client).
- Create detailed maps and spatial data visualizations.
- Assist the Land Use Planner in developing the spatial framework.
- Analyze spatial data to identify patterns and trends.
- Ensure accuracy and consistency of spatial data throughout the project.

An additional compliment of five staff for planning, urban design, architecture and landscape architecture, from PGAA, will support the above experts for graphics, CADD and other drawing and presentation requirements.

Fees and Manner of Payment

For the above scope of work, the professional fees shall be (VAT exclusive):

Pesos: Twelve Million (P 12,000,000.00)

Payable as follows:

1	Advance Payment	15%
2	Upon completion of Inception Report and Site Analysis	30%
3	Upon Presentation of Draft Master Plan	30%
4	Upon Submission of Final Master Plan package	25%

Billings are due after each sub stage. Work will not proceed unless full payment for previous stage is complete. Check payments shall be made to: **PGAA Creative Design** (VAT 188-312-564-000). Payments are to be made full as per billing.


Items not included

- 1 Full detailed engineering and architectural or landscape architectural design drawing packages.
- 2 Any and all submissions for development or government permits.
- 3 Full environmental impact assessments for permit purposes.
- 4 Detailed Scale model of each main area and/or overall proposed development
- 5 Additional master plan schemes or revisions after approval at each stage, or more than the three schemes stated, shall be considered extra work and shall be charged accordingly. Both the Client and the Consultant shall agree on the fee adjustment before proceeding with the production of the revised plans and documents.
- 6 All costs of travel to Puerto Princesa, Palawan when required – airfare, accommodations, meals, land transfers, communications. A maximum of 2 site visits to the site is allocated for during the course of the project and shall be to the client's account.
- 7 All logistics for site visits and presentations as well as workshops in Iwahig or Muntinlupa
- 8 Detailed topographic, and bathymetric surveys

Items to be provided by BuCor to Consultant

- o All necessary information related to the project including but not limited to:
- o Previous master plan of the site
- o As-built drawings of all colonies and facilities on site
- o As-built of all infrastructure on site
- o Topographic and hydrographic maps of site
- o CLUP of Puerto Princesa
- o Palawan Provincial Physical Framework Plan
- o Projections for PDL transfers from other sites to Iwahig
- o Master plan for proposed 1000 hectares of former Iwahig property to be developed by Puerto Princesa
- o DPWH future projects in and around the site
- o Alignment of NPC power lines within the site

Termination

- 1 The BuCor may terminate the services of the consultant upon giving thirty (30) days written notice in the event the consultant fails to carry out the Scope of Service items to the satisfaction of the BuCor.
 - 2 The consultant may terminate this contract at any time by given thirty (30) days written notice to the BuCor in the event the BuCor defaults in payment of fees.
 - 3 In either of these situations, the consultant shall receive payment of the percentage of work completed (pro-rata) up to the receipt of the registered letter of termination.
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IN WITNESS whereof the parties hereto have caused this Agreement to be executed in accordance with the laws of the Republic of the Philippines on the day and year first above written.

ENTITY

GENERAL GREGORIO PIO P CATAPANG JR., AFP (RET.), CESE, CCLH
Director General, BuCor
R 196-1022

SUPPLIER

PAULO ALCAZAREN
PGAA CREATIVE DESIGN
PRC# 000014

SIGNED IN THE PRESENCE OF:

MS. DOPHENE DELMO-GADIA
Chief, Accountant, BuCor, NHQ

PATROCENIO TAMAYO

Acknowledgment

REPUBLIC OF THE PHILIPPINES)
PASIG CITY) SS

BEFORE ME, a Notary Public for and in PASIG CITY personally appeared:

NAME Valid ID Date & Place of Issue

GENERAL GREGORIO PIO P CATAPANG JR., AFP (RET.), CESE, CCLH BuCor ID 11/23/23 Muntinlupa
PAULO ALCAZAREN

Known to me and to me known to be the same persons who executed the foregoing MOA and acknowledgement to me that same is their own free and voluntary act and deed and that of the respective entities that they represent.


This instrument consisting of five (5) pages, including this page whereon the acknowledgement is written has been signed by the parties and witnesses on each and every page thereof.

WITNESS MY HAND AND SEAL on this MAY 02 2025 day of _____, 20__ in the _____, Philippines.

Doc. No. 468-
Page No. 95
Book No. 80
Series of 2025

FERDINAND D. AYAHAO
Notary Public
For and in Pasig City and the Municipality of Pateros
Appointment No. 95 (2024-2025) valid until 12/31/2025
/ MCLE Exemption No. V/1-000000000000, with 0-01/4/28
Rol# No. 46377; IBP LRN# 02459; CR 515386; 002110091
TIN 123-011-785; PTR 2831461AA; 000000000000; Pasig City
U-5, G/F West Tower PSE, Alabang Road
Ortigas Center, Pasig City PH: 02-88610000

Republic of the Philippines
PROFESSIONAL REGULATION COMMISSION
PROFESSIONAL IDENTIFICATION CARD



LAST NAME	▶ ALCAZAREN
FIRST NAME	▶ PAUL O
MIDDLE NAME	▶ GONZALES
REGISTRATION NO.	▶ 0000014
REGISTRATION DATE	▶ 04/17/1998
VALID UNTIL	▶ 07/25/2025

LANDSCAPE ARCHITECT



Professional Regulation Commission
www.prc.gov.ph

CERTIFICATION

21-1781326

This is to certify that the person whose name, photograph, and signature appear in a duly registered profession, legally recognized by the Commission, with all the rights and privileges thereof.

This is valid until the expiration of the registration period starting on the date of registration of the person's profession, unless he or she has been suspended or debarred.

[Signature]
 Systems of Professions

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