BILATERAL

# PARTNERING ARRANGEMENT BETWEEN DEPARTMENT OF FOREIGN AFFAIRS (DFA) AND THE AUSTRALIA AWARDS AND ALUMNI ENGAGEMENT PROGRAM-PHILIPPINES (AAAEP-P)

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1.

## GENERAL PROVISIONS

1.1.

This Partnering Arrangement expresses the understandings and intentions of the Department of Foreign Affairs hereinafter referred to as the "Partner Organisation," or DFA, and the Government of Australia as "Australian Embassy Philippines (hereinafter referred to as "Australian Embassy," the National Economic and Development Authority (hereinafter referred to as "NEDA"), the Civil Service Commission (hereinafter referred to as "CSC") and the Department of Trade and Industry (hereinafter referred to as "DTI") concerning their respective responsibilities and contributions in regard to the Australia Awards and Alumni Engagement Program-Philippines (hereinafter referred to as "AAAEP-P" or the "Program")

1.2.

The goal of AAAEP-P is to enhance the effectiveness of selected programs and reform agenda under the Joint Declaration on Australia – The Philippines Comprehensive Partnership and to support the Philippine Development Plan.

1.3.

The Australian Government through AAAEP-P will provide assistance to the Partner Organisation in the implementation of its Human Resource Development (HRD) and/or Learning and Development (L&D) Plan developed through an organisational training needs assessment (TNA).

1.4.

This Partnering Arrangement is concluded pursuant to the provisions of the Subsidiary Arrangement (SA) signed between the Government of the Republic of the Philippines (GPH) and the Government of Australia (GOA) on December 2017 relating to AAAEP-P, and the General Agreement on Development Cooperation (GADC) between the GPH and the GOA signed on 28 October 1994 in Sydney, Australia, governing implementation of activities under the Philippines-Australia Development Cooperation Program.

2.



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## DEFINITIONS

For the purposes of this document:

2.1.

Partnering Arrangement means this document and all schedules, annexes and other documents as may be incorporated by reference.

2.2.

Australia Awards Scholarships (AAS) are prestigious international scholarships and fellowships funded by the Australian Government that aim to contribute to the long-term development needs of Australia's partner countries, in line with bilateral and regional agreements. It offers the next generation of global leaders an opportunity to undertake study, research and professional development utilising Australia's world-class education system.

2.3.

The Joint Declaration on Australia – The Philippines Comprehensive Partnership was signed on 18 November 2015 by the Prime Minister of Australia and the President of the Philippines and sets out the guiding principles and areas of cooperation between the two countries in political and economic relations, and cooperation in defence, law and justice, education and development.

2.4.

Program Board (PB) means the governing body of AAAEP-P composed of the Australian Embassy, CSC, NEDA and DTI. It has overall responsibility for setting the strategic direction and approach and maintaining oversight on the outcomes of the Program.

2.5.

Program Coordination Committee (PCC) means the body providing operational directions for AAAEP-P composed of Australian Embassy, CSC, NEDA and DTI.

2.6.

Human Resource Development (HRD) Assistance are the prioritised activities that aim to address the organisational/competency gaps of Partner Organisations as identified in the Organisational Training Needs Assessment as detailed in the organisation's HRD and/or L&D Plan.

2.7.

Managing Contractor (MC) means Coffey International Development Pty Ltd who has been contracted by Australian Embassy to manage AAAEP-P.


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2.8.

M&E means monitoring and evaluation

2.9.

Organisational Training Needs Assessment (TNA) means the reflection-action process undertaken by the Partner Organisation, with the support of AAAEP-P if required, to diagnose, isolate and prioritise competency gaps that form the basis of the HRD and/or L&D Plan. The organisational training needs assessment will also help the Partner Organisation identify which of its key units need assistance the most and what specific activities in AAAEP-P's list of sub-Programs can be undertaken that will generate the greatest impact given the organisations' priorities and in line with AAAEP-P's mandate, strategic directions and available resources.

2.10

PDP means the Philippine Development Plan.

2.11.

Process Owner(s) means the office/unit within the Partner Organisation that is/are fully accountable for a specific capacity area.

2.12.

Re-entry Action Plan (REAP) is a mechanism to implement specific learning outputs to demonstrate improvements in the targeted competency level in the workplace. REAPs can be for individuals or a group of learners within an organisation working on a targeted organisational capacity. REAP objectives are expected to be completed within 6 months to 1 year of completion of the Program assistance.

2.1

Partner Organisations (POs) are those that are strategically positioned to deliver or help deliver Program· outcomes. Partner organisations may access sub-Program activities included in the AAAEP Toolkit depending on the results of the organisational TNA. The overall level of engagement with Partner organisations will be approved by the Program Coordinating Committee (PCC) on a yearly basis.

2.13.

Learning Service Provider (LSP) refers to Australian and Philippine higher education institutions, registered training organisations, individual consultants and consulting firms that help AAAEP-P in designing and implementing development assistance to improve the level of partner organisations' organisational and/or staff specific competencies.

3.

## IMPLEMENTING PARTNERS

3.1

As a bilateral program, GPH and GOA are formally accountable and ultimately responsible for the direction, decisions, and activities carried out under AAAEP-P. Under this Partnering Arrangement, the following agencies will discharge these responsibilities:

For the GPH:

**NEDA, CSC, DTI**

For the GOA:

Australian Embassy

3.2.

The Australian Embassy has engaged a Managing Contractor (MC), Coffey International Development (CID) to carry out the management and administration of AAAEP-Pin accordance with the agreed strategies and directions set by GPH and GOA. CID may sub-contract the delivery of activities under this Partnering Arrangement.

3.3.

The Program Board of AAAEP-P selects Partner Organisations that will have access to AAAEP-P Program of Assistance. Refer to annex 2 for the list of Partner Organisations.

4.

## PURPOSE OF THIS PARTNERING ARRANGEMENT

4.1. This Partnering Arrangement establishes the:

- management structure of AAAEP-P;

- framework under which AAAEP-P will operate;

- roles and responsibilities of the AAAEP-P governance bodies;

- roles and responsibilities of the AAAEP-PMC; and

- roles, responsibilities and contribution of the Partner Organisation.

to ensure efficient and effective operation of the partnership recorded in this document.

5.

## AAAEP-P OPERATING FRAMEWORK

5.1.

The AAAEP-P is a 4-year (2017-2021) program funded by the Australian Embassy as a follow-on program to the Philippines Australia Human Resource Organisational Development Program which was completed in September 2017. AAAEP-P was designed to enhance the effectiveness of selected programs and reform agenda under the 2015 Joint Declaration on Australia – The Philippines Comprehensive Partnership Agreement Comprehensive Partnership Joint Declaration which serves as a guiding framework for all aspects of our bilateral relations and Ministers and senior officials will meet regularly, including through the biennial Philippines-Australia Ministerial Meeting.

5.2.

The Joint Declaration aims to ensure that we are maximising the opportunities to advance cooperation between Australia and the Philippines, including trade, development assistance, defence, education, people-to-people linkages, counter-terrorism and countering transnational crime.

5.3.

The Australian Embassy through AAAEP-P will provide Program assistance that respond to program objectives and reform agendas under the Joint Declaration and the PDP. The Program's Results Framework and Theory of Change link outputs delivered through Program assistance to improved levels of organisational and/or staff specific competencies of partner organisations to deliver their mandates.

5.4.

The Program outcomes for the AAAEP-P are (1) Development – Alumni and where relevant, their organisations have and use skills, knowledge and networks to contribute to sustainable development; (2) Political/Influence – Australia has alumni in key sectors and positions; (3) Trade/Economic – Links and/or formal partnerships between institutions and businesses in Australia and Philippines are activated and matured; (4) Reputation – Australia, Australians and Australian expertise is viewed positively in the Philippines; (5) Gender – Scholarships and alumni activities have improved gender equality and women's empowerment.

5.5.

The Australia Awards Scholarships program, the prestigious international scholarships funded by the Australian Government is used as a development tool to help improve the human resource base of the Philippines. In the Philippines, it is managed on behalf of the Australian Embassy by the AAAEP-P MC. Australia Awards Scholarships offer the next generation of global leaders' high-quality education and professional development experiences that enable them to contribute to national development.


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5.6.

The Australian Embassy will provide the following to support AAAEP-P Partner Organisations:

- funds for approved Program assistance detailed in the HRD and/or L&D Plan of partner organisations;

- personnel (through AAAEP-P) to assist and monitor Program assistance.

5.7.

The AAAEP-P MC will monitor and evaluate annually the assistance provided to the Partner Organisations. Based on this evaluation, the MC will recommend to the PB the level of assistance that AAAEP-P will provide to the Partner Organisations during the next Fiscal Year.

6.

## ROLES AND RESPONSIBILITIES OF AAAEP-P- GOVERNANCE BODIES

6.1.

The Program's governance structure is composed of the Program Board (PB) and the Program Coordinating Committee (PCC). These bodies are composed of representatives of the Australian Embassy, NEDA, CSC and DTI. From time to time, the PB and the PCC may invite other GOP agencies and specialists as observers and to participate in discussions.

6.2.

The PB is responsible for setting the strategic direction of the Program and is accountable for the outcomes of the Program. It will also:

- Identify government organisations, including DFA offices, target institutions, positions/designations that will receive scholarships;

- At a strategic level, oversee the achievements of the Program in relation to the higher goal and higher-level objectives of and their impacts on program and service delivery;

- Review the findings of monitoring and evaluation activities to identify any implications for setting strategic directions for the following year; and

- Discuss the outcomes of the screening procedures required for investments in Mindanao.

6.3.

The PCC will provide operational directions to the management of AAAEP-P. It will also:

- approve the priority areas for the scholarships in line with the Australian Aid Investment Plan for the open category and Organisation Training Needs Assessments for the targeted category;

- approve the main categories of applicant profiles for scholarships and ensuring that the applicant profiles are

applied and that scholarships for partner organisations will achieve an agreed developmental need;

- provide guidance in relation to new modes of delivery such as twinning arrangement, short course awards, public-private sector partnerships;

- provide guidance for planning expenditure, under the direction of the Program Board;

- approve the Annual Plan and Budget (which includes finalising the selection of organisations, numbers of scholarships; applicant profiles; monitoring and evaluation activities);

- ensure that transparency, probity, equity and fairness have been observed and implemented with respect to selection of scholarship applicants;

- approve Australia Awards Scholarships nominees;

- review six-monthly and annual M&E reports;

- review high-level reports and updates prior to submission to the Program Board; and

- provide or commission technical expertise.

7.

## ROLES AND RESPONSIBILITIES OF THE AAAEP-P MANAGING CONTRACTOR

7.1.

The Australian Government engaged the services of a Managing Contractor (MC), Coffey International Development (CID), to carry out the management and administration of AAAEP-P. The MC is required to perform the following services:

- manage and implement the components of the Program outlined in Clause 5.3;

- support the Governance bodies of the Program;

- manage the Program and provide specified personnel by nominating highly competent professionals and supervising the performance of LSPs to maintain the high-quality of support provided; provide M&E for the Program and provide timely and accurate progress reports to the PB and PCC;

- report to the Australian Government through the Australian Embassy in the Philippines; and

- prepare activity design specifications of the Program assistance using the template in Annex 3 in consultation with the partner organisation's senior management and process owners of Program assistance to ensure responsiveness to the HRD priorities detailed in the approved Annual Plan.

8.

ROLES, RESPONSIBILITIES, AND CONTRIBUTION OF THE PARTNER ORGANISATION

8.1.

In the assessment, development, implementation and institutionalisation of the Program assistance, DFA, as the Partner Organisation will:

- assign senior leaders and process owners who will champion, support and ensure the conduct and findings of the Organisational Training Needs Assessment; drive the implementation of the resulting HRD and/or L&D Plan, and; support specific Program assistance for target participants;

- lead, manage and ensure the institutionalization of outputs and REAPs resulting from the implementation of Program assistance;

- designate and authorize the following counterpart staff /teams to coordinate and oversee all AAAEP-P activities and provide all necessary inputs and reporting requirements associated with the Organisational Training Needs Assessment, HRD and/or L&D Plan and the Program assistance:

a)

Human Resource Office Contact. Tasked to coordinate and ensure the responsibilities of the Partner Organisation detailed in this Partnering Arrangement are met, and; coordinate with Process Owners involved in the Program assistance;

b)

Scholarship Committee. The committee is composed of officers of the organisation. It is tasked to screen potential candidates from the organisation for the Australia Awards Scholarships and endorse recommended candidates to the head of organisation;

c)

Monitoring and Evaluation Team. The team is composed of members within the HRD units and is tasked to design data collection methods, gather, analyse and evaluate performance of AAAEP-P assistance in the organisation. Evaluation is important to assure quality and efficiency in the delivery of assistance to the organisation and ensure that needs and requirement of AAAEP-P are complied with by the Learning Service Provider. The team will submit M&E reports to the executive officers of the organisation and to AAAEP-P in accordance with AAAEP-P requirements and templates;

d)

Head or member of the Technical Working Group of Gender and Development Focal Point System (GFPS). The GAD Focal Person is tasked to ensure that all activities conducted in relation to this agreement (including the design and implementation of REAFs) comply with the Philippines Magna Carta of Women. The GAD Focal Person is also tasked to coordinate effort to facilitate implementation of GAD related activities within organisation using its GAD budget. The GAD Focal Person is further tasked to ensure that at least 5% of REAPs are meant to directly address GEDSI issues, i.e. improve gender equality and women's empowerment, and provide women and disadvantaged groups more opportunity for success.

e)

Head or member of the Equal Opportunity (EO) Committee. The EO Focal Person is tasked to ensure that all activities conducted in relation to this agreement (including the design and implementation of REAPs) comply with the PWD framework of the Philippine government. The EO Focal Person is also tasked to coordinate effort to supplement the implementation of these activities with organisation resources taken from its PWD budget. The PWD Focal Person is further tasked to ensure that at least 5% of the REAPs are meant to directly address PWD


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issues.

f)

Mentors/Supervisors for Australia Awards Scholarships. Tasked to guide awardees in the implementation of Re-Entry Action Plans (REAPs), and;

g)

Process Owners. Tasked to lead in the institutionalisation of the organisational change targeted by the Program assistance

- Provide inputs and services to Program activities, e.g.:

a)

Engage LSPs to further the organisation's reform agenda;

b)

ensure involvement of Process Owners in the identification, development, design, implementation and evaluation of Program assistance, including participation of authorized representative in Technical Assessment Panel meetings to select a Learning Service Provider (LSP) who will assist in the design and delivery of the Program assistance;

c)

nominate quality participants/candidates who meet the set criteria to prioritized Program assistance, including the Australia Awards Scholarships;

d)

ensure participation of targeted attendees in all components of Program assistance, including, but not limited to, intensive classroom sessions, coaching, mentoring and implementation of approved REAPs;

e)

review and approve all Program assistance outputs;

f)

provide support, including budget, for the implementation and institutionalization of change management plans, REAPs;

g)

include as deliverables the REAPs (Re-entry Action Plans (both individual and team), in the individual/work unit plans and performance management system of the organisation, and;

h)

evaluate the Program assistance and the support provided by the Program, including delivery of the Program assistance by subcontracted LSP and inputs to the quality of engagement.

- Provide timely, accurate and evidence-based reports following the Program's M&E reporting requirements and templates.


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- Provide reasonable access to databases, centres of information and personnel to assist AAAEP-P and its subcontractors to undertake design specifications and monitoring and evaluation activities in relation to the HRD and/or L&D Plan.

- Share insights, outputs, knowledge gained and best practices gained from the implementation of activities and this Partnering Arrangement.

- Provide the necessary counterpart funding as agreed with AAAEP-Pin support of the implementation and conduct of prioritised Program assistance. The counterpart may be in kind but costed financially. The counterpart will include but not limited to:

a)

salary costs of all staff of the organisation for the duration of the training associated with the Program assistance;

b)

venues for in-organisation activities (e.g. meeting, coaching etc.), local resource persons and course presenters (organic employees of the organisation) and administrative support for the in-Philippines HRD activities, as negotiated for each training Program assistance;

c)

costs associated with health and safety, travel and other relevant documentation for participants involved in the Program assistance, including the Australia Awards Scholarships; and

d)

if required, provide suitable workspace for AAAEP-P personnel and subcontractors, including access to office space, telephone, fax, and other agreed facilities.

- Provide necessary support for, and ensure the implementation of the REAPs. x. Ensure that at least 5% of its REAPs are designed to directly address GAD issues and another 5% are designed to directly address PWD issues.

8.2.

The Partner Organisation commits to adhere to and promote good governance, accountability, and transparency, including without limitation anti-corruption measures, at all times during the term of this Partnering Arrangement.

9.

## ACCOUNTABILITY AND SETTLEMENT OF DIFFERENCES

9.1.

If the Partner Organisation is unable to implement the Program assistance in a given year as targeted in the HRD and/or L&D Plan, the Partner Organisation may request PCC approval to defer activities. Failure to seek approval for deferment will mean forfeiture of the allocated funding for that particular Program assistance.

9.2.


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If the Partner Organisation fails to use allotted scholarship slots in a given year, the PCC may determine that the scholarship slots for that year and the succeeding year will be forfeited. Requirements for scholarship will then be reviewed.

9.3.

The Partner Organisation and the AAAEP-PMC will work together in a spirit of openness, transparency and consultation to implement the AAAEP-P support. Where differences cannot be resolved; either AAAEP-P or the Partner Organisation may elevate these to the PB for resolution.

9.4.

This Partnering Arrangement is neither a treaty nor an instrument of treaty status. Consequently, differences which may arise concerning the interpretation or application of the Partnering Arrangement will not be subject to adjudication or arbitration by any national or international court or tribunal but will instead be dealt with in an amicable way as the appropriate method of achieving the peaceful settlement of those differences.

9.5.

The Parties will consult together at any time upon request of either Party regarding any matter relating to the terms of this Partnering Arrangement and will endeavour jointly in a spirit of cooperation, good faith and mutual trust to resolve expeditiously and difficulties or misunderstandings that may arise.

10.

## COMPLIANCE

10.1.

Where the Program Board (PB) finds that the Partner Organisation is not complying with the commitments under this Partnering Arrangement, including those commitments outlined in clause 8, or after failure to resolve a difference, the PB will have the right to undertake the process of mutual termination with the Partner Organisation.

11.

## ANTI-CORRUPTION

11.1.

Consistent with the Partner Organisation's commitment to good governance, accountability, and transparency in


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clause 8.2, the AAAEP-P MC may investigate, directly or through its agents, any alleged corrupt, fraudulent, collusive, or coercive practices relating to the implementation of the HRD and/or L&D Plans or any other matter under this Agreement. AAAEP-P will have the right to audit and examine the records of the scholarship selection process and authenticity of all documents submitted by the scholars.

12.

## AMENDMENTS

12.1.

This Partnering Arrangement may be amended or varied at any time by agreement between the parties in the form of an Exchange of Letter signed by all Parties.

13.

## DURATION

13.1.

This Partnering Arrangement will take effect from the date of its signature and cease on the completion of agreed AAAEP-P support, or at the completion of the AAAEP-P program in 2021, whichever occurs first.

14.

## OTHER PROVISIONS

14.1.

Any notice required or permitted to be given under this Partnering Arrangement shall be in writing in the English language and must be hand delivered or sent by post or sent by electronic mail to the address, facsimile number or electronic mail address (as the case may be) shown in Annex I to this Partnering Arrangement and will be deemed sufficiently given:

- in the case of hand delivery, on the date of delivery; or

- in the case of prepaid post, two business days after being sent by post; or

- in the case of electronic mail, on day of transmission provided that the sender can give evidence of transmission and the intended recipient does not give evidence of non-receipt

14.2.

The Partner Organisation agrees that all terms of this Partnering Arrangement and all other previous conditions


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and agreements relating to this Partnering Arrangement are confidential as between the parties and it shall not without the prior written consent of the other parties disclose any of the terms to any third party.

14.3.

The Partner Organisation acknowledges that the Australian Government has adopted a policy and laws consistent with relevant international counter-terrorism treaties and United Nations Security Council Resolutions 1267 (1999), 1373 (2001) and successor resolutions of not providing direct or indirect support or resources to organisations and individuals associated with terrorism.

14.4.

The Partner Organisation will use its best endeavours to ensure that funding provided under this Partnering Arrangement is expended in a manner consistent with international counter-terrorism treaties, United Nations Security Council Resolutions on terrorism and related Australian laws. If, during the term of this Partnering Arrangement, the Partner Organisation discovers any link whatsoever with any organisation or individual listed by the United Nations 1267 Committee or the Australian Government as associated with terrorism, it will inform the Australian Embassy immediately.

Signed in Manila this_____ of _____ 2020

(Sgd.) Richard Sisson
Deputy Head of Mission
For the Government of Australia

(Sgd.) Jonathan Uy
Officer-in-Charge; Investment Programming Group
For the National Economic and Development Authority

(Sgd.) Alicia dela Rosa-Bala
Chairperson
For the Civil Service Commission

(Sgd.) Ireneo V. Vizmonte
Undersecretary
For the Department of Trade and Industry

(Sgd.) Jose Eduardo Malaya
Undersecretary for Administration
Department of Foreign Affairs

For the Partner Organisation:
DEPARTMENT OF FOREIGN AFFAIRS (DFA)

Annex 1
Notice Contact Details

PROGRAM COORDINATING COMMITTEE

Australian Embassy
Australian Embassy 23[rd] Floor RCBC Tower II Ayala Avenue Makati City Rod

Contact Person: Rollie Dela Cruz
Portfolio Manager, Department of Foreign Affairs and Trade
Switchboard: +63 2 8757 4412; Facsimile: +63 2 8757 826
5 Email: Rollie.DelaCruz@dfat.gov.au

Civil Service Commission
CSC Building, Constitution Hills, Batasan Road, Quezon City

Contact Person: Executive Director Art Florentin
Telephone number: (632) 8931 4143
Email address: oed.csi@csc.gov.ph

National Economic and Development Authority
NEDA sa Pasig, 12 Blessed Josemaria Escriva Drive, Ortigas Center, Pasig City

Contact Person: Director Hazel Iris Baliatan
Telephone Number: (632) 8631 3748
Email address: HISBaliatan@neda.gov.ph

Department of Trade and Industry
Trade & Industry Building, 361 Senator Gil J. Puyat Avenue, Makati City

Contact Person: Director Joel R. Cruz
Telephone Number: (632) 8751 3242
Email Address: JoelCruz@dti.gov.ph

Australia Awards and Alumni Engagement Program - Philippines (AAAEP-P)
3[rd] floor, JMT Bldg., ADB Avenue, Ortigas Centre, Pasig City

Contact Person: Milalin Javellana (Program Director)
Telephone Number: (632) 8638 9686
Email address: Milalin.Javellana@australiaawardsphilippines.org

Department of Foreign Affairs
2330 Roxas Boulevard, Pasay City, Philippines

Office of Undersecretary for Administration
Contact Person: Principal Assistant and Hearing Officer Susan Phoebe R. Sabado
Telephone No.: 8 834-4618
Email address: oua@dfa.gov.ph

Foreign Service Institute
Contact Person: Senior Scholar Affairs Officer Sonia D. Diaz
Telephone No.: 8 834-3509
Email address: fsiphilippines@fsi.gov.ph

Office of Asia and Pacific Affairs
Contact Person: Acting Director Jan Sherwin P. Wenceslao
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Human Resources Management Office


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Contact Person: Director Rapunzel A. Acop
Telephone No.: 8 834-4162
Email address: hrmo@dfa.gov.ph

Annex 2
List of Partner Organisations

Civil Service Commission (CSC)

Department of Budget and Management (DBM) Department of Finance (DOF)

Department of Foreign Affairs (DFA)

Department of Interior and Local Government (DILG)

Department of Public Works and Highways (DPWH)

Department of Social Welfare and Development (DSWD)

Department of Trade and Industry (DTI)

Department of Transportation (DOTr)

National Economic and Development Authority (NEDA)

Philippine Competition Commission (PCC)

Public Private Partnership Centre (PPP)

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