

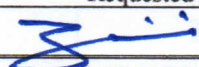
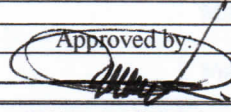
JOB REQUEST

Entity Name:	<u>NATIONAL BOOK DEVELOPMENT BOARD</u>	Fund Cluster :	01
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JR No. : 2021-017 Responsibility Center Code : _____	Date: 04 February 2021
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Stock/ Property No.	Unit	Item Description	Quantity	Unit Cost	Total Cost
	lot	Editorial Services for Annual Report 2020 and Writing Journal 2021 Scope of Work: <ul style="list-style-type: none"> • Conceptualize, write, and edit articles and contents for the NBDB Annual Report 2020 and NBDB Writing Journal 2021 • Solicit contents from other writers and resource persons for the Annual Report and Writing Journal • Ensure that all contents are submitted to NBDB on time • Provide creative direction to the graphic and layout artist • Coordinate closely with the other members of the publication team (contributors, web administrator, and NBDB secretariat) • Directly report to the NBDB secretariat the progress and status of the publication from conceptualization to actual production/publication; and • Ensure that publication process timeline is followed and that target release date of the issue is strictly met. Duration of Work: February to April 2021 Those interested must submit their: <ol style="list-style-type: none"> 1) Letter of intent with proposed costing, 2) Curriculum vitae, 3) Portfolio of work, and 4) Copy of PhilGEPS registration TOTAL APPROVED BUDGET/ PROFESSIONAL FEE: P50,000 Notes: - Payment should be in government terms - Payment is bank-to-bank preferably Landbank. Otherwise interbank charges will apply **Nothing Follows**	1	50,000.00	50,000.00

Purpose: For the NBDB Annual Report 2020 and Writing Journal 2021

	Requested by:	Approved by:
Signature :		
Printed Name :	ANTHONY JOHN R. BALISI	RYAN A. ESTEBAN
Designation :	Director I	Officer-in-Charge