

APPENDIX 3. LIST OF PARTY CONCERNED IN THE RECIPIENT COUNTRY

During the basic study's survey period, the study team interviewed the following personnel.

(I) Concerned Personnel of the Philippine Side.

• DECS (Manila)

MS. ERLINDA C. PEFIANCO	Undersecretary
MR. ANTONIO B. NACHURA	Undersecretary
MR. RAMON C. BACANI	Assistant Secretary
MR. ACHILLES B. DEL CALLAR	Executive Director, EDPITAF
MS. AMELITA A. CRUZ	Deputy Executive Director, EDPITAF
MR. ARMADI A. GABRIEL	Project Manager I, EDPITAF
MR. JESUS R. MATEO	Office of the Planning Service- Project Development and Evaluation Division
MR. ALBERTO M. BANTUCAN	Office of the Planning Services- Physical Facilities Division
MR. MARCELO F. MAGDAY	Office of the Planning Services- Physical Facilities Division
MS. SALVACION V. SANTIAGO	Office of the Planning Services- Physical Facilities Division
MS. AIDA E. BAUTISTA	Office of the Planning Services- Physical Facilities Division
MS. CANDY F. DE JUAN	Office of the Planning Services- Physical Facilities Division
MS. ROSALIE B. RAYMUNDO	Office of the Planning Services- Physical Facilities Division
MS. GRACELYN CRISTONO	Office of the Planning Services- Physical Facilities Division
MS. BLANDINA P. BIZ	Office of the Planning Services- Physical Facilities Division
MR. FELIX F. VILLANUEVA, JR.	Office of the Planning Services- Physical Facilities Division
MS. MA. ELSIE C. ESNER	Bureau of Elementary Education SEPS
MR. FEDERICO L. REYNO	Bureau of Elementary Education
MR. ROMY SOLITO	Office of the Planning Services- Physical Facilities Division Project Development and Evaluation Division
MR. AMADOR V. CAPINPIN	Office of the Planning Services- Physical Facilities Division
MR. MANSUETO M. CABACANG	Office of the Planning Services- Physical Facilities Division EPSI

• N E D A

MS. JOSEFINA ESGUERRA

Director,
Public Investment Staff

MS. ALELY BERNARDO

Chief Economic Development Specialist,
Public Investment Staff

MR. GERRY VILLARINO

Senior Economic Development Specialist

MR. RONNIE CORPUZ

Senior Economic Development Specialist

MS. CRISTINA SANTIAGO

Senior Economic Development Specialist

MR. ALLAN O. MILLAN

Senior Economic Development Specialist

MS. SUSAN M. CARANDANG

Senior Economic Development Specialist

• Region II (DECS Regional Office)

MR. PEDRO B. TRINIDAD

Regional Director, DECSROII

MS. ESTRELLA C. ACORDA

Chief, SED, DECSROE

• Region IV (DECS Regional Office)

MR. RUBEN DOLOR

Regional Supervisor, DECSROIV

MR. AMADO CARANDENG

Physical Facilities Coordinator,
DECS Divisional Office, Lipa City

MR. DANITO M. CABELLO

Physical Facilities Coordinator,
DECS Divisional Office, Batangas

MR. DEMETRIA ABANTE

Physical Facilities Coordinator,
DECS Divisional Office, Batangas

MR. RONEO MANKAYAN

Physical Facilities Coordinator,
DECS Divisional Office, Cavite

MS. CATALINS PATAMBANG

District Supervisor,
DECS Divisional Office, Cavite

MR. JOSEPH F. FADRI

Asst. Schools Superintendent,
DECS Divisional Office, Batangas City

MRS. CONCEPCION U. REYES

Principal, Cavite National H.S.

• Region VII (DECS Regional Office)

MR. SEVILLANO DE LA CRUZ

Director, DECSRO

MR. ROGELIO EREJER

Physical Facilities Coordinator, DECSRO

MS. IGMIDIA A. BALAGAPO

Secondary Education Chief, DECSRO

MR. GENEROSO PUROG

Leyte Division Superintendent

MR. CELESTINO Q. ALAGON

Laguna Division Education Supervisor I

• Region II (Proposed Schools)

MR. DANTE M. AMISTAD	E- 1. TUGUEGARAO WEST CS PRINCIPAL II IN-CHARGE
MS. CLARITA, A. LUNAS	E- 2. CAGGAY-TANZA ES PRINCIPAL
MR. ROMEO P. SENA	E- 3. BAGGAO CS PRINCIPAL II
MS. ALICE MAGORASUSAY, PH. D. E.	E- 4. MONTE ALEGRE ES JEAD TEACHER
MR. BEATRICE C. CANONIZADO	E- 5. APARRI EAST CS PRINCIPAL II
MS. AMELIA M. PADACA	E- 6. CAUAYAN SOUTH CS OFFICER-IN-CHARGE
MR. LOSE N. BAYAU	E- 7. SANTIAGO SOUTH CS MASTER I
MR. ROMEO B. VASPUEZ	E- 8. STA. FE CS PRINCIPAL I
MR. GEOREE C. FERNANDEZ	E- 9. BONE NORTH ES MASTER TEACHER
MS. ARCEVE B. FIESTA	E-10. NAGTIIPUNAN CS MASTER TEACHER I
MS. MILASROS P. LABURADA	S-39. CAGAYAN NHS PRINCIPAL IV
MS. LOLITA B. UNDAY	S-41. PATTAO NHS(MAIN) HEAD TEACHER III
MR. CIPRIANO C. MALLIUM	S-42. CAGAYAN NHS(LINAO EXT.) TEACHER-IN-CHARGE
MS. ISABEL M. CABAUTAN	S-43. CAGAYAN NHS(CATAGGAMAN EXT.) TEACHER-IN-CHARGE
MS. LOLITA B. UNDAY	S-44. PATTAL NHS HEAD TEACHER III
MS. CARMELITA B. SAMBRANO	S-45. BAUA NHS PRINCIPAL I
MR. OSCAR A. MARTINEZ	S-46. ISABELA NHS PRINCIPAL IV
MS. CHIRLITA S. PURUGGANAN	S-47. ROXAS NHS OFFICER-IN-CHARGE
MS. YOLANDA A. MICIO	S-48. RIZAL NHS HEAD TEACHER III
MR. WILFREDO M. BALABBO	S-49. DELFIN ALBANO NHS PRINCIPAL I
MR. RODRIGO B. PASCUA	S-50. DONA AURORA NHS HEAD TEACHER-IV
MS. ANITA B. RINGPACAN	S-51. SALINUNGAN NHS PRINCIPAL I
MS. ISIDRO L. BAUTISTA	S-53. NAGUILIAN NHS PRINCIPAL I
MS. NELIA Z. ANGULUAN	S-54. TUMAUNI NHS OFFICER-IN-CHARGE

MS. CORAZON C. CAGINA

MS. ADELAIDA V. ABAD

MS. MAYLANI S. VELASCO

MR. EDMUNDO S. VINHARERA

MS. NIMFA F. YARCIA

MS. CATHERINE V. ATCHUELA

MS. JOSEFINA M. PARUNGAO

MS. PERLA F. GOPEZ

MS. CONSUELA A. TUTAAN

MS. ESTHER A. BACCAY

MS. JOSEFINA U. PAJARILLO

S-55. NUEVA VIZCAYA GEN. COMP. HS
HEAD TEACHER III

S-57. ARITAL NHS
HEAD TEACHER III

S-58. SALINAS NHS
TEACHER I

S-59. MADDELA AGRO-INDUSTRIAL HS
PRINCIPAL II

S-60. DIFFUN NHS
PRINCIPAL I

S-61. PINARIPAD NHS
HEAD TEACHER III

S-63. QUIRINO GEN. HS
PRINCIPAL III

AS-34. DIVISORIA NHS
PRINCIPAL

AS-36. CAGASAT NHS
TEACHER I

AS-37. CALIGUIAN NHS
PRINCIPAL I

AS-39. ANGADANAN NHS
HEAD TEACHER III

• Region IV (Proposed Schools)

MR. FERMIN B. MOLINA

MR. ARTURO R. AMAZONA

MS. ANGEL C. CARAUDANG

MS. MELBA A. HERMOGENES

MS. MAXIMA S. PATAMRANS

MS. IRLANDA S. MORALES

MS. GLORIA PL. CABRAL

MS. LIBERACION G. ALABASTRO

MR. ROLANDO B. LLANTERO

MS. ZENAID V. DE TORRES

MS. ADELAIDA M. VERGARA

MS. LYDIA N. HULLAM

E-11. DINGALAN ES
PRINCIPAL I

E-12. UMIRAY ES
HEAD TEACHER

E-13. STO. TOMAS NORTH CS
PRINCIPAL II

E-14. LEMERY PILOT ES
PRINCIPAL

E-15. SAN JOSE ES
PRINCIPAL III

E-16. E. BARETTO SENIRO ES
PRINCIPAL

E-17. LOS BANOS ES
PRINCIPAL II

E-18. PAGBILAO CS
PRINCIPAL II

E-19. CALAUAG CS
PRINCIPAL II

E-22. ALANGILANG CS
DISTRICT COORDINATING PRINCIPAL

E-23. LADISLAO DIWA ES
PRINCIPAL

E-25. LUCENA WEST I ES
PRINCIPAL

MR. CECILO B. PEREZ	E-26. SAN PABLO CITY CS PRINCIPAL
MS. OLOSCORITA C. ALOR	AE- 1. TANAUAN NORTH CS PRINCIPAL II
MS. LETICIA A. SALVADOR	AE- 2. PADRE GARCIA ES COORDINATING PRINCIPAL
MS. JOCELYN C. ALOR	AE- 3. SALAWAG ES HEAD TEACHER
MS. TERESA T. AMBULO	AE- 4. SILANG ES PRINCIPAL
MR. DEL O. PEREGRINO	AE- 5. AGUINALDO ES TEACHER I
MR. EDGARDO J. PLANILLO	AE- 7. LILIW ES PRINCIPAL III
MS. LIGAYA A. URRUZA	AE- 8. CRISANTO GUYSAYKO ES PRINCIPAL
MS. LETICIA G. RAMOS	AE-11. BIGNAY ES OFFICER-IN-CHARGE
MS. LETICIA P. MAGNAYE	AE-12. CLARO M. RECTO MEMOTIAL CS PRINCIPAL
MR. ERNIE D. BATAO	AE-13. STO. DOMINGO ES
MR. AGAPITO P. LORREDO	AE-14. GUMACA EAST CS PRINCIPAL II
MR. MARCELINO P. BRIONES	AE-15. BUKAL SUR ES PRINCIPAL I
MS. MERCEDES M. VILLAGRACIA	AE-17. MAYAMOT ES PRINCIPAL II
MR. ALBERTO G. DE LOS SANTOS	AE-18. CAINTA ES PRINCIPAL III
MS. ELVIRA F. BANCELO	AE-20. MARIANO C. SAN JUAN ES PRINCIPAL II
MR. JOSE L. CEQUENA	AE-21. BINANGONAN ES PRINCIPAL
MS. ROSARIO G. ENCOMIENDA	AE-22. BAGONG NAYON IV ES HEAD TEACHER III
MS. PLACIDA B. GALANO	AE-26. BAGUMBONG ES PRINCIPAL
MS. MARIA A. RADA	AE-27. LUCENA WEST IV ES PRINCIPAL
MS. SALVACION E. ARGA	AE-28. JULIAN FELIPE ES PRINCIPAL III
MS. LIONCIA M. PAYCANE	AE-29. BALETE RELOCATION ES TEACHER-IN-CHARGE
MR. EDUARDO P. MARIANO	S-64. BALER NHS TEACHER-IN-CHARGE
MR. ENFENIO N. VALLEJO	S-65. JUAN C. ANGARA MEMORIAL HS TEACHER I

MS. AMELIA I. VELASCO	S-66. PUANGI NHS TEACHER-IN-CHARGE
MS. JULIA D. ALIPUSAN	S-67. LUCSUHIN NHS PRINCIPAL
MS. CRISTINA A. PEREZ	S-68. DACANLAO AGONCILLO NHS PRINCIPAL
MS. PATRICIA C. ANAR	S-69. BAYBAYIN NHS TEACHER-IN-CHARGE
MS. MELICIA T. MASTIBAY	S-70. MAYURO NHS TEACHER-IN-CHARGE
MR. RAFAEL D. REYES	S-71. DASMARINAS NHS PRINCIPAL
MS. AYNALINDA Z. MAPANDO	S-72. CARMONO NHS HEAD TEACHER III
MS. LETICIA C. HAYAG	S-73. TRECE MARTIREZ NHS PRINCIPAL
MR. RODOLFO C. JOYA	S-74. MARAGONDON NHS PRINCIPAL
MS. YOLANDA V. GILBUENO	S-75. PEDRO GUEVARA MEMORIAL HS HEAD TEACHER VI
MS. EDNA J. PEREZ	S-76. SAN PEDRO RELOCATION NHS PRINCIPAL IV
MS. ESMERALDA E. DECASTRO	S-77. CAMP VICENTE LIM NHS PRINCIPAL II
MR. VICENTE M. LINDOG	S-79. LUTUKAN NHS PRINCIPAL II
MR. MARCIAL C. RIVERA	S-80. LOPEZ NHS PRINCIPAL II
MS. RAYMUNDA F. RICAFORT	S-81. CLARO M. RECTO MEMORIAL HS PRINCIPAL I
MR. SANTIAGO D. CUETO, JR.	S-82. STA. CATALINA SUR HS PRINCIPAL I
MS. VIRGINIA N. UNCHOCO	S-83. STO. DOMINGO NHS PRINCIPAL I
MS. EDGARDA C. CAPIOSO	S-84. DAGATAN NHS PRINCIPAL I
MS. CARMELITA C. REYES	S-86. CABAY NHS PRICIPAL I
MS. MYRNA G. ENTIENZA	S-87. CALAUAG NHS TEACHER-IN-CHARGE
MS. DIDNICIA A. VILLARAGOR	S-88. VICENTE MADRIGAL MEMORIAL HS OFFICER-IN-CHARGE
MR. JOSE A. DE LA PAZ	S-89. GEN. LICERIO GERONIMO MEM'L. HS HEAD TEACHER III
MS. CYNTHIA M. CRUZ	S-90. ANGONO NHS PRINCIPAL
MS. LOVROES F. ISON	S-91. BAYUGO NHS PRINCIPAL-IN-CHARGE

MS. SUSANA M. PANGANIBAN

MS. ATARICION G. BLANCO

MS. CONCEPCION V. REYES

MS. CORAZON M. CUEVAS

MS. CORAZON M. MOSCA

MS. MARILOY D. BICOMONG

MS. ALICIA C. MARPUEZ

MR. ARMANDO M. ADAYA

MS. ROSALINDA A. MACARAIG

S-92. PINAMUKAN NHS
TEACHER-IN-CHARGE

S-93. BALETE NHS
PRINCIPAL I

S-94. CAVITE NHS
PRINCIPAL IV

S-95. INOSLOBAN NHS
TEACHER III

S-96. PINAGKAWITAN NHS
PRINCIPAL I

S-97. DEL REMEDIO NHS
HEAD TEACHER III

AS-44. MALUSAK NHS
TEACHER-IN-CHARGE

AS-47. SAN CELESTINO NHS
PRINCIPAL I

AS-48. PAHARANG NHS
PRINCIPAL I

• Region VIII (Proposed Schools)

MS. TARCELA C. INGLE

MS. PURIFICACION R. EDERER

MS. FELISA R. HORCA

MS. NENA M. ARRADAZA

MS. ROSARIO C. PALOMA

MS. PURITA K. LOY

MS. MERCURAL D. SO

MS. ARSENIO C. MAKINO

MR. NILO P. SALAZAR

MS. ROSALIE M. PATYLIO

MS. EYFRANCIA M. BAPUJANO

MS. MACEDA G. MARGARITA

MS. SILVINA L. GALAS

MR. ERNESTO ACAGANG

E-27. NAGA-NAGA ES
PRINCIPAL

E-28. CAMPOKPOK CENTRAL ES
HEAD TEACHER III

E-29. JARO I CENTRAL ES
PRINCIPAL

E-30. GABAS ES
JPRINCIPAL I

E-31. SOGOD CENTRAL ES

E-32. TOMAS OPPUS PILOT S
PRINCIPAL II

E-34. MAKIVALO ES
HEAD TEACHER III

E-35. MONDRAGON CS

E-36. PAMBUJAN CS
PRINCIPAL

E-37. TAMBULILID ES
TEACHER I

E-38. A. P. BANEZ MEMORIAL S
PRINCIPAL

AE-30. LINGAYON ES
HEAD TEACHER

AE-32. MACROHON CENTRAL ES
PRINCIPAL

AE-33. ENRIQUETA ES
HEAD TEACHER II

MR. EDGAR B. BATIQUIN	S- 98. NAVAL NHS TEACHER-IN-CHARGE
MS. FE ARACELI S. MASCOVINAS	S- 99. BAYBAY NHS PRINCIPAL II
MS. CAROLINA T. RAMAS	S-100. KANANGA NHS TEACHER
MS. RYTICHEL R. NANDRELA	S-101. ALANG-ALANG NHS PRINCIPAL I
MS. MILAGROS C. LLAMO	S-102. BABATNGON NHS OFFICER-IN-CHARGE
MR. LUIS C. VELASCO	S-104. PALO NHS SCHOOL HEAD
MR. TITO G. VALDE	S-106. TOMAS OPPUS NHS TEACHER-IN-CHARGE
MR. RIZALINDA M. GILDO	S-107. ICHON BARANGAY NHS PRINCIPAL I
MS. CONCEPCION C. NAPULI	S-108. DONGON NHS TEACHER-IN-CHARGE
MS. HENEDIAN M. LABOS	S-111. PANBUJAN NHS SCHOOL-IN-CHARGE
MS. LOVRDES B. VILLAMOR	S-112. SAN ISIDRO NHS PRINCIPAL I
MR. RUBLE L. RUBENCIA	S-114. CATARMAN NHS PRINCIPAL
MS. LEA M. LATORRE	S-115. CALBIGA NHS PRINCIPAL
MR. NEMESIO O. BUTANIA	S-116. GANDARA NHS PRINCIPAL
MR. ROGELIO P. SOPIA	S-119. ORMOC NHS PRINCIPAL
MR. CRISPIN M. MIRANDA	S-120. SACKAHAN NHS PRINCIPAL II
MR. ANEONINO R. LUCAHAN	AS- 49. BOOL NHS OFFICER-IN-CHARGE
MR. JULITO E. LAGRIMAS	AS- 56. SAN ROQUE NHS TEACHER-IN-CHARGE
MS. CHARITA G. TOCNO	AS- 57. MAWO NHS
MS. EDNA C. SOBITO	AS- 63. SAN JOAQUIN NHS PRINCIPAL
MS. NELPA S. CONVI	AS- 64. IPIL NHS PRINCIPAL I
MR. CLISEO P. POLIDO	AS- 65. VALENCIA NHS PRINCIPAL I

(2) Concerned Personnel of the Japanese Side.

• J I C A (Philippines Office)

MR. AKIHIKO HASHIMOTO Resident Representative
MR. JURO CHIKARAISHI Deputy Resident Representative
MR. TOSHINORI FURUKAWA Assistant Resident Representative

• J I C A (RP-Japan Package Cooperation Project for Development of Elementary, Secondary, Science & Mathematics Education DECS-DOST-UP-NEDA-PNVSCA)

MR. YOSHIYA IKEDA Chief Advisor

• University of the Philippines Science Teacher Training Center
(Institute for Science & Mathematics Education Development)

DR. KENICHI HIURA JICA Team Leader
MR. YASUO MAEDA JICA Expert, Science Education, Geologist
MR. TAKESHI SOMUKAWA JICA Expert, Chemistry Education
MR. HISAO ITO JICA Expert, Science Education, Geologist
MR. SUSUMU TAKAHASHI JICA Expert, High School Mathematics
MR. KAZUHIRO IMANISHI JICA Expert, High School Physics
MR. YASUHIRO KAWANURA JICA Expert, Mathematics
DR. JOE PABELION Physics Chairperson
MR. TSUTOMU TAKAHASHI Senior Volunteer JOCV SEI-DECS
MR. KUMIHIRO KONNO Coordinator

• The Overseas Economic Cooperation Fund Manila Office

MR. KAZUHIRO USUI Senior Representative
MS. MEGUMI MUTO Representative

• OISCA

MR. YASUAKI NAGAISHI Deputy Director
MR. YUKIHIRO ISHIBASHI CEP National Coordinator

• Japan Overseas Cooperation Volunteers (JOCV)

MS. SUMIYO FUKUDA Bicol University Regional Training Center, Science

(3) Other Concerned Personnel

• Australian Embassy

MR. HASHIM ABDUL RAHMAN

First Secretary

• National Science Teaching Instrumentation Center
(Philippine-German Science Education Project)

DR. SC. LEON JABLKO

Consultant, German Agency for
Tech. Cooperation

MR. REGINACO B. LOZ JABLKO

Administrative Officer III

MR. RUBEN C. ZARAGOZA

Engineer III

• Federation of Filipino Chinese Chambers of Commerce and Industry, Inc.

ATTY. JOSE NGAW

Legal Counsel/
Special Asst. to President

MR. ROBIN C. SY

Chairman, Welfare Committee

MR. VICENTE O. YU, SR.

Executive Vice President

MR. GUILLERMO DE JOYA

Secretary General

• Asian Development Bank (ADB)

MS. IKUKO MATSUMOTO

Education Specialist,
Education, Health & Population Division

• United Nations Development Programme (UNDP)

MISS. JANA RICASIO

Assistant Resident Representative

APPENDIX 4. MINUTES OF DISCUSSION

Minutes of Discussions
on
the Basic Design Study on the Project for
the Improvement of
Educational Facilities (Phase IV)
in
the Republic of the Philippines

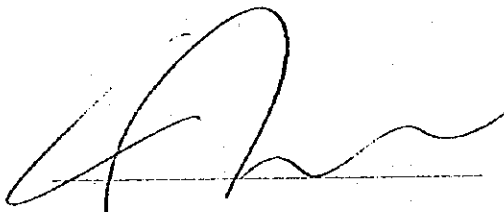
In response to a request from the Government of the Republic of the Philippines, the Government of Japan has decided to conduct a Basic Design Study on the Project for the Improvement of Educational Facilities (Phase IV) (hereinafter referred to as "the Project"), and entrusted the study to Japan International Cooperation Agency (JICA).

JICA sent to the Philippines a Basic Design Team headed by Mr. SATOSHI MACHIDA, Director, Training Division, Nagoya International Training Centre, JICA, and is scheduled to stay in the country from February 5 to March 14, 1996.

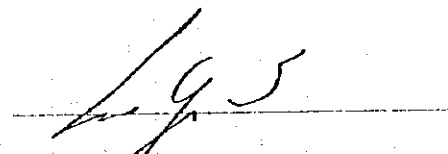
The team held discussions with concerned officials of the Government of the Philippines and conducted a field study survey at the study area.

As a result of discussions and field survey, both parties confirmed the main items described on the attached sheets.

Manila, February 8, 1996



SATOSHI MACHIDA
Leader
Basic Design Study Team
JICA



ERLINDA C. PEPIANCO
Undersecretary
Department of Education,
Culture and Sports
Republic of the Philippines

A T T A C H M E N T

1. OBJECTIVE OF THE PROJECT

The objective of the Project is to construct elementary and secondary educational facilities with basic equipment in order to improve the quality of and access to the basic education.

2. PROJECT IMPLEMENTING AGENCY

The responsible agency is the Department of Education, Culture, and Sports (DECS), and the implementing agency is the Educational Development Projects Implementing Task Force (EDPITAF).

3. PROPOSED SITE FOR THE STUDY

Both sides have agreed that;

- a) The survey will cover the sites shown in Annex-1 to collect various data and information required for the analysis and assessment of the project contents.
- b) Should problems be envisaged such as security, accessibility, etc. in the proposed study area prior to the survey, the field survey in the particular site(s) might be canceled accordingly.
- c) The final sites covered by the Project will be discussed in the meetings held upon the dispatch of the Basic Design Explanation Mission.

4. THE STATUS OF THE PROJECT AMONG THE TOTAL ELEMENTARY AND SECONDARY EDUCATIONAL FACILITIES CONSTRUCTION PROJECTS IN THE PHILIPPINES

Japanese team explained the necessity of a comprehensive plan for schoolbuildings in the Philippines and requested clarification of the status of Japanese Grant Aid projects in the whole plan. DECS agreed to provide the Japanese side with necessary information and materials.

5. MAJOR ITEMS REQUESTED BY THE PHILIPPINE SIDE

As a result of series of discussions, the items listed in Annex-2 are finally requested by the Philippine side. However, the items to be covered by the Project will be finalized on the basis of further studies.

6. JAPANESE GRANT AID PROGRAM

The Philippine side has understood the system of Japanese Grant Aid Program explained in Annex-3.

7. NECESSARY MEASURES TO BE TAKEN BY THE PHILIPPINE SIDE

The Government of the Republic of the Philippines will take necessary measures described in Annex-4 for smooth implementation of the Project on condition that the Grant Aid by the Government of Japan is extended to the Project.

8. FURTHER SCHEDULE OF THE STUDY

- 1) The Team will proceed to further studies in the Philippines until March 14, 1996.
- 2) Based on the results, JICA will prepare a Draft Basic Design and dispatch a team in the middle of May, 1996 in order to explain and confirm the contents.
- 3) Upon acceptance of the Draft Basic Design by the Philippine side, JICA will complete the Basic Design Report and forward it to the Philippine side by August, 1996.

ANNEX 1

LIST OF CANDIDATE RECIPIENT SCHOOLS

SCH. NO.	ELEMENTARY SCHOOLS	BRGY./MUN.	PROVINCE/DIVISION
REGION II - CAGAYAN VALLEY			
E - 1	Tuguegarao West Central School	Tuguegarao	Cagayan
E - 2	Caggay-Tanza Elementary School	Tuguegarao	Cagayan
E - 3	Baggao Central School	Baggao	Cagayan
E - 4	Monte Alegre Elementary	Amulung	Cagayan
E - 5	Aparri East Central School	Aparri	Cagayan
E - 6	Cauayan South Central School	Cauayan	Isabela
E - 7	Santiago South Central School	Santiago	Isabela
E - 8	Sta. Fe Central School	Sta. Fe	Nueva Vizcaya
E - 9	Bone North Elementary School	Aritao	Nueva Vizcaya
E - 10	Nagtipunan Central School	Nagtipunan	Quirino
REGION IV - SOUTHERN TAGALOG			
E - 11	Dingalan Elementary School	Dingalan	Aurora
E - 12	Umiray Elementary School	Umiray, Dingalan	Aurora
E - 13	Sto. Tomas North Central School	Sto. Tomas	Batangas
E - 14	Lemery Pilot Elementary School	Lemery	Batangas
E - 15	San Jose Elementary School	San Jose, GMA	Cavite
E - 16	E. Barelto Senior Elementary School	Pansol, Calamba	Laguna
E - 17	Los Banos Elementary School	Timugan, Los Banos	Laguna
E - 18	Pagbilao Central School	Pagbilao	Quezon
E - 19	Calauag Central School	Calauag	Quezon
E - 22	Alangilang Central School	Alangilang	Batangas City
E - 23	Ladislao Diwa Elementary School	Poblacion I	Cavite City
E - 25	Lucena West I Elementary School	Poblacion	Lucena City
E - 26	San Pablo City Central School	Poblacion	San Pablo City
AE - 1	Tanauan North Central School	Tanauan	Batangas
AE - 2	Padre Garcia Elementary School	Rosario	Batangas
AE - 3	Safawag Elementary School	Dasmaringas	Cavite
AE - 4	Silang Elementary School	Silang	Cavite
AE - 5	Aguinaldo Elementary School	Tabon, Kawit	Cavite
AE - 7	Liliw Elementary School	Liliw	Laguna
AE - 8	Crisanto Guysayko Elementary School	Nagcarlan	Laguna
AE - 11	Bignay Elementary School	Sariaya	Quezon
AE - 12	Claro M. Recto Memorial Central School	Tiaong	Quezon
AE - 13	Sto. Domingo Elementary School	Calauag	Quezon
AE - 14	Gumaca East Central School	Gumaca	Quezon
AE - 15	Bukal Sur Elementary School	Candelaria	Quezon
AE - 17	Mayamot Elementary School	Mayamot, Antipolo	Rizal
AE - 18	Cainta Elementary School	Cainta	Rizal
AE - 20	Mariano C. San Juan Elementary School	San Roque, Cardona	Rizal
AE - 21	Binangonan Elementary School	Binangonan	Rizal
AE - 22	Bagong Nayon IV Elementary School	Cogeo, Antipolo	Rizal
AE - 26	Bagumbong Elementary School	Jala-Jala	Rizal
AE - 27	Lucena West IV Elementary School	Poblacion	Lucena City
AE - 28	Julian Felipe Elementary School	Poblacion	Cavite City
AE - 29	Balete Relocation Elementary School	Balete	Batangas City

REGION VIII - EASTERN VISAYAS

E - 27	Naga-Naga Elementary School	Palo	Leyte
E - 28	Campokpok Central Elementary School	Tabango	Leyte
E - 29	Jaro I Central Elementary School	Jaro	Leyte
E - 30	Gabas Elementary School	Baybay	Leyte
E - 31	Sogod Central Elementary School	Sogod	Southern Leyte
E - 32	Tomas Oppus Pilot School	Maasin	Southern Leyte
E - 34	Makiwalo Elementary School	Mondragon	Northern Samar
E - 35	Mondragon Central School	Mondragon	Northern Samar
E - 36	Pambujan Central School	Pambujan	Northern Samar
E - 37	Tambuliid Elementary School	Tambuliid	Ormoc City
E - 38	A.P. Banez Memorial School	Banez Village	Tacloban City
AE - 30	Lingayon Elementary School	Alang - Alang	Leyte
AE - 32	Macrohon Central Elementary School	Macrohon	Southern Leyte
AE - 33	Enriqueta Elementary School	Lavezares	Northern Samar
SCH. NO.	SECONDARY SCHOOLS	BRGY./MUN.	PROVINCE/DIVISION

REGION II - CAGAYAN VALLEY

S - 39	Cagayan National High School	Tuguegarao	Cagayan
S - 41	Pattao National High School (Main)	Buguey	Cagayan
S - 42	Cagayan National High School (Linao Ext.)	Tuguegarao	Cagayan
S - 43	Cagayan NHS (Calaggaman Ext.)	Tuguegarao	Cagayan
S - 44	Pattao National High School (Ext.)	Buguey	Cagayan
S - 45	Baua National High School	Gonzaga	Cagayan
S - 46	Isabela National High School	Iligan	Isabela
S - 47	Roxas National High School	Roxas	Isabela
S - 48	Rizal National High School	Santiago	Isabela
S - 49	Delfin Albano National High School	Cabagan	Isabela
S - 50	Dona Aurora National High School	Aurora	Isabela
S - 51	Salinungan National High School	San Mateo	Isabela
S - 53	Naguilian National High School	Naguilian	Isabela
S - 54	Tumauini National High School	Tumauini	Isabela
S - 55	Nueva Vizcaya Gen. Comp. High School	Bayombong	Nueva Vizcaya
S - 57	Aritao National High School	Aritao	Nueva Vizcaya
S - 58	Salinas National High School	Salinas	Nueva Vizcaya
S - 59	Maddela Agro-Industrial High School	Maddela	Quirino
S - 60	Diffun National High School	Diffun	Quirino
S - 61	Pinaripad National High School	Aglipay	Quirino
S - 63	Quirino Gen. High School	Cabarroguis	Quirino
AS - 34	Divisoria National High School	Santiago	Isabela
AS - 36	Cagasat National High School	Cordon	Isabela
AS - 37	Caliguan National High School	Burgos	Isabela
AS - 39	Angadanan National High School	Angadanan	Isabela

REGION IV - SOUTHERN TAGALOG

S - 64	Baler National High School	Baler	Aurora
S - 65	Juan C. Angara Memorial High School	Dinalungan	Aurora
S - 66	Puangi National High School	Puangi, Dipaculao	Aurora
S - 67	Lucsuhin National High School	Calatagan	Batangas
S - 68	Oacanlao Agoncillo National High School	Calaca	Batangas
S - 69	Baybayin National High School	Rosario	Batangas
S - 70	Mayuro National High School	Mayuro, Rosario	Batangas

REGION IV - SOUTHERN TAGALOG			
S - 71	Dasmarinas National High School	Dasmarinas	Cavite
S - 72	Carmona National High School	Carmona	Cavite
S - 73	Trece Martirez National High School	Trece Martirez	Cavite
S - 74	Maragondon National High School	Maragondon	Cavite
S - 75	Pedro Guevara Memorial High School	Poblacion, Sta. Cruz	Laguna
S - 76	San Pedro Relocation National High School	Langgam, San Pedro	Laguna
S - 77	Camp Vicente Lim National High School	Mayapa, Calamba	Laguna
S - 79	Lutukan National High School	Sariaya	Quezon
S - 80	Lopez National High School	Lopez	Quezon
S - 81	Claro M. Recto Memorial High School	Tiaong	Quezon
S - 82	Sta. Catalina Sur High School	Candelaria	Quezon
S - 83	Sto. Domingo National High School	Calauag	Quezon
S - 84	Dagatan National High School	Dolores	Quezon
S - 86	Cabay National High School	Tiaong	Quezon
S - 87	Calauag National High School	Calauag	Quezon
S - 88	Vicente Madrigal Memorial High School	Puntok, Binangonan	Rizal
S - 89	Gen. Licerio Geronimo Mem'l. High School	Rodriguez	Rizal
S - 90	Angono National High School	Poblacion, Angono	Rizal
S - 91	Bayugo National High School	Bayugo, Jala-Jala	Rizal
S - 92	Pinamukan National High School	Pinamukan	Batangas City
S - 93	Balete National High School	Balete	Batangas City
S - 94	Cavite National High School	Sangley Point	Cavite City
S - 95	Inosloban National High School	Inosloban	Lipa City
S - 96	Pinagkawitan National High School	Pinagkawitan	Lipa City
S - 97	Del Remedio National High School	Del Remedio	San Pablo City
AS - 44	Malusak National High School	Atimonan	Quezon
AS - 47	San Celestino National High School	San Celestino	Lipa City
AS - 48	Paharang National High School	Paharang	Batangas City
REGION VIII - EASTERN VISAYAS			
S - 98	Naval High School	Naval	Biliran
S - 99	Baybay National High School	Baybay	Leyte
S - 100	Kananga National High School	Kananga	Leyte
S - 101	Alang-Alang National High School	Alang-Alang	Leyte
S - 102	Babatngon National High School	Babatngon	Leyte
S - 104	Palo National High School	Palo	Leyte
S - 106	Tomas Oppus National High School	Tomas Oppus	Southern Leyte
S - 107	Ichon Barangay High School	Ichon, Macrohon	Southern Leyte
S - 108	Dongon National High School	Dongon, Maasin	Southern Leyte
S - 111	Pambujan National High School	Pambujan	Northern Samar
S - 112	San Isidro National High School	San Isidro	Northern Samar
S - 114	Catarman National High School	Catarman	Northern Samar
S - 115	Calbiga National High School	Calbiga	Samar
S - 116	Gandara National High School	Gandara	Samar
S - 119	Ormoc National High School	Poblacion	Ormoc City
S - 120	Sagkahan National High School	Sagkahan	Tacloban City
AS - 49	Bool High School	Bool, Culaba	Biliran
AS - 56	San Roque National High School	San Roque	Northern Samar
AS - 57	Mawo National High School	Victoria	Northern Samar
AS - 63	San Joaquin National High School	Calbayog City	Calbayog
AS - 64	Ipil National High School	Poblacion	Ormoc City
AS - 65	Valencia National High School	Poblacion	Ormoc City

Annex 2

THE MAJOR ITEMS INCLUDED IN THE PROJECT

1. Buildings

(1) Elementary Schools

Classrooms
Toilets

(2) Secondary Schools

Classrooms
Science Laboratories
Toilets

2. Furniture

(1) Elementary Schools

Pupil's desks, chairs and closets
Teacher's desks, chairs and filing cabinets
Blackboards and bulletin boards

(2) Secondary Schools

Student's armchairs and closets
Teacher's desks, chairs and filing cabinets
Demonstration tables, stools, experiment tables
storage shelves and steel shelves for science laboratory
Blackboards and bulletin boards

3. Basic Science Equipment for Secondary Science Laboratories

Japan's Grant Aid Scheme

1. Grant Aid Procedures

1) Japan's Grant Aid Program is executed through the following procedures.

Application	(Request made by a recipient country)
Study	(Basic Design Study conducted by JICA)
Appraisal & Approval	(Appraisal by the Government of Japan and Approval by Cabinet)
Determination of Implementation	(The Notes exchanged between the Governments of Japan and the recipient country)

2) Firstly, the application or request for a Grant Aid project submitted by a recipient country is examined by the Government of Japan (the Ministry of Foreign Affairs) to determine whether or not it is eligible for Grant Aid. If the request is deemed appropriate, the Government of Japan assigns JICA (Japan International Cooperation Agency) to conduct a study on the request.

Secondly, JICA conducts the study (Basic Design Study), using (a) Japanese consulting firm(s).

Thirdly, the Government of Japan appraises the project to see whether or not it is suitable for Japan's Grant Aid Program, based on the Basic Design Study report prepared by JICA, and the results are then submitted to the Cabinet for approval.

Fourthly, the project, once approved by the Cabinet, becomes official with the Exchange of Notes signed by the Governments of Japan and the recipient country.

Finally, for the implementation of the project, JICA assists the recipient country in such matters as preparing tenders, contracts and so on.

2. Basic Design Study

1) Contents of the Study

The aim of the Basic Design Study (hereinafter referred to as "the Study"), conducted by JICA on a requested project (hereinafter referred to

as "the Project") is to provide a basic document necessary for the appraisal of the Project by the Japanese Government. The contents of the Study are as follows:

- a) Confirmation of the background, objectives, and benefits of the requested project and also institutional capacity of agencies concerned of the recipient country necessary for the Project's implementation.
- b) Evaluation of the appropriateness of the Project to be implemented under the Grant Aid scheme from a technical, social and economic point of view.
- c) Confirmation of items agreed on by both parties concerning the basic concept of the Project.
- d) Preparation of a basic design of the Project
- e) Estimation of costs of the Project

The contents of the original request are not necessarily approved in their initial form as the contents of the Grant Aid project. The Basic Design of the Project is confirmed considering the guidelines of Japan's Grant Aid scheme.

The Government of Japan requests the Government of the recipient country to take whatever measures are necessary to ensure its self-reliance in the implementation of the Project. Such measures must be guaranteed even though they may fall outside of the jurisdiction of the organization in the recipient country actually implementing the Project. Therefore, the implementation of the Project is confirmed by all relevant organizations of the recipient country through the Minutes of Discussions.

2) Selection of Consultants

For such implementation of the Study, JICA uses (a) registered consultant firm(s). JICA selects (a) firm(s) based on proposals submitted by interested firms. The firm(s) selected carry(ies) out a Basic Design Study and write(s) a report, based upon terms of reference set by JICA. The consulting firm(s) used for the Study is(are) recommended by JICA to the recipient country to also work on the Project's implementation after the Exchange of Notes, in order to maintain technical consistency and also to avoid any undue delay in implementation should the selection process be repeated.

3. Japan's Grant Aid Scheme

1) What is Grant Aid?

The Grant Aid Program provides a recipient country with non-reimbursable funds to procure the facilities, equipment and services (engineering services and transportation of the products, etc.) for economic and social development of the country under principles in accordance with the relevant laws and regulations of Japan. Grant Aid is not supplied through the donation of materials as such.

2) Exchange of Notes (E/N)

Japan's Grant Aid is extended in accordance with the Notes exchanged by the two Governments concerned, in which the objectives of the Project, period of execution, conditions and amount of the Grant Aid, etc., are confirmed.

- 3) "The period of the Grant Aid" means the one fiscal year which the Cabinet approves the Project for. Within the fiscal year, all procedures such as exchanging of the notes, concluding contracts with (a) consultant firm(s) and (a) contractor(s) and final payment to them must be completed. However in case of delays in delivery, installation or construction due to unforeseen factors such as weather, the period of the Grant Aid can be further extended for a maximum of one fiscal year at most by mutual agreement between the two Governments.

- 4) Under the Grant Aid, in principle, Japanese products and services including transport or those of the recipient country are to be purchased.

When the two Governments deem it necessary, the Grant Aid may be used for the purchase of the products or services of a third country.

However, the prime contractors, namely, consulting, constructing and procurement firms, are limited to "Japanese nationals". (The term "Japanese nationals" means persons of Japanese nationality or Japanese corporations controlled by persons of Japanese nationality.)

5) Necessity of "Verification"

The Government of recipient country or its designated authority will conclude contracts denominated in Japanese yen with Japanese nationals. Those contracts shall be verified by the Government of Japan. This "Verification" is deemed necessary to secure accountability to Japanese taxpayers.

6) Undertakings required of the Government of the Recipient Country

In the implementation of the Grant Aid project, the recipient country is required to undertake such necessary measures as the following:

- (1) To secure land necessary for the sites of the Project and to clear, level and reclaim the land prior to commencement of the construction.
- (2) To provide facilities for the distribution of electricity, water supply and drainage and other incidental facilities in and around the sites.
- (3) To secure buildings prior to the procurement in the case of the installation of equipment.
- (4) To ensure all the expenses and prompt execution for unloading, customs clearance at the port of disembarkation and internal transportation of the products purchased under the Grant Aid.
- (5) To exempt Japanese nationals from customs duties, internal taxes and other fiscal levies which will be imposed in the recipient country with respect to the supply of the products and services under the Verified Contracts.
- (6) To accord Japanese nationals whose services may be required in connection with the supply of the products and services under the Verified Contracts, such facilities as may be necessary for their entry into the recipient country and stay therein for the performance of their work.
- (7) "Proper Use"
The recipient country is required to maintain and use the facilities constructed and equipment purchased under the Grant Aid properly and effectively and to assign staff necessary for this operation and maintenance as well as to bear all the expenses other than those covered by the Grant Aid.
- (8) "Re-export"
The products purchased under the Grant Aid should not be re-exported from the recipient country.
- (9) Banking Arrangements (B/A)
 - a) The Government of the recipient country or its designated authority should open an account in the name of the Government of the recipient country in an authorized foreign exchange bank in Japan

(hereinafter referred to as "the Bank"). The Government of Japan will execute the Grant Aid by making payments in Japanese yen to cover the obligations incurred by the Government of the recipient country or its designated authority under the Verified Contracts.

- b) The payments will be made when payment requests are presented by the Bank to the Government of Japan under an authorization to pay issued by the Government of the recipient country or its designated authority.

ANNEX-4

NECESSARY MEASURES TO BE TAKEN BY THE PHILIPPINE SIDE

Following necessary measures should be taken by the Government of the Republic of the Philippines on condition that the Grant Aid by the Government of Japan is extended to the Project:

1. To secure the site for the Project.
2. To clear, level and reclaim the site prior to the commencement of construction, if necessary.
3. To undertake incidental outdoor works, such as gardening, fencing, gates and exterior lighting in and around the Project site, if necessary.
4. To construct the access roads to the sites prior to the commencement of construction, if necessary
5. To provide necessary facilities for distribution of electricity, water and other incidental facilities
6. To facilitate securing of building, occupancy and all necessary permits for the Project implementation with respect to the laws and regulations of the Philippines
7. To ensure prompt unloading, customs clearance at the port of disembarkation in the Philippines and prompt internal transportation therein of the products purchased under the Grant Aid.
8. To exempt Japanese nationals engaged in the Project from the customs duties, internal taxes and other fiscal levies which may be imposed in the Philippines with respect to the supply of the products and services under the verified contracts.
9. To accord Japanese nationals whose services may be required in connection with the supply of the products and the services under the verified contract such facilities as may be necessary for their entry into the Philippines and stay therein for the performance of their work.
10. To provide necessary permissions, licenses and other authorizations for carrying out the Project.
11. To bear two kinds of commissions to the Japanese foreign exchange bank for the banking services, based upon the "Banking Arrangement", namely, the advising commission of the "Authorization to Pay" and payment commission.
12. To maintain and use properly and effectively the facilities constructed and the equipment provided under the Grant Aid.
13. To assign enough number of qualified teaching and administrative staff in order to operate the facilities constructed under the Project.
12. To bear all the expenses, other than those to be borne by the Grant Aid.

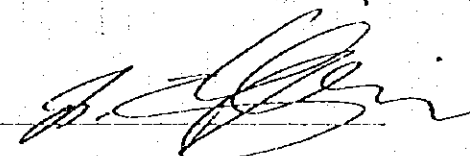
Minutes of Discussions
on
the Basic Design Study on the Project for
the Improvement of
Educational Facilities (Phase IV)
in
the Republic of the Philippines
(Explanation of a Draft Basic Design)

In February, 1996, the Japan International Cooperation Agency (JICA) dispatched a Basic Design Study Team on the Project for the Improvement of Educational Facilities (Phase IV) (hereinafter referred to as "the Project", to the Philippines and through discussions, field survey, and examination of such results in Japan, has prepared a Draft Basic Design (B/D) on the Project.

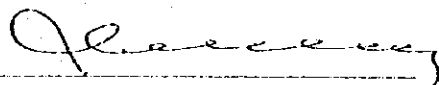
In order to explain to and consult with the Philippine side on the components of the Draft B/D, JICA sent to the Philippines a Draft B/D Explanation Team, which is headed by Mr. Juro Chikaraishi, Deputy Resident Representative, JICA Philippines Office, JICA, and is scheduled to stay in the country from 20th of May to 29th of May, 1996.

As a result of discussions, both parties confirmed the main items described on the attached sheets.

Manila, 24th of May, 1996



JURO CHIKARASHI
Leader
Draft B/D Explanation Team
JICA



ANTONIO E. B. NACHURA
Undersecretary
Department of Education,
Culture and Sports
Republic of the Philippines

A T T A C H M E N T

1. Components of Draft Basic Design

The Philippines side has agreed and accepted in principle the contents of the Draft B/D proposed by the team. Both parties have finally agreed on the schools covered by the Project as listed in Annex-1 to be constructed in two stages.

2. Japan's Grant Aid System

The Philippines side has understood the system of the Japan's Grant Aid Scheme shown in Annex-2.

3. Necessary Measures to be taken by the Philippines Side

The Philippines side will take the necessary measures described in Annex-3 for smooth implementation of the Project, on condition that the Grant Aid by the Government of Japan is extended to the Project.

4. Further Schedule of the Study

The team will prepare a Final Report and send it to the Philippine side by August, 1996.

5. Others

- 1) Although the water supply system for toilets and science laboratories is designed to function by means of hand-carried water in the event of water shortage, it is indispensable to secure proper water sources to/in the Project sites. The Philippines side has assured to secure the water sources for the Project.
- 2) Although the schoolbuildings covered by the Project are designed for easy maintenance, proper maintenance, especially that for the toilets is crucial for the Project. The Philippine side has assured to take the necessary measures for the maintenance of these facilities.

Annex 1

LIST OF RECIPIENT SCHOOLS

SCII. NO.	NAME OF SCHOOLS	BRGY./MUN.	PROVINCE/ DIVISION	REMARKS
ELEMENTARY SCHOOL				
REGION II - CAGAYAN VALLEY				
E - 1	Tuguegarao West Central School	Tuguegarao	Cagayan	
E - 2	Baggao Central School	Baggao	Cagayan	
E - 3	Monte Alegre Elementary School	Amulung	Cagayan	
E - 4	Cauayan South Central School	Cauayan	Isabela	
E - 5	Santiago South Central School	Santiago	Isabela	
E - 6	Bone North Elementary School	Aritao	Nueva Vizcaya	
REGION IV - SOUTHERN TAGALOG				
E - 7	Dingalan Elementary School	Dingalan	Aurora	
E - 8	Sto. Tomas North Central School	Sto. Tomas	Batangas	
E - 9	Lemery Pilot Elementary School	Lemery	Batangas	
E - 10	San Jose Elementary School	San Jose, GMA	Cavite	
E - 11	Eduardo Baretto, Sr. Elementary School	Pansol, Calamba	Laguna	
E - 12	Los Banos Elementary School	Timugan, Los Banos	Laguna	
E - 13	Pagbilao Central School	Pagbilao	Quezon	
E - 14	Calauag Central School	Calauag	Quezon	
E - 15	Alangilang Central School	Alangilang	Batangas City	
E - 16	Ladislao Diwa Elementary School	Poblacion I	Cavite City	
E - 17	San Pablo City Central School	Poblacion	San Pablo City	
E - 18	Tanauan North Central School	Tanauan	Batangas	
E - 19	Padre Garcia Elementary School	Rosario	Batangas	
E - 20	Salawag Elementary School	Dasmaringas	Cavite	
E - 21	Silang Elementary School	Silang	Cavite	
E - 22	Aguinaldo Elementary School	Tabon, Kawit	Cavite	
E - 23	Liliw Elementary School	Liliw	Laguna	
E - 24	Crisanto Guysayko Elementary School	Nagcarlan	Laguna	
E - 25	Bignay Elementary School	Sariaya	Quezon	
E - 26	Claro M. Recto Memorial Central School	Tiaong	Quezon	
E - 27	Sto. Domingo Elementary School	Calauag	Quezon	
E - 28	Gumaca East Central School	Gumaca	Quezon	
E - 29	Bukal Sur Elementary School	Candelaria	Quezon	
E - 30	Mayamot Elementary School	Mayamot, Antipolo	Rizal	
E - 31	Cainta Elementary School	Cainta	Rizal	
E - 32	Mariano C. San Juan Elementary School	San Roque, Cardona	Rizal	
E - 33	Binangonan Elementary School	Binangonan	Rizal	
E - 34	Bagong Nayon IV Elementary School	Cogeo, Antipolo	Rizal	
E - 35	Julian Felipe Elementary School	Poblacion	Cavite City	
E - 36	Balete Relocation Elementary School	Balete	Batangas City	
REGION VII - EASTERN VISAYAS				
E - 37	Naga-Naga Elementary School	Palo	Leyte	
E - 38	Jaro I Central Elementary School	Jaro	Leyte	
E - 39	Gabas Elementary School	Baybay	Leyte	
E - 40	Sogod Central Elementary School	Sogod	Southern Leyte	
E - 41	Makiwalo Elementary School	Mondragon	Northern Samar	
E - 42	Mondragon Central School	Mondragon	Northern Samar	
E - 43	Pambujan Central School	Pambujan	Northern Samar	
E - 44	Tambuliid Elementary School	Tambuliid	Ormoc City	
E - 45	A.P. Banez Memorial School	Banez Village	Tacloban City	

SCH. NO.	NAME OF SCHOOLS	BRGY./MUN.	PROVINCE/ DIVISION	REMARKS
SECONDARY SCHOOL				
REGION II - CAGAYAN VALLEY				
S - 46	Cagayan National High School (Main)	Tuguegarao	Cagayan	o / oo
S - 47	Paltao National High School (Main)	Buguey	Cagayan	oo
S - 48	Cagayan National High School (Linao Ext.)	Tuguegarao	Cagayan	
S - 49	Cagayan NHS (Cataggaman Ext.)	Tuguegarao	Cagayan	
S - 50	Paltao National High School (Ext.)	Buguey	Cagayan	
S - 51	Baua National High School	Gonzaga	Cagayan	o / oo
S - 52	Isabela National High School	Ilagan	Isabela	o / oo
S - 53	Roxas National High School	Roxas	Isabela	o / oo
S - 54	Rizal National High School	Santiago	Isabela	oo
S - 55	Delfin Albano National High School	Cabagan	Isabela	
S - 56	Dona Aurora National High School	Aurora	Isabela	o / oo
S - 57	Salinungan National High School	San Mateo	Isabela	
S - 58	Naguilian National High School	Naguilian	Isabela	
S - 59	Tumauini National High School	Tumauini	Isabela	o / oo
S - 60	Salinas National High School	Salinas	Nueva Vizcaya	
S - 61	Maddela Agro-Industrial High School	Maddela	Quirino	
S - 62	Diffun National High School	Diffun	Quirino	
S - 63	Pinaripad National High School	Aglipay	Quirino	oo
S - 64	Quirino Gen. High School	Cabarroguis	Quirino	o / oo
S - 65	Divisoria National High School	Santiago	Isabela	o / oo
S - 66	Cagasal National High School	Cordon	Isabela	o / oo
S - 67	Caligulan National High School	Burgos	Isabela	oo
S - 68	Angadanan National High School	Angadanan	Isabela	
REGION IV - SOUTHERN TAGALOG				
S - 69	Baler National High School	Baler	Aurora	
S - 70	Lucsuhin National High School	Calatagan	Batangas	oo
S - 71	Dacanlao Agoncillo National High School	Calaca	Batangas	o / oo
S - 72	Baybayin National High School	Rosario	Batangas	
S - 73	Mayuro National High School	Mayuro, Rosario	Batangas	
S - 74	Dasmarinas National High School (Main)	Dasmarinas	Cavite	
S - 75	Carmona National High School	Carmona	Cavite	
S - 76	Trece Martirez National High School	Trece Martirez	Cavite	
S - 77	Maragondon National High School	Maragondon	Cavite	oo
S - 78	Pedro Guevara Memorial High School	Poblacion, Sta. Cruz	Laguna	o / oo
S - 79	San Pedro Relocation National High School	Langgam, San Pedro	Laguna	oo
S - 80	Camp Vicente Lim National High School	Mayapa, Calamba	Laguna	oo
S - 81	Lutukan National High School	Sariaya	Quezon	
S - 82	Lopez National High School	Lopez	Quezon	o / oo
S - 83	Claro M. Recto Memorial High School	Tiaong	Quezon	o / oo
S - 84	Sta. Catalina Sur High School	Candelaria	Quezon	
S - 85	Slo. Domingo National High School	Calauag	Quezon	o / oo

FACILITIES TO BE DELETED UNDER THE PROJECT:

(Applicable to Secondary Schools only)

- o - SCIENCE LABORATORY
- oo - SCIENCE EQUIPMENT

F

Shu

SCH. NO.	NAME OF SCHOOLS	BRGY/MUN.	PROVINCE/ DIVISION	REMARKS
S - 86	Dagatan National High School	Dolores	Quezon	oo
S - 87	Cabay National High School	Tiaong	Quezon	
S - 88	Calauag National High School	Calauag	Quezon	
S - 89	Gen. Licerio Geronlmo Mem'l. High School	Rodriguez	Rizal	
S - 90	Angono National High School	Poblacion, Angono	Rizal	o / oo
S - 91	Bayugo National High School	Bayugo, Jala-Jala	Rizal	
S - 92	Pinamukan National High School	Pinamukan	Batangas City	
S - 93	Balete National High School	Balete	Batangas City	
S - 94	Cavite National High School	Sangley Point	Cavite City	
S - 95	Inosloban National High School	Inosloban	Lipa City	oo
S - 96	Pinagkawitan National High School	Pinagkawitan	Lipa City	
S - 97	San Pablo City NHS (Del Remedio Annex)	Del Remedio	San Pablo City	
S - 98	San Celestino National High School	San Celestino	Lipa City	o / oo
S - 99	Paharang National High School	Paharang	Batangas City	o / oo
REGION VII - EASTERN VISAYAS				
S - 100	Baybay National High School	Baybay	Leyte	o / oo
S - 101	Kananga National High School	Kananga	Leyte	o / oo
S - 102	Alang-Alang National High School	Alang-Alang	Leyte	
S - 103	Babatngon National High School	Babatngon	Leyte	
S - 104	Ichon Barangay High School	Ichon, Macrohon	Southern Leyte	o / oo
S - 105	Dongon National High School	Dongon, Maasin	Southern Leyte	
S - 106	Pambujan National High School	Pambujan	Northern Samar	o / oo
S - 107	San Isidro National High School	San Isidro	Northern Samar	o / oo
S - 108	Catarman National High School	Catarman	Northern Samar	oo
S - 109	Ormoc National High School	Poblacion	Ormoc City	o / oo
S - 110	Sagkahan National High School	Sagkahan	Tacloban City	o / oo
S - 111	Bool High School	Bool, Culaba	Biliran	
S - 112	San Roque National High School	San Roque	Northern Samar	o / oo
S - 113	Mawo National High School	Victoria	Northern Samar	o / oo
S - 114	San Joaquin National High School	Calbayog City	Calbayog	o / oo
S - 115	Ipil National High School	Poblacion	Ormoc City	o / oo
S - 116	Valencia National High School	Poblacion	Ormoc City	o / oo

FACILITIES TO BE DELETED UNDER THE PROJECT:

(Applicable to Secondary Schools only)

- o - SCIENCE LABORATORY
- oo - SCIENCE EQUIPMENT

Japan's Grant Aid Scheme

1. Grant Aid Procedures

1) Japan's Grant Aid Program is executed through the following procedures.

Application	(Request made by a recipient country)
Study	(Basic Design Study conducted by JICA)
Appraisal & Approval	(Appraisal by the Government of Japan and Approval by Cabinet)
Determination of Implementation	(The Notes exchanged between the Governments of Japan and the recipient country)

2) Firstly, the application or request for a Grant Aid project submitted by a recipient country is examined by the Government of Japan (the Ministry of Foreign Affairs) to determine whether or not it is eligible for Grant Aid. If the request is deemed appropriate, the Government of Japan assigns JICA (Japan International Cooperation Agency) to conduct a study on the request.

Secondly, JICA conducts the study (Basic Design Study), using (a) Japanese consulting firm(s).

Thirdly, the Government of Japan appraises the project to see whether or not it is suitable for Japan's Grant Aid Program, based on the Basic Design Study report prepared by JICA, and the results are then submitted to the Cabinet for approval.

Fourthly, the project, once approved by the Cabinet, becomes official with the Exchange of Notes signed by the Governments of Japan and the recipient country.

Finally, for the implementation of the project, JICA assists the recipient country in such matters as preparing tenders, contracts and so on.

2. Basic Design Study

1) Contents of the Study

The aim of the Basic Design Study (hereinafter referred to as "the Study"), conducted by JICA on a requested project (hereinafter referred to

as "the Project") is to provide a basic document necessary for the appraisal of the Project by the Japanese Government. The contents of the Study are as follows:

- a) Confirmation of the background, objectives, and benefits of the requested project and also institutional capacity of agencies concerned of the recipient country necessary for the Project's implementation.
- b) Evaluation of the appropriateness of the Project to be implemented under the Grant Aid scheme from a technical, social and economic point of view.
- c) Confirmation of items agreed on by both parties concerning the basic concept of the Project.
- d) Preparation of a basic design of the Project
- e) Estimation of costs of the Project

The contents of the original request are not necessarily approved in their initial form as the contents of the Grant Aid project. The Basic Design of the Project is confirmed considering the guidelines of Japan's Grant Aid scheme.

The Government of Japan requests the Government of the recipient country to take whatever measures are necessary to ensure its self-reliance in the implementation of the Project. Such measures must be guaranteed even though they may fall outside of the jurisdiction of the organization in the recipient country actually implementing the Project. Therefore, the implementation of the Project is confirmed by all relevant organizations of the recipient country through the Minutes of Discussions.

2) Selection of Consultants

For such implementation of the Study, JICA uses (a) registered consultant firm(s). JICA selects (a) firm(s) based on proposals submitted by interested firms. The firm(s) selected carry(ies) out a Basic Design Study and write(s) a report, based upon terms of reference set by JICA. The consulting firm(s) used for the Study is(are) recommended by JICA to the recipient country to also work on the Project's implementation after the Exchange of Notes, in order to maintain technical consistency and also to avoid any undue delay in implementation should the selection process be repeated.

3. Japan's Grant Aid Scheme

1) What is Grant Aid?

The Grant Aid Program provides a recipient country with non-reimbursable funds to procure the facilities, equipment and services (engineering services and transportation of the products, etc.) for economic and social development of the country under principles in accordance with the relevant laws and regulations of Japan. Grant Aid is not supplied through the donation of materials as such.

2) Exchange of Notes (E/N)

Japan's Grant Aid is extended in accordance with the Notes exchanged by the two Governments concerned, in which the objectives of the Project, period of execution, conditions and amount of the Grant Aid, etc., are confirmed.

3) "The period of the Grant Aid" means the one fiscal year which the Cabinet approves the Project for. Within the fiscal year, all procedures such as exchanging of the notes, concluding contracts with (a) consultant firm(s) and (a) contractor(s) and final payment to them must be completed. However in case of delays in delivery, installation or construction due to unforeseen factors such as weather, the period of the Grant Aid can be further extended for a maximum of one fiscal year at most by mutual agreement between the two Governments.

4) Under the Grant Aid, in principle, Japanese products and services including transport or those of the recipient country are to be purchased.

When the two Governments deem it necessary, the Grant Aid may be used for the purchase of the products or services of a third country.

However, the prime contractors, namely, consulting, constructing and procurement firms, are limited to "Japanese nationals". (The term "Japanese nationals" means persons of Japanese nationality or Japanese corporations controlled by persons of Japanese nationality.)

5) Necessity of "Verification"

The Government of recipient country or its designated authority will conclude contracts denominated in Japanese yen with Japanese nationals. Those contracts shall be verified by the Government of Japan. This "Verification" is deemed necessary to secure accountability to Japanese taxpayers.



6) Undertakings required of the Government of the Recipient Country

In the implementation of the Grant Aid project, the recipient country is required to undertake such necessary measures as the following:

- (1) To secure land necessary for the sites of the Project and to clear, level and reclaim the land prior to commencement of the construction.
- (2) To provide facilities for the distribution of electricity, water supply and drainage and other incidental facilities in and around the sites.
- (3) To secure buildings prior to the procurement in the case of the installation of equipment.
- (4) To ensure all the expenses and prompt execution for unloading, customs clearance at the port of disembarkation and internal transportation of the products purchased under the Grant Aid.
- (5) To exempt Japanese nationals from customs duties, internal taxes and other fiscal levies which will be imposed in the recipient country with respect to the supply of the products and services under the Verified Contracts.
- (6) To accord Japanese nationals whose services may be required in connection with the supply of the products and services under the Verified Contracts, such facilities as may be necessary for their entry into the recipient country and stay therein for the performance of their work.
- (7) "Proper Use"
The recipient country is required to maintain and use the facilities constructed and equipment purchased under the Grant Aid properly and effectively and to assign staff necessary for this operation and maintenance as well as to bear all the expenses other than those covered by the Grant Aid.
- (8) "Re-export"
The products purchased under the Grant Aid should not be re-exported from the recipient country.
- (9) Banking Arrangements (B/A)
 - a) The Government of the recipient country or its designated authority should open an account in the name of the Government of the recipient country in an authorized foreign exchange bank in Japan

(hereinafter referred to as "the Bank"). The Government of Japan will execute the Grant Aid by making payments in Japanese yen to cover the obligations incurred by the Government of the recipient country or its designated authority under the Verified Contracts.

- b) The payments will be made when payment requests are presented by the Bank to the Government of Japan under an authorization to pay issued by the Government of the recipient country or its designated authority.

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ANNEX-4

NECESSARY MEASURES TO BE TAKEN BY THE PHILIPPINE SIDE

Following necessary measures should be taken by the Government of the Republic of the Philippines on condition that the Grant Aid by the Government of Japan is extended to the Project:

1. To secure the site for the Project.
2. To clear, level and reclaim the site prior to the commencement of construction, if necessary.
3. To undertake incidental outdoor works, such as gardening, fencing, gates and exterior lighting in and around the Project site, if necessary.
4. To construct the access roads to the sites prior to the commencement of construction, if necessary
5. To provide necessary facilities for distribution of electricity, water and other incidental facilities
6. To facilitate securing of building, occupancy and all necessary permits for the Project implementation with respect to the laws and regulations of the Philippines
7. To ensure prompt unloading, customs clearance at the port of disembarkation in the Philippines and prompt internal transportation therein of the products purchased under the Grant Aid.
8. To exempt Japanese nationals engaged in the Project from the customs duties, internal taxes and other fiscal levies which may be imposed in the Philippines with respect to the supply of the products and services under the verified contracts.
9. To accord Japanese nationals whose services may be required in connection with the supply of the products and the services under the verified contract such facilities as may be necessary for their entry into the Philippines and stay therein for the performance of their work.
10. To provide necessary permissions, licenses and other authorizations for carrying out the Project.
11. To bear two kinds of commissions to the Japanese foreign exchange bank for the banking services, based upon the "Banking Arrangement", namely, the advising commission of the "Authorization to Pay" and payment commission.
12. To maintain and use properly and effectively the facilities constructed and the equipment provided under the Grant Aid.
13. To assign enough number of qualified teaching and administrative staff in order to operate the facilities constructed under the Project.
12. To bear all the expenses, other than those to be borne by the Grant Aid.

APPENDIX 5. COST ESTIMATION BORNE BY THE RECIPIENT COUNTRY (1)

Name of Schools	Scope of Works								Total
	Reclamation/ Backfilling	Site Creation		Demolition of Exist. Bldg./Slab	Electrical Work	Plumbing Work	Exterior Work		
		Cut	Fill				Fence	Landscape	
ELEMENTARY SCHOOLS REGION II - CAGAYAN VALLEY									
E- 1. TUGUEGARAO WEST CS	47,160.63				49,485.60	23,502.99		40,085.28	160,234.47
E- 2. BAGGAO CS	47,160.63				84,931.20	23,502.96		40,085.28	195,680.07
E- 3. MONTE ALEGRE ES	47,160.63					23,502.99		40,085.28	110,748.87
E- 4. CAUAYAN SOUTH CS	47,160.63			1,296.40	16,826.40	12,561.48	15,000.00	40,085.28	132,929.79
E- 5. SANTIAGO SOUTH CS	47,160.63				16,826.40	23,502.99	15,000.00	40,085.28	142,575.27
E- 6. BONE NORTH ES		2,317.25	5,894.37	2,592.00	49,485.60	23,502.96		40,085.28	123,867.46
REGION VI - SOUTHERN TAGALOG									
E- 7. DJINGALAN ES	47,160.63				16,826.40	23,502.96	15,000.00	40,085.28	142,575.27
E- 8. STO. TOMAS NORTH CS	47,160.63				48,092.40	23,502.96		40,085.28	158,841.27
E- 9. LEVERO PILOT ES	47,160.63				36,784.96	12,561.48		40,085.28	138,592.35
E-10. SAN JOSE ES		11,551.27	29,345.88		27,712.80	12,561.48		40,085.28	121,259.71
E-11. E. BARETO SENIRO ES	47,160.63			36,288.00	16,826.40	23,502.96		40,085.28	163,863.27
E-12. LOS BAÑOS ES	47,160.63			18,144.00	48,584.86	23,502.96		40,085.28	177,477.53
E-13. PAGHILAO CS	47,160.63			167,940.00	15,897.60	12,561.48		40,085.28	283,644.99
E-14. CALAUAG CS	47,160.63				47,628.00	12,561.48	15,000.00	40,085.28	162,435.39
E-15. ALANGILANG CS	47,160.63				27,712.80	12,561.48		40,085.28	127,520.19
E-16. LADISLAO DINA ES	47,160.63				37,832.94	23,502.96		40,085.28	148,581.81
E-17. SAN PABLO CITY CS	47,160.63				102,060.00	12,561.48		40,085.28	201,867.39
E-18. TANAUAN NORTH CS	47,160.63				25,948.09	12,561.48		40,085.28	125,755.47
E-19. PADRE CARCIA ES	47,160.63				125,226.00	23,502.96		40,085.28	235,974.87
E-20. SALAWAG ES	47,160.63				28,827.36	12,561.48		40,085.28	128,634.75
E-21. SILANG ES	47,160.63				49,485.60	12,561.48		40,085.28	149,292.99
E-22. AGUINALDO ES	47,160.63				17,012.16	12,561.48		40,085.28	116,819.55
E-23. LILIW ES	47,160.63				15,897.60	23,502.96		40,085.28	126,646.47
E-24. CRISANTO GUYSAYKO ES	47,160.63				26,319.60	23,502.96	15,000.00	40,085.28	152,068.47
E-25. BIGNAY ES	47,160.63				15,897.60	12,561.48		40,085.28	115,704.99
E-26. CLARO K. RECTO MEMORIAL CS	47,160.63				47,628.00	12,561.48		40,085.28	147,435.39
E-27. STO. DOMINGO ES	47,160.63				25,855.20	23,502.96		40,085.28	136,604.07
E-28. GUMACA EAST CS	47,160.63				102,060.00	12,561.48		40,085.28	201,867.39
E-29. BUKAL SUR ES	47,160.63			14,212.80	81,216.00	23,502.96		40,085.28	206,177.67
E-30. MAYAVOT ES		7,109.54	18,047.25		37,870.40	23,502.96		40,085.28	126,411.43
E-31. CAINTA ES	47,160.63				15,433.20	23,502.96		40,085.28	126,182.07
E-32. MARIANO C. SAN JUAN ES	47,160.63				17,755.20	23,502.96		40,085.28	128,504.07
E-33. BINANGONAN ES	47,160.63			31,437.72	17,755.20	23,502.96	15,000.00	40,085.28	174,941.79
E-34. BACONG RAYON IV ES		16,227.65	41,215.05		16,826.40	23,502.96		40,085.28	137,857.34
E-35. JULIAN FELIPE ES	47,160.63			85,942.06	36,453.67	23,502.96		40,085.28	233,144.62
E-36. BALETE RELOCATION ES		2,318.51	5,898.59		178,464.49	12,561.48		40,085.28	239,318.38
REGION VIII - EASTERN VISAYAS									
E-37. NAGA NAGA ES	47,160.63				81,216.00	12,561.48		40,085.28	181,023.39
E-38. JARO I CENTRAL ES	47,160.63				14,968.80	12,561.48		40,085.28	114,776.19
E-39. GABAS ES	47,160.63			1,296.00	68,472.00	12,561.48		40,085.28	169,575.39
E-40. SOGOD CENTRAL ES	47,160.63				16,826.40	12,561.48	15,000.00	40,085.28	131,633.79
E-41. MAKINAWLO ES	47,160.63				47,628.00	12,561.48		40,085.28	147,435.39
E-42. MONDRAGON CS	47,160.63				36,741.60	12,561.48		40,085.28	135,548.99
E-43. PAMBUNAN CS	47,160.63			6,480.00	16,826.40	12,561.48		40,085.28	123,113.79
E-44. TAMBULILID ES	47,160.63				37,286.00	12,561.48		40,085.28	137,013.39
E-45. A. P. BANEZ MEMORIAL S	47,160.63				35,812.80	12,561.48		40,085.28	135,620.19

APPENDIX 6. THE CONTENTS OF THE PROJECT FOR CONSTRUCTING PRIMARY SCHOOL BUILDINGS (PHASE 1-5) AND THE PROJECT FOR THE IMPROVEMENT OF EDUCATIONAL FACILITIES (PHASE 1-3)

THE CONTENTS OF THE PROJECT FOR CONSTRUCTING PRIMARY SCHOOL BUILDINGS (PHASE 1-5) AND THE PROJECT FOR THE IMPROVEMENT OF EDUCATIONAL FACILITIES (PHASE 1-3)

Phase	Budget in Million Yen (Completion Date)	Region	Primary Schools													
			No. of Schools	No. of Class-rooms	No. of Teachers Rooms	No. of Toilet Male	No. of Toilet Female	Handi-Capped	No. of Schools	No. of Class-rooms	No. of Science Labs	No. of Workshops	No. of Male Toilets	No. of Female Toilets		
The Project for Constructing Primary and Secondary Schools																
Phase 1	2876 (Feb. 18th, '90)	Region V	22	74	22	22	22	22	22	22	50	163	50	4	50	50
Phase 2	2659 (Sep. 25th, '91)	Region VIII	22	84	-	22	22	-	22	22	47	195	47	-	47	47
Phase 3	2745 (Oct. 15th, '92)	Region II	5	15	-	5	5	-	5	5	18	68	18	-	18	18
		Region IV	17	60	-	17	17	-	17	17	32	131	32	-	32	32
		Subtotal	22	75	-	22	22	-	22	22	50	199	50	-	50	50
Phase 4	2795 (Nov. 3rd, '93)	Region VI	18	64	-	18	18	-	18	18	42	168	42	-	42	42
		Region X	4	15	-	4	4	-	4	4	8	27	8	-	8	8
		Subtotal	22	79	-	22	22	-	22	22	50	195	50	-	50	50
Phase 5	2820 (Nov. 30th, '94)	Region I	30	118	-	26	26	26	26	26	13	62	13	-	13	13
		Region III	23	103	-	23	23	23	23	23	9	44	9	-	9	9
		Subtotal	53	221	-	49	49	49	49	49	22	106	22	-	22	22
		Total	141	533	22	137	137	137	137	137	219	858	219	4	219	219
The Project for the Improvement of Educational Facilities																
Phase 1	859 (Nov. 15th, '94)	Region VI	21	104	-	21	21	21	21	21	9	51	9	-	9	9
Phase 2	2857 (Nov. 14th, '95)	Region V	42	164	-	42	42	42	42	42	16	66	16	-	16	16
		Region X I	30	129	-	30	30	30	30	30	17	79	16	-	17	17
		Region X II	3	16	-	3	3	3	3	3	2	10	1	-	2	2
		A.R.M.M	5	30	-	5	5	5	5	5	2	17	2	-	2	2
		Subtotal	80	339	-	80	80	80	80	80	37	172	35	-	37	37
Phase 3	1430 (On going)	Region VI	11	33	-	11	11	11	11	11	10	30	9	-	10	10
		Region VII	16	48	-	16	16	16	16	16	10	30	8	-	10	10
		Region X	12	36	-	12	12	12	12	12	10	30	10	-	10	10
		Subtotal	39	117	-	39	39	39	39	39	30	90	27	-	30	30
		Total	140	560	0	140	140	140	140	140	76	313	71	0	76	76
		Grant Total	281	1093	22	277	277	277	277	277	295	1171	290	4	295	295

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1. The first part of the document discusses the importance of maintaining accurate records of all transactions and activities. It emphasizes that proper record-keeping is essential for transparency and accountability, particularly in the context of public administration and financial management. The text highlights that records should be kept in a clear, organized, and accessible manner, ensuring that all relevant information is captured and preserved for future reference.

2. The second part of the document focuses on the role of technology in enhancing record-keeping processes. It notes that modern digital tools and software solutions can significantly improve the efficiency and accuracy of data collection and storage. By leveraging technology, organizations can reduce the risk of human error and ensure that their records are secure and easily retrievable. The text also mentions the importance of regular data backups and security protocols to protect sensitive information.

3. The third part of the document addresses the challenges associated with maintaining large volumes of data over time. It discusses the need for effective data management strategies, including regular audits and updates to ensure the integrity and relevance of the information. The text suggests that organizations should establish clear policies and procedures for data retention and disposal, ensuring that only necessary information is kept and that it is properly disposed of when no longer needed.

4. The fourth part of the document explores the legal and regulatory requirements surrounding record-keeping. It notes that various laws and regulations, such as the Freedom of Information Act and data protection laws, impose specific obligations on organizations regarding the collection, use, and disclosure of personal and sensitive data. The text emphasizes that organizations must stay up-to-date with these requirements and ensure that their record-keeping practices are fully compliant with applicable laws.

5. The fifth part of the document discusses the importance of training and education in ensuring that all staff members understand the importance of record-keeping and are equipped with the necessary skills to perform their duties effectively. It suggests that organizations should provide regular training and updates to their employees, covering topics such as data security, privacy, and the proper use of record-keeping systems. The text also mentions the importance of fostering a culture of transparency and accountability throughout the organization.

6. The sixth part of the document concludes by summarizing the key points discussed and reiterating the importance of maintaining accurate and reliable records. It emphasizes that proper record-keeping is not just a technical requirement but a fundamental aspect of good governance and organizational management. The text encourages organizations to continuously review and improve their record-keeping practices to ensure they remain effective and compliant with the highest standards of transparency and accountability.

JICA