



Republic of the Philippines
Province of Cavite
CITY OF BACOR
Office of the Sangguniang Panlungsod



DISTRICT I

HON. CATHERINE SARINO-EVARISTO
City Councilor

HON. MIGUEL N. BAUTISTA
City Councilor

HON. ADRIELITO G. GAWARAN
City Councilor

HON. MANOLO S. GALVEZ JR.
City Councilor

HON. RICARDO F. UGALDE
City Councilor

HON. LEVY M. TELA
City Councilor

DISTRICT II

HON. ROBERTO I. ADVINCULA
City Councilor

HON. REYNALDO D. PALABRICA
City Councilor

HON. ROGELIO M. NOLASCO
City Councilor

HON. REYNALDO M. FABIAN
City Councilor

HON. SIMPLICIO G. DOMINGUEZ
City Councilor

HON. HORACIO M. BRILLIANTES JR.
City Councilor

HON. RANDY C. FRANCISCO
City Councilor-ABC President

HON. PALM ANGEL S. BUNCIO
City Councilor-SK Federation President

Attested by:

ATTY. KHALID A. ATEGA, JR.
Sangguniang Panlungsod Secretary

Certified by:

HON. ROWENA BAUTISTA-MENDIOLA
City Vice Mayor/Presiding Officer

CITY RESOLUTION NO. 2026-1109
Series of 2026

A RESOLUTION AUTHORIZING THE CITY MAYOR, HON. STRIKE B. REVILLA, TO SIGN THE DEPOSIT PICK UP AGREEMENT AND RENEWAL OF PAYROLL SERVICING AGREEMENT WITH THE DEVELOPMENT BANK OF THE PHILIPPINES (DBP) ON BEHALF OF THE CITY GOVERNMENT OF BACOR.

Sponsored by:

Hon. Rogelio M. Nolasco

Co-sponsored by:

Hon. Catherine Sarino-Evaristo, Hon. Reynaldo M. Fabian, Hon. Adrielito G. Gawaran, Hon. Reynaldo D. Palabrica, Hon. Levy M. Tela, and Ricardo F. Ugalde

WHEREAS, City Resolution No. 2023-271, Series of 2023 entitled: " RESOLUTION AUTHORIZING THE CITY MAYOR, HON. STRIKE B. REVILLA, TO SIGN THE PAYROLL SERVICING AGREEMENT BETWEEN THE CITY GOVERNMENT OF BACOR AND THE DEVELOPMENT BANK OF THE PHILIPPINES (DBP) FOR THE RENEWAL OF THE CITY GOVERNMENT'S PREVIOUS AGREEMENT WITH THE SAID BANK TO ACQUIRE THE ATM PAYROLL SERVICES FOR THE SALARIES AND BENEFITS OF OFFICERS AND EMPLOYEES OF THE LOCAL GOVERNMENT OF THE CITY OF BACOR, CAVITE", was approved by the Sangguniang Panlungsod on May 29, 2023 to obtain the ATM payroll services of the Development Bank of the Philippines for the salaries and benefits of the officers and employees of the city.

WHEREAS, on 1 September 2026, the Office of the City Mayor endorsed a letter from Ms. Carole Afiensa, Head of Bacoor Branch of the Development Bank of the Philippines (DBP), requesting for issuance of a resolution authorizing the City Mayor, Hon. Strike B. Revilla, to sign the Deposit Pick-up and Cash Delivery Services Agreement and the renewal of Payroll Servicing Agreement. The proposed agreements are incorporated and made part of this Resolution as **Annex "A"** and **Annex "B"**.



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City Councilor-SK Federation President

Attested by:

ATTY. KHALID A. ATEGA, JR.
Sangguniang Panlungsod Secretary

Certified by:

HON. ROWENA BAUTISTA-MENDIOLA
City Vice Mayor/Presiding Officer

WHEREAS, on 7 September 2026, the above mentioned matter was referred to the Committee on Finance and Budget Appropriations and to the Committee on Rules, Privileges, Laws and Ordinances .

WHEREAS, on 24 September 2026, the said committees conducted a committee hearing on the aforementioned subject and they decided to recommend for approval of the same;

NOW THEREFORE, upon motion of Hon. Rogelio M. Nolasco unanimously seconded by the members of the City Council present, **BE IT RESOLVED AS IT IS HEREBY RESOLVED** by the 6th Sangguniang Panlungsod of the City of Bacoor, Cavite to authorize the City Mayor, Hon. Strike B. Revilla, to sign the Deposit Pick-up and Cash Delivery Services Agreement and the renewal of the Payroll Servicing Agreement on behalf of the City Government of Bacoor with the Development Bank of the Philippines.

RESOLVED FURTHER, to furnish the Office of the City Mayor, the Development Bank of the Philippines, and other government agencies concerned with copies of this resolution.

UNANIMOUSLY APPROVED, this 29th day of September 2026 during the 62nd Regular Session of the 6th Sangguniang Panlungsod of the City of Bacoor.

Certified by:

HON. ROWENA BAUTISTA-MENDIOLA
City Vice Mayor/ Presiding Officer

Attested by:

ATTY. KHALID A. ATEGA JR.
Sangguniang Panlungsod Secretary

MEMORANDUM OF AGREEMENT
(PICK-UP DEPOSIT AND CASH DELIVERY)

KNOW ALL MEN BY THESE PRESENTS:

This **AGREEMENT** made and entered into this _____ day of _____, 2026 by and between:

CITY GOVERNMENT OF BACOR, CAVITE, a local government unit, duly organized and existing under the laws of the Republic of the Philippines, with principal office at Bacoor Government Center, Bacoor Boulevard, Barangay Bayanan, Bacoor City, Cavite represented herein by its *City Mayor*, **Hon. STRIKE B. REVILLA**, per Sangguniang Panlungsod Resolution No. _____ (Annex "B"), hereinafter referred to as the **"DEPOSITOR"**,

-and-

DEVELOPMENT BANK OF THE PHILIPPINES, a government financial institution created and operating pursuant to the provisions of Executive Order No. 81, otherwise known as the 1986 Revised Charter of the Development Bank of the Philippines, as amended by Republic Act No. 8523 dated February 14, 1998, with principal office at Sen. Gil J. Puyat Ave. corner Makati Ave., Makati City, herein represented by the Officer-In-Charge of Branch Banking Group (BBG) Southern Luzon, **VP CHED B. SY**, duly authorized for the purpose under Board Resolution No. 0447, Series of 2000 per Secretary's Certificate dated January 26, 2026 (attached as Annex "A"), hereinafter referred to as **"DBP"**

(also referred to individually as the "Party" and collectively, the "Parties").

WITNESSETH: That

WHEREAS, the **DEPOSITOR** has expressed the desire to avail of the Deposit Pick-up Services of the **DBP**;

WHEREAS, the **DBP** is duly authorized by the Bangko Sentral ng Pilipinas (BSP) to undertake deposit pick-up services pursuant to BSP Circular No. 1330, series of 1992;

WHEREAS, the **DBP** is willing to extend the banking facilities desired by the **DEPOSITOR** and the latter has accepted the same;

NOW, THEREFORE, for and in consideration of the foregoing premises, terms and conditions, stipulations, and covenants herein set forth, the parties have mutually agreed and hereby bind themselves as follows:

1. The **DBP** shall act as depository bank of the **DEPOSITOR**.
2. The **DEPOSITOR** has agreed to open a Current/Savings Account at the current interest rate of 0.100% p.a. and to maintain a deposit with an Average Daily Balance (ADB) of **PESOS: FIFTY MILLION (PhP 50,000,000.00)**.
3. The **DBP** shall pick up cash/check deposits (the "Deposit") and credit the same to the account of the **DEPOSITOR**.

City Government of Bacoor City, Cavite By:

HON. STRIKE B. REVILLA
City Mayor

DBP by:

VP CHED B. SY
OIC, BBG-SL

Witnesses:

ATTY. EDITH C. NAPALAN
City Treasurer

CAROLE A. ATIENZA II
Acting Head, DBP Bacoor Branch

4. For security purposes, pick-up deposits shall be made with the use of armored cars, manned by a pick-up teller, with at least two (2) security guards and a driver.
5. The **DBP's** duly authorized pick-up teller shall present to the **DEPOSITOR's** duly authorized representative(s)' Bank ID and a Deposit Pick-Up Notice Form (Annex "C") signed by an officer of the **DBP** which shall contain the following:
 - 5.1 Authorized **DBP** pick-up teller's printed name and specimen signature;
 - 5.2 Printed name and signature of the **DBP** Officer authorizing the deposit pick-up service;
 - 5.3 **DEPOSITOR** authorized representative's printed name and signature;
 - 5.4. Date of deposit pick-up;
 - 5.5 Deposit Pick-Up Notice Form's Reference No.;
 - 5.6 Details of the Deposit Pick-up (Cash/Check/Amount)
6. **DEPOSITOR's** duly authorized representative(s) is/are required to verify the signatures of the authorized Pick-up Teller and the officer authorizing the same based on the submitted Bank's Authenticated List and the Bank ID presented.
7. No Deposit Pick-up Notice Form shall be issued unless the **DBP** has submitted to the **DEPOSITOR** an Authenticated List that shall include, among others, the names, signatures and pictures of pick-up tellers as well as the names, signatures and official designations of the authorizing officers.
8. Procedures:
 - 8.1 DBP Roving Teller shall pick up the funds from the **DEPOSITOR** once or twice a week.
 - 8.2 The Roving Teller shall perform machine count of the cash deposits. Money counter machine will be used to attain our objectives of getting in and out of **DEPOSITOR's** office address as soon as possible to lessen related risks.
 - 8.3 All cash deposits shall be placed in **DBP** duffle bag which shall then be locked by the teller in the presence of the **DEPOSITOR's** representative.
 - 8.4 The Roving Teller shall acknowledge receipt of cash deposits and stamp "Received" on the deposit slip and affix his signature. Thereafter, total cash deposit becomes the responsibility of the **DBP**.
 - 8.5 Upon arrival at the Pick-up Point, the Roving Teller shall be allowed fifteen (15) minutes waiting time. Should the **DEPOSITOR's** representative be unable to make the deposit within such time, the Roving Teller shall have, at his/her discretion, the option to leave the Pick-up Point tendering the DEPOSIT ITEMS with the former.
 - 8.6 The locked duffle bag shall be opened by two authorized **DBP** supervisors and the Roving Teller who shall then conduct manual verification of the authenticity/genuineness of the notes received.

DBP by:

VP CHED B. SY
OC, BBO-SL

City Government of Bacoor City, Cavite By:

HON. STRIKE B. REVILLA
City Mayor

Witnesses:

ATTY. EDITH C. NAPALN
City Treasurer

CAROLE A. ATIENZA II
Acting Head, DBP Bacoor Branch

- 8.7 The **DBP** shall immediately inform the **DEPOSITOR** if there are any defective and/or counterfeit bills discovered during the verification process.
9. Cash deposit items shall immediately be credited to the **DEPOSITOR'S** account on the date of pick-up. In case of non-cash deposit items, the same shall be subject to PCHC rules and regulations while checks drawn against any branch of the **DBP** shall be subject to its rules and regulations.
10. The deposit and withdrawal transactions shall be booked in accordance with the existing bank regulations.
11. The **DBP** shall ensure that insurance for daily Cash-In-Transit and Cash-In-Vault are adequately covered.
12. The **DBP** shall maintain a separate logbook which contains the name of personnel in the Roving Team and the time of their departure from and arrival at the **DBP**.
13. By way of assistance, the **DBP** agrees to provide the **DEPOSITOR** with its cash delivery requirements from time to time depending on the availability of the **DBP's** supply under the following conditions:
 - 13.1. That the cash delivery shall occur simultaneously during the collection of cash from the **DEPOSITOR's office at Bacoor Government Center, Bacoor Boulevard, Barangay Bayanan, Bacoor City, Cavite.** The minimum amount of cash to be delivered shall not be less 100 pieces per denomination for notes and shall not be less than one bag of coins per denomination. The transaction shall be deemed final once the cash has been delivered;
 - 13.2. In order for the **DBP** to prepare the cash request, the **DBP** shall require at least three (3) days formal/written notice from any of the **DEPOSITOR's** authorized signatories;
 - 13.3. Payments for the loose change delivery will only be via cash payment. Cash payment shall be counted at the **DEPOSITOR's** premises. The **DBP** shall prepare separate cash tickets for the delivery of loose change. The cash ticket shall then be signed by the **DEPOSITOR** as acknowledgement of receipt of the loose change. The cash payment and signed cash ticket shall then be included in the batch of deposits to be placed and locked in the **DEPOSITOR's** assigned deposit bag.
14. Any changes or modification in the terms and conditions of their agreement shall be mutually agreed upon by the **DEPOSITOR** and the **DBP**.
15. This Agreement shall take effect on the date of execution hereof and shall remain in full force and in effect until the same has been terminated under such terms and conditions to be agreed upon by the parties. Either party may pre-terminate this agreement provided a thirty (30)-day written notice is served to the other party.

IN WITNESS WHEREOF, the parties hereunto affix their signatures this____ day of _____, 2026 in _____, Philippines.

**DEVELOPMENT BANK OF
THE PHILIPPINES**
DBP/Bank

CITY GOVERNMENT OF BACOR,
CAVITE
Depositor

By:

By:

VP CHED B. SY
OIC, BBG-Southern Luzon

HON. STRIKE B. REVILLA
City Mayor

SIGNED IN THE PRESENCE OF:

CAROLE A. ATIENZA II
Acting Head, DBP Bacoor Branch

ATTY. EDITH C. NAPALAN
City Treasurer

CAROLE A. ATIENZA II
Acting Head, DBP Bacoor Branch

ACKNOWLEDGEMENT

REPUBLIC OF THE PHILIPPINES)
_____) S.S.

At _____, this _____ day of _____, 2026, personally
appeared:

Name	Competent evidence of identity	Date/Place Issued
Development Bank of the Philippines	TIN 000-449-609-000	
VP CHED B. SY	DBP Employee ID No. 0106771-CHE	Manila
City Gov't of Bacoor, Cavite	TIN	
HON. STRIKE B. REVILLA		

known to me and to me known to be the same persons who executed the foregoing instrument and acknowledged to me that the same is their own free act and deed as well as those of the principals that they represent. This instrument consisting of six (6) pages pertains to Memorandum of Agreement (Pickup Deposit and Cash Delivery), including its annexes, and signed by the parties and their witnesses on each and every page.

WITNESS MY HAND AND SEAL.

Doc. No. _____;
Book No. _____;
Page No. _____;
Series of 2026.

NOTARY PUBLIC

Witnesses:

ATTY. EDITH C. NAPALAN
City Treasurer

City Government of Bacoor City, Cavite By:

HON. STRIKE B. REVILLA
City Mayor

DBP by:

VP CHED B. SY
OIC, BBG-SL

CAROLE A. ATIENZA II
Acting Head, DBP Backor Branch

ATTY. EDITH C. NAPALAN
City Treasurer



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Witness

MARIA KATRINA L. INFANTE, Corporate Secretary of the Development Bank of the Philippines ("DBP" for brevity), a government-owned financial institution established and operating pursuant to Executive Order No. 81 dated December 2, 1986, as amended by Republic Act No. 8523 effective March 9, 1995, otherwise known as "The Revised Charter of the Development Bank of the Philippines", with principal office at Makati City, Philippines, do hereby certify, based on the records of this Office, that pursuant to Board Resolution No. 0447 dated July 19, 2000, VP Ched B. Sy, Office-in-Charge, BSG Southern Luzon, Branch Banking Sector, per Sector Order No. 028 dated January 12, 2020, effective December 19, 2025 until December 18, 2026, is authorized to sign documents covering administrative matters necessary in conducting the business affairs of DBP for both credit and credit-related transactions, including but not limited to: Memorandum of Agreements on Deposit Pick Up and Cash Delivery Servicing, ATM Servicing or Installation, Payroll Servicing and Credit One-Debt All (CDDA), Contract of Lease of Branch Banking Group - Southern Luzon, Quarter's Privilege of BSG-SL Branch Heads, Contract Agreement Form for Supply and Delivery of Goods and Infrastructure Services for Branch Banking Group - Southern Luzon.

IN WITNESS WHEREOF, I have hereunto affixed my signature and the seal of DBP this 15th day of January 2026 in Makati City, Philippines.

ATTY. MARIA KATHARINE L. INFANTE
Corporate Secretary
Development Bank of the Philippines

REPUBLIC OF THE PHILIPPINES
MAKATI CITY - S.S.

SUBSCRIBED AND SWORN to before me on 28 JAN 2025, the Corporate Secretary of CBP exhibiting to me her Philippine Passport No. P2210858 issued at DFA NCR Northeast on May 20, 2018, effective until May 18, 2029.

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Series of 2025

[illegible]

City Government of Bacoar City, Cavite By:

HON. STRIKE B. REVILLA
City Mayor

neg. by:

VP CHED B. SY
DIC. BBG-SL

DBP by:-

VP CHED B. SY
OIC, BBG-SL

City Government of Bacoor City, Cavite By:

HON. STRIKE B. REVILLA
City Mayor

Witnesses:

ATTY. EDITH C. NAPALAN
City Treasurer

CAROLE A. ATIENZA II
Acting Head, DBP Bacoor Branch

ANNEX "B"

Sangguniang Panlungsod Resolution (for City of Bacoor, Cavite)



DEVELOPMENT BANK OF THE PHILIPPINES

Annex "B"

Payroll Servicing Agreement

- ☒ Without KYC Outsourcing Arrangement
☐ With KYC Outsourcing Arrangement

CAROLE A. ATIENZA II
Head, DBP Bacoor Branch

KNOW ALL MEN BY THESE PRESENTS:

This Payroll Servicing Agreement (the "Agreement") made and entered into this _____ day of _____, 20____, by and between:

The **CITY GOVERNMENT OF BACOOR**, a local government unit duly constituted and existing under the laws of the Republic of the Philippines with office and postal address at Bacoor Government Center, Bacoor Boulevard, Barangay Bayanan, Bacoor City, Cavite, represented by **Hon. STRIKE B. REVILLA**, City Mayor, pursuant to his authority conferred and embodied under City Resolution No. _____, Series of 2026, approved by the City Council of Bacoor (attached as Annex "A"), and hereinafter referred to as the "**CLIENT**"

and

DEVELOPMENT BANK OF THE PHILIPPINES, a government financial institution created and operating pursuant to the provisions of Executive Order No. 81, otherwise known as the 1986 Revised Charter of the Development Bank of the Philippines, as amended by Republic Act No. 8523 dated 14 February 1998, with principal office at Sen. Gil J. Puyat Ave. corner Makati Ave., Makati City, herein represented by Vice President **CHED B. SY**, Officer-In-Charge of Branch Banking Group – Southern Luzon, duly authorized for the purpose per Secretary's Certificate dated January 26, 2026, attached as Annex B, hereinafter referred to as "**DBP**" also referred to individually as the "Party" and collectively, the "Parties".

WITNESSETH

WHEREAS, the **CLIENT** desires to obtain the services of a banking entity in order to meet its payroll servicing requirements;

WHEREAS, one of the banking services provided by **DBP** is the servicing of payroll requirements of public and private entities through the Automated Teller Machine (ATM) and as such, **DBP** is willing to extend to the **CLIENT** said ATM payroll services whereby the salaries and other benefits due to the officers and employees of the **CLIENT** shall be credited to their respective accounts with **DBP** (the "Service") on a specific date ("Payroll Credit Date"), subject to the terms and conditions as may be mutually agreed upon by the Parties herein;

NOW, THEREFORE, for and in consideration of the foregoing premises, the Parties hereby agree and stipulate as follows:

Witnesses:

ATTY. AMEE TORREFRANCA - NERI
City Administrator

City Government of Bacoor By:

HON. STRIKE B. REVILLA
City Mayor

DBP by:

VP CHED B. SY
OIC, BGC-SL

I. WITHOUT KYC OUTSOURCING ARRANGEMENT

OPENING OF CURRENT AND/OR SAVINGS ATM PAYROLL ACCOUNTS (the "ATM Account")

1. At the onset, the **CLIENT** shall submit a list of its officers and employees who will open an account with **DBP** as duly authenticated or certified by the **CLIENT's** Authorized Officer. On the other hand, an endorsement letter shall be provided by the **CLIENT** to **DBP** for its succeeding newly hired employees who will open an ATM Account.
2. The **CLIENT** shall submit a Sangguniang Panlungsod Resolution / Secretary's Certificate or its equivalent document designating its Authorized Signatories / Authorized Officer and attesting to the authenticity of the respective signatures of such Authorized Signatory / Authorized Officer. Any change thereto shall be immediately communicated by the **CLIENT** to **DBP** in writing as duly supported by accompanying Sangguniang Panlungsod Resolution covering such changes made.
3. The **CLIENT** shall advise its officers and employees of its availment of the payroll service of **DBP** under this Agreement and shall accordingly direct its Officers and Employees to open a Current / Savings ATM Account with **DBP- Bacoor Branch**.
4. The ATM Account opened by the **CLIENT's** officers and employees under this Agreement shall be exclusively under their true and full name and the said officers and employees shall be bound by all the rules and regulations prescribed by **DBP** for ATM accounts and the maintenance thereof, as well as by the pertinent provisions of this Agreement and the existing banking laws, rules and regulations.

The **CLIENT** shall be responsible in making its officers and employees abide by the provisions of this Agreement.

5. The **CLIENT** shall notify its concerned employee/s or officer/s to personally update his/her records with **DBP** in the event of change/s on his/her personal data immediately from receipt of such notification.
6. The Current / Savings ATM Payroll Accounts provided and opened by **DBP** for the **CLIENT's** officers and employees shall be accessible from any of ATM Network facilities of **DBP** or any of the other member banks of Bancnet.
7. The **CLIENT's** officers and employees shall be required to have an initial deposit/ a daily balance requirement of **PESOS: ONE HUNDRED (Php 100.00)** in their ATM Payroll Accounts.

II. WITH KYC OUTSOURCING ARRANGEMENT

OPENING OF CURRENT AND/OR SAVINGS ATM PAYROLL ACCOUNTS (the "ATM Account")

The Parties may resort to availing of the outsourcing arrangement in accordance with existing "Know- Your-Client" (KYC) standards set by law, regulations and any amendment or revision thereof should the circumstances of the Agreement warrant such. In which case, said arrangement shall be governed by the following terms and conditions, as may be applicable:

WITNESSES:
CAROLE A. ATIENZA II
Head, DBP Bacoor Branch

ATTY. AMEE TORREFRANCA - NERI
City Administrator

City Government of Bacoor By:
HON. STRIKE B. REVILLA
City Mayor

DBP by:
VP CHED B. SY
OIC, BBG-SL

Witnesses:
CAROLE A. ATIENZA II
Head, DBP Bacoor Branch

ATTY. AMEE TORREFRANCA - NERI
City Administrator

City Government of Bacoor By:
HON. STRIKE B. REVILLA
City Mayor

DBP by:-
VP CHED B. SY
CIC, BSG-SL

1. DBP, subject to existing rules on outsourcing of specified banking activities, hereby authorizes the **CLIENT** to conduct the required initial face-to-face contact and personal interview as well as gather the minimum information and/or documents required by the Bank on the **CLIENT**'s officers and employees who will open an ATM Account with DBP. Ultimately, the ultimate responsibility of knowing the **CLIENT**'s officers and employees and for keeping the identification documents shall lie with DBP and subject to compliance with the following conditions:

- a. The **CLIENT** has a reliable and acceptable customer identification system and training program in place;
- b. DBP shall ensure that the **CLIENT**'s employees or representatives who gather required information/documents or conduct face-to-face interactions with the **CLIENT**'s officers and employees undergo a training program equivalent to that provided to DBP's own employees performing similar activities.

This training will cover the relevant provisions related to the outsourced services. To this end, both the **CLIENT** and DBP agree to conduct a basic Anti-Money Laundering (AML) briefing with the designated counterparty officer of the Corporate Client and to ensure the **CLIENT** is fully informed about DBP's Know Your Customer (KYC) requirements and the correct procedures for customer identification. DBP and the Client shall accomplish and sign the "**KYC Outsourcing Arrangement Briefer**" after the conduct of the training.

- c. DBP shall monitor and conduct Annual Review of the Performance of the Client by accomplishing the "**KYC Outsourcing Arrangement Review Form**" to determine whether or not to continue with the KYC Outsourcing Arrangement.
- d. DBP shall observe safekeeping in accordance with existing recordkeeping policies set forth under the MTPPP in terms of retention period and the same forming part of maintained KYC documents such as the executed Payroll Servicing Agreement, signed KYC Outsourcing Arrangement Briefer and the signed annual KYC Outsourcing Arrangement Review Form. This is to ensure compliance with prevailing regulatory requirements and proper documentation for audit purposes.
- e. Exercise by the **CLIENT** of the required due diligence in obtaining the minimum required information including the confirmation of these information from documents submitted by its officers and employees in compliance with the Know Your Client/Client Due Diligence Policy;
- f. Turn-over by the **CLIENT** of all identification information and/or documents to DBP within a period not exceeding ninety (90) calendar days from the date of the employee's accomplishment of the DBP KYC record forms as indicated by the date of signing; and
- g. DBP shall carefully review the above-mentioned documents.

2. Under such a set-up, DBP shall provide the **CLIENT** with account opening forms and signature cards to be accomplished by its officers and employees to be covered by the payroll servicing arrangement. The Client be accountable for the forms provided to them. The **CLIENT** shall confirm all the ATM account opening of its officers and employees and shall hold DBP free and harmless from any claims arising from misrepresentation in the opening of the account.

CAROLE A. ATIENZA II
Head, DBP Bacoor Branch

Witnesses:

ATTY. AMEE TORREFRANCA - NERI
City Administrator

City Government of Bacoor By:

HON. STRIKE B. REVILLA
City Mayor

DBP by:

VP CHED B. SY
OIC, BSG-SL

3. The **CLIENT** hereby unconditionally agrees to properly identify its officers and employees who will be opening accounts with **DBP** in accordance with the existing risk-based KYC standards set by prevailing laws, regulations, and **DBP's** Money Laundering, Terrorism Financing and Proliferation Financing Prevention Program (MTPPP) and any amendment or revision thereof.

4. The **CLIENT** shall be responsible for applying the identification procedures and obtainment of the identification requirements, including initial face-to-face contact of its officers and employees in accordance with the KYC requirements of Republic Act No. 9160, otherwise known as the "Anti-Money Laundering Act of 2001", as amended by Republic Act Nos. 9194, 10167, 10365, 10927, 11521, its Revised Implementing Rules and Regulations, relevant AMLC and BSP regulations covering AMLA and **DBP's** MTPPP and its revisions and amendments.

For this purpose, the **CLIENT** warrants the true identity of its officers and employees and the correctness of the personal information provided.

5. The **CLIENT**, through its duly appointed Authorized Representative, shall submit to **DBP** the following:

a. List of officers and employees of the **CLIENT** duly authenticated/certified by the **CLIENT's** Authorized Officer;

b. Certified true copy of unexpired, valid and photo-bearing identification cards of the listed **CLIENT** officers and employees, the designated authorized signatories;

c. Sangguniang Panlungsod Resolution / Ordinance or its equivalent document designating its Authorized Signatories, and Authorized Officer as may be applicable, and attesting to the authenticity of the respective signatures of such Authorized Signatory / Authorized Officer. Any change thereto shall be immediately communicated by the **CLIENT** to **DBP** in writing as duly supported by accompanying Sangguniang Panlungsod Resolution covering such changes made. For this purpose, the **CLIENT** acknowledges and confirms the validity of the certification/verification/authentication of its duly Authorized Signatories or Authorized Officers by virtue of such Sangguniang Panlungsod ;

d. Duly accomplished specimen signature cards with 1x1 photo, ATM card application, Customer Information File Record and Deposit Record Form duly authenticated and certified by the **CLIENT's** Authorized Officer and acceptable/unexpired valid ID.

6. **DBP** shall only accept and facilitate the opening of the ATM accounts of the **CLIENT's** officers and employees after **DBP** has verified the identity of the officers and employees as against the identification cards issued by the **CLIENT** and/or such other identification requirements as may be acceptable to **DBP** and subject to the terms and conditions of this Agreement and upon submission of duly accomplished Signature Cards, Customer Information File Record and Deposit Record Form duly authenticated by the **CLIENT's** Authorized Officer.

7. Updating of account and KYC records shall be personally undertaken by the **CLIENT's** officers and employees based on **DBP's** prescribed risk-based frequency (but not to exceed once every three (3) years) and/or upon receipt of **DBP's** notification requiring the updating of such KYC records based on **DBP** policies.

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8. DBP reserves the right to request additional information or documentation from the Client as deemed necessary to complete the verification process or to fulfill any legal, regulatory, or internal compliance requirements."

III. ADB REQUIREMENT

1. The CLIENT shall maintain a Current / Savings Account with DBP – Bacoor Branch with a minimum maintaining balance of PESOS: THIRTY MILLION (Php 30,000,000.00) at any given time.

IV. RELEASE OF ATM CARDS AND PIN MAILERS

1. The ATM cards and PIN Mailers of the officers and employees of the CLIENT shall be made available within 3-5 banking days after the requirements for account opening have been complied with.
2. The ATM cards and PIN Mailers shall be released to the officers and employees of the CLIENT by a DBP representative.
3. Release of ATM cards and PIN mailers through the CLIENT's officers and employee's representative shall be allowed by DBP upon submission of an authorization letter and copy of valid identification documents from the CLIENT's officers and employees and their authorized representative. DBP reserves the right to refuse any request for release if the documents submitted fail to pass the validation and verification test conducted by DBP.

V. PAYROLL CREDITING OPERATIONS

1. DBP shall provide the CLIENT with a list of the assigned account numbers for the CLIENT's officers and employees. Consequently, all CLIENT's officers and employees shall execute a Waiver of their rights under the Republic Act No. 1405, otherwise known as the Law on Secrecy of Bank Deposits, as amended.
2. The CLIENT shall inform DBP of any changes, addition or deletion in the original list of its officers and employees in writing and signed by its authorized signatory/ies at least seven (7) banking days before the payroll period.
- Newly onboarded officers and employees must undergo a risk-based Know Your Customer (KYC) process prior to the opening of their payroll accounts. Any updates to an officer's or employee's relevant information should also prompt the corresponding customer records to be updated accordingly.
3. The CLIENT shall transmit the Payroll File via Uploading in the DBP's Digital Banking Portal or any other electronic means as agreed upon by the Parties in the correct form and manner as prescribed by DBP. The CLIENT shall be solely responsible for ensuring the accuracy and completeness of all information in the Payroll File.
4. DBP shall be under no obligation or liability to proceed with any payment instruction unless and until the CLIENT's account has sufficient funds. Only cleared and withdrawable balances shall be considered for financial transactions.
5. If the Payroll Credit Date falls on a Saturday, Sunday or holiday, the Payroll Credit Date shall be the succeeding banking day.

WITNESSES
CAROLE A. ATENZA II
Head, DBP Bacoor Branch

ATTY. AIMEE TORREFRANCA - NERI
City Administrator

City Government of Bacoor By
HON. STRIKE B. REVILLA
City Mayor

DBP by:
VP CHED B. SY
OIC, BGC-SL

6. Alternatively, the following activities shall be performed by the **CLIENT** and DBP Servicing Branch based on the Manual Processing of Payroll Services:
- a. The crediting of payroll to the individual accounts of officers and employees of the **CLIENT** shall be scheduled every 15th and 30th days of the month or any regular banking day specified by the **CLIENT** in its Letter of Instruction (LOI) (the "Payroll Credit Date").
 - b. The **CLIENT** shall fund its Current / Savings Account No. 00-0-50001-651-4 thru cash, other Bank's Manager's Check, or thru electronic bank to bank transfer for the total amount of the payroll for every payroll period at least two (2) day/s before the Payroll Credit Dates.
 - c. The **CLIENT** shall authorize DBP to debit its Current / Savings Account No. 00-0-50001-651-4 for the total amount of the payroll for the payroll period for crediting to the respective ATM Payroll Accounts of its individual officers and employees. The **CLIENT** shall send through fastest means at least two (2) banking day/s before the Payroll Credit Date.
 - c.1 Authority to Debit the **CLIENT** account and credit to ATM Payroll Accounts;
 - d. The **CLIENT** shall transmit the encrypted Payroll File physically or via electronic means as agreed by both Parties, in the correct form and manner as prescribed by DBP at least one (1) banking day prior to the Payroll Credit Date. The **CLIENT** shall be solely responsible for ensuring the accuracy and completeness of all information in the Payroll File.
7. DBP shall not be liable for any loss or damage as a result of inaccurate or incomplete payroll file information uploaded in the DBP's Digital Banking Portal or transmitted via other electronic means, unless such inaccuracy or incompleteness was duly proven to be due to the fault or negligence of DBP.
8. DBP shall not be liable for any cause beyond its control, such as but not limited to, (i) undetected problems not discovered by regular maintenance; (ii) unforeseen hardware failures of computers, telecommunication, electrical, and/or network systems; (iii) computer hardware or software malfunction/destruction which may be caused by malicious computer hacking, viruses, bugs and/or worms; (iv) related/incidental problems that may be attributed to the services provided by any service provider or information service provider; and/or (v) fortuitous event and other related incidents.
9. The **CLIENT** shall promptly notify DBP upon the expiration or termination of any officer or employee with a DBP ATM Payroll Account. Along with this notification, the **CLIENT** shall provide instructions to close the account. Upon receiving this written notice, DBP shall immediately close the account and issue a Manager's Check payable to the officer or employee, representing the account's remaining balance. DBP shall not be held liable for any consequences arising from the **CLIENT**'s failure to comply with this requirement.
10. DBP shall have the right to close the Current / Savings ATM Payroll Account of any officer or employee of the **CLIENT** if the same is not maintained in a manner satisfactory to DBP and in accordance with applicable regulations.

VI. WITHDRAWAL FROM ATM PAYROLL ACCOUNTS

1. Withdrawals from the accounts of the CLIENT's officers and employees can be made at any DBP Automated Teller Machine (ATM), both "on-site" and "off-site," free of charge. Withdrawals at ATM facilities of BancNet member banks will incur the applicable fees.
2. Withdrawals from the ATM account must adhere to DBP's existing withdrawal policies.
3. Once the accounts of the officers and employees have been credited in accordance with this Agreement, any subsequent debit or hold instructions must be accompanied by a written request from the CLIENT. DBP may only debit or place a hold on an amount that is either equivalent to the last credited payment or the available balance, whichever is lower.

VII. CLIENT'S WARRANTIES

1. The CLIENT warrants and represents to DBP that:
 - a. It has secured the written consent of its officers and employees for the payment of their salaries or wages and other benefits through DBP's ATM facility.
 - b. It certifies the legitimate existence and identity of its officers and employees whom it endorsed for payroll account opening with DBP.
 - c. It shall hold DBP free and harmless from any claims and/or actions that may be filed by the officers or employees regarding the payment of their salaries or wages through the use of DBP's ATM facility.
 - d. It certifies that it has taken all the appropriate and necessary action to get the authority to execute and deliver this Agreement.
 - e. It shall consistently notify DBP in a timely manner, all noted occurrences of expiration or termination from service of any of its officials or employees who are maintaining a DBP Payroll Account through a written advice and with instruction to close the account. DBP, in turn, shall immediately close the subject payroll account and issue a Manager's Check payable to the employee or official for the balance.

VIII. CONFIDENTIALITY

Each Party hereby agrees to treat as confidential all information received relative to this Agreement (Confidential Information). These obligations are continuing and shall survive the termination or expiration of this Agreement.

In this Agreement, the "Receiving Party" refers to the party receiving the Confidential Information including all its agents, associates, employees, advisors, and other authorized representatives, and the "Disclosing Party" refers to the party providing Confidential Information, including all its agents, associates, employees, advisors, and other authorized representatives.

The term "Confidential information" shall mean an information, documents or data not generally known to the public and proprietary to either party, whether provided orally, visually or in written, electronic, or other format, including but not limited to:

CAROLE A. ATIENZA II
Head, DBP Branch

ATTY. AMEE TORREFRANCA - NERI
City Administrator

Witnesses:

City Government of Bacoor By:

HON. STRIKE B. REVILLA
City Mayor

DBP by:

VP CHED B. SY
OIC, BGC-SL

CAROLE A. ATIENZA II
Head, DBP Bacoor Branch

- a. Operation methods, customer relationships, customer lists, profiles of their customer, vendor or business partner information, employee details, sales estimates, business plans and internal performance results relating to the past, present, or future activities of the parties, its parent corporations, subsidiaries, and affiliates and the customers, clients and suppliers of any of them;
- b. Any specific, technical or operational information processes, systems, programs, documentation, diagrams, designs, protocols, procedures, formulae, technique or improvement that is commercially valuable and not publicly available;
- c. All confidential or proprietary concepts, reports, data, specifications, computer software, source code, object code, flow charts, databases, inventions, manuals, know-how, show-how, and trade secrets, whether or not subject to patent or copyright; and,
- d. Any other information which if disclosed in whatever manner is identified as Confidential Information.

Witnesses:

ATTY. AMEE TORREFRANCA - NERY
City Administrator

IX. DATA SHARING – DBP and the CLIENT shall, at all times, comply with the provisions of Republic Act No. 10173 or the "Data Privacy Act of 2012" (The Act), its Implementing Rules and Regulations (IRR), and all other laws and government issuances which are now or will be promulgated relating to data privacy and the protection of personal information and/or sensitive personal information. Both Parties, its officers, employees and representatives shall, among others ensure that it has the necessary infrastructure, processes and policies to fully and sufficiently protect the integrity, accuracy, security and confidentiality of personal data that may be collected, processed, stored, transferred and disposed of by such Party in relation to this Agreement.

City Government of Bacoor By:

HON. STRIKE B. REVILLA
City Mayor

X. DATA PROTECTION. Unless prohibited by applicable law, the Receiving Party may disclose client information to third parties providing services on its behalf who may collect, use, transfer, store or otherwise process it (collectively, "Process") in the various jurisdiction in which they operate either for purposes related to the Services, and/or to check conflicts, for quality, risk management or financial accounting purposes and/or the provision of other administrative support services (collectively, "Process Purposes"), provided that the written consent of the Disclosing Party has been secured, and provided further that the Receiving Party and third parties to whom the Confidential Information were disclosed shall strictly adhere to the confidentiality of the information and comply with the provisions of The Act and its IRR in relation to the processing, retention, disposal, notification of data breach and others, and all other laws and government issuances. The Receiving Party shall be responsible for maintaining the confidentiality of information.

DBP by:

VP CHED B. SY
OIC, BSG-SL

However, the written permission of the Disclosing Party shall not be required when the sharing or disclosure of Personal Data is in connection with (a) the submission of Covered Transaction Reports (CTRs) and Suspicious Transaction Reports (STRs) to the Bangko Sentral ng Pilipinas (BSP) and the Anti-Money Laundering Council (AMLC) in compliance with Republic Act (RA) No. 9160 otherwise known as Anti-Money Laundering Act of 2001, as amended and relevant BSP regulations; and (b) an examination of either Party by the BSP pursuant to R.A. 9160 and relevant issuances.

With respect to the submission, collection and processing of the personal data of data subject/s that may be affected by this Agreement, the Party collecting/processing/sharing personal data represents that it has (i) informed said data subject/s of the purpose/s for which his/her/their personal data have been submitted, collected and processed as well as his/her/their rights as data subjects; and (ii) obtained consent from the said data

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subject/s for the collection and processing of his/their personal data/information in accordance with The Act and its IRR.

CAROLE A. ATIENZA II
Head, DBP Bacoar Branch

XI. NO GIFT POLICY

The Parties acknowledge that no fee or commission or benefit was extended to their respective officers and employees in consideration for entering into this Agreement.

XII. MISCELLANEOUS PROVISIONS/EFFECTIVITY

1. Unless otherwise terminated, amended, modified or supplemented in writing this Agreement shall take effect upon execution of the contract and shall automatically be terminated on June 30, 2029. The party intending to renew the Agreement shall notify the other Party at least thirty (30) days prior to expiration.
2. This Agreement may be terminated by either Party for any cause by giving thirty (30) days prior written notice to the other Party.
3. The DBP Servicing Branch shall likewise monitor and conduct annual review of the profitability in the form of call report and performance of the CLIENT to determine whether or not to continue the service.
4. Except as specifically provided for above, all other policies, procedures, terms, and conditions of DBP regarding the opening and handling of payroll accounts shall be observed and complied with. This Agreement shall be subject to applicable laws of the Philippines, rules and regulations of the Bangko Sentral ng Pilipinas (BSP), DBP and the Bankers Association of the Philippines (BAP), as well as those that may be promulgated hereafter.
5. In case of conflict between the Parties arising from this Agreement, both Parties agree to freely and voluntarily submit themselves to necessary consultation and negotiation for purposes of amicable settlement and find a mutually acceptable solution to their dispute. Existing policies on alternative dispute resolution shall be followed by the Parties.
6. The Parties shall jointly investigate complaint/s from CLIENT's officers and employees relative to the use of the facility, and each Party warrants and undertakes to provide the information and documents requested by the other Party for the purpose of resolving the complaint/s.
7. Should the Parties fail to reach an amicable settlement of their dispute, all disputes, controversies or claims arising out of or in connection with this Agreement shall be filed exclusively with the proper courts of Makati City or with Bacoar City, Cavite at the option of the complainant.
8. All subsequent amendments hereto shall take effect, only after written notice and approval of both Parties.
9. Each Party agrees to indemnify, defend, and hold the other Party harmless from and against any and all damages or other amounts payable to a third party claimant, as well as reasonable attorney's fees and costs of litigation arising out of or as resulting from any third party claim, suit, proceeding or cause of action brought by a third party against a Party on (a) breach of any representation or warranty by the indemnifying party, (b) breach of any applicable law by the indemnifying party, or (c) gross negligence or willful misconduct by such indemnifying party.

Witnesses:

ATTY. AMEE TORREFRANCA - NERI
City Administrator

City Government of Bacoar By:

HON. STRIKE B. REVILLA
City Mayor

DBP by:

VP CHED B. SY
OIC, BSG-SL

bb

bb

DBP by:

VP CHED B. SY
OIC, BBG-SL

City Government of Bacor By:

HON. STRIKE B. REVILLA
City Mayor

Witness:

ATTY. AMEE TORREFRANCA - NERI
City Administrator

CAROLE A. ATENZA II
Head, DBP Bacor Branch

10. The **PARTIES** acknowledge that this Agreement is still subject to the review/clearance of the Office of the Government Corporate Counsel (OGCC). Accordingly, the parties agree to supplement/amend/restate this Agreement and incorporate the additional comments/revisions which the OGCC may impose in its review/clearance Memorandum, with effect from the date of signing hereof, subject to the foregoing.
11. This Agreement may be executed in any number of counterparts, each of which shall be deemed an original and all of which shall together constitute one and the same instrument.

IN WITNESS WHEREOF, Parties hereto have signed these presents this _____ day of _____ at _____ Philippines.

CITY GOVERNMENT OF BACOR, PROVINCE OF CAVITE By: HON. STRIKE B. REVILLA City Mayor	DEVELOPMENT BANK OF THE PHILIPPINES By: VP CHED B. SY Officer-In-Charge, Branch Banking Group – Southern Luzon
Signature over Printed Name of Authorized Signatory	Signature over Printed Name of Authorized Signatory

SIGNED IN THE PRESENCE OF:

ATTY. AIMEE TORREFRANCA – NERI City Administrator Signature over Printed Name of Witness	CAROLE A. ATIENZA II Head, DBP Bacoor Branch Signature over Printed Name of Witness
---	--

CAROLE A. ATIENZA II
Head, DSP Bacoor Branch

ACKNOWLEDGMENT FOR THE CLIENT

Republic of the Philippines)
_____) SS.

Before me, a Notary Public for and in the City of _____ personally appeared:

Name of Authorized Signatory	Competent Evidence Of Identity	Date Issued	Place of Issue
HON. STRIKE B. REVILLA	Unified Multi-Purpose ID No. 006-0009-6707-9		

Witnesses:

ATTY. AMEE TORREFRANCA - NERI
City Administrator

known to me and to me known to be the same person/s who executed the foregoing instrument and he/she/they acknowledged to me that the same is his/her/their true and voluntary act and deed as well as that of the principal he/she/they represent.

This instrument refers to a Payroll Servicing Agreement consisting of__ (__) pages including this page on which this Acknowledgment is written and signed on each and every page by the Party and his/her/their witness/es.

Doc. No. _____
Page No. _____
Book No. _____
Series of 20 __.

City Government of Bacoor By:

HON. STRIKE B. REVILLA
City Mayor

DSP by:

VP CHED B. SY
OIC, BBG-SL

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CAROLE A. ATIENZA II
Head, DBP Bacoor Branch

ACKNOWLEDGMENT FOR DBP

Republic of the Philippines)
_____) SS.

Before me, a Notary Public for and in the City of _____ personally appeared:

Name of Authorized Signatory	Competent Evidence Of Identity	Date Issued	Place of Issue
VP Ched B. Sy	DBP Employee ID No. 0106771-CHE		DBP Makati City

Witnesses:

ATTY. AMEE TORREFRANCA - NERI
City Administrator

known to me and to me known to be the same person who executed the foregoing instrument and he/she/they acknowledged to me that the same is his/her/their true and voluntary act anddeed as well as that of the principal he/she/they represent.

This instrument refers to a Payroll Servicing Agreement consisting of () pages including this page on which this Acknowledgment is written and signed on each and every page by the Party and he/she/their witness/es.

Doc. No. _____
Page No. _____
Book No. _____
Series of 20 _____

City Government of Bacoor By:

HON. STRIKE B. REVILLA
City Mayor

DBP by:

VP CHED B. SY
OIC, BSG-SL

Annex A. Corporate Client's Secretary's Certificate / Board Resolution/ Partnership
Resolution/ Sangguniang Panlalawigan / Panlungsod/ Other Equivalent Document

Witnesses:

CAROLE A. ATIENZA II
Head, DBP Bacoor Branch

ATTY. AIMEE TORREFRANCA - NERI
City Administrator

City Government of Bacoor By:

HON. STRIKE B. REVILLA
City Mayor

DBP by:

VP CHED B. SY
OIC, BSG-SL

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Annex B. DBP Secretary's Certificate

CAROLE A. ATIENZA II
Head, DBP Bacoor Branch



DEVELOPMENT BANK OF THE PHILIPPINES
BANK OF THE FUTURE



SECRETARY'S CERTIFICATE

I, **MARIA KATRINA L. INFANTE**, Corporate Secretary of the Development Bank of the Philippines ("DBP" for brevity), a government-owned financial institution established and operating pursuant to Executive Order No. 61 dated December 3, 1996, as amended by Republic Act No. 8523 effective March 9, 1998, otherwise known as "The Revised Charter of the Development Bank of the Philippines", with principal office at Makati City, Philippines, do hereby certify, based on the records of this Office, that pursuant to Board Resolution No. 0447 dated July 19, 2020, **VP Ched B. Sy**, Office-in-Charge, BSG Southern Luzon, Branch Banking Sector, per Sector Order No. 028 dated January 12, 2026, effective December 19, 2025 until December 18, 2026, is authorized to sign documents covering administrative matters necessary in conducting the business affairs of DBP for both credit and credit - related transactions, including but not limited to, Memorandum of Agreements on Deposit Pick Up and Cash Delivery Servicing, ATM Servicing or Installation, Payroll Servicing and Credit One-Debt All (CODA), Contract of Lease of Branch Banking Group - Southern Luzon, Quarter's Privilege of BSG-SL Branch Heads, Contract Agreement Form for Supply and Delivery of Goods and Infrastructure Services for Branch Banking Group - Southern Luzon.

IN WITNESS WHEREOF, I have hereunto affixed my signature and the seal of DBP this _____ day of January 2026 in Makati City, Philippines.

ATTY. MARIA KATRINA L. INFANTE
Corporate Secretary
Development Bank of the Philippines

REPUBLIC OF THE PHILIPPINES
MAKATI CITY, S.S.

SUBSCRIBED AND SWORN to before me on 25 JAN 2026 the Corporate Secretary of DBP exhibiting to me her Philippine Passport No. P22100855 issued in DFA NCR Northeast on May 20, 2019, effective until May 19, 2029.

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ATTY. MARIA KATRINA L. INFANTE
Corporate Secretary
Development Bank of the Philippines
0005475



City Government of Bacoor By:
HON. STRIKE B. REVILLA
City Mayor

DBP by:
VP CHED B. SY
OC, BSG-SL

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