



Office of the President of the Philippines  
**GOVERNANCE COMMISSION**  
FOR GOVERNMENT OWNED OR CONTROLLED CORPORATIONS  
3/F, Citibank Center, 8741 Paseo De Roxas, Makati City, Philippines 1226

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25 January 2018

**BINGLE B. GUTIERREZ**  
*Executive Director*  
**Department of Budget and Management**  
**Procurement Service (DBM-PS)**  
PS-DBM Complex  
Cristobal St., Paco, Metro Manila

JAN.25'18 AM 11:41

RE: **FY2018 ANNUAL PROCUREMENT PLAN**

Dear Exec. Dir. Gutierrez,

In compliance to DBM Circular Letter No. 2017-2 on the "Amended Guidelines for the Preparation of the Annual Budget Execution Plans", we are respectfully transmitting the FY2018 Annual Procurement Plan.

We trust you find the foregoing in order.

Very truly yours,

**SAMUEL G. DAGPIN, JR.**  
*Chairman*



In following-up, pls. cite DMS ref #  
2018-PS\_PG-0007147

REPUBLIC OF THE PHILIPPINES  
**PROCUREMENT SERVICE**  
**PHILIPPINE GOVERNMENT ELECTRONIC PROCUREMENT SYSTEM**  
PS Complex, Cristobal St., Paco Manila, Athena, Paco, Manila, Metro Manila

**ACKNOWLEDGEMENT RECEIPT**

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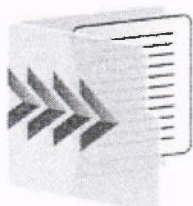
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## GOVERNANCE COMMISSION FOR GOCCs Annual Procurement Plan 2018

| Code (PAP)   | GENERAL DESCRIPTION                            | Office       | Budget Proposal                   | Mode of Procurement             | SCHEDULE/MILESTONE OF ACTIVITIES |                                 |     |     |     |     |      |     |      |     |     |     |  |  |  |  |
|--|--|--------------|-----------------------------------|---------------------------------|----------------------------------|---------------------------------|-----|-----|-----|-----|------|-----|------|-----|-----|-----|--|--|--|--|
|  |  |              |                                   |                                 | Jan                              | Feb                             | Mar | Apr | May | Jun | July | Aug | Sept | Oct | Nov | Dec |  |  |  |  |
| <b>Maintenance and Other Operating Expenses (MOOE)</b> |  |              | <b>42,997,310.00</b>              |                                 |                                  |                                 |     |     |     |     |      |     |      |     |     |     |  |  |  |  |
| <b>Training Services</b>                               |  |              | <b>8,458,000.00</b>               |                                 |                                  |                                 |     |     |     |     |      |     |      |     |     |     |  |  |  |  |
| <b>Training Services</b>                               |  |              | <b>8,458,000.00</b>               |                                 |                                  |                                 |     |     |     |     |      |     |      |     |     |     |  |  |  |  |
| 5020101000   | Office Planning                                | <b>CGO-A</b> | 200,000.00                        | Alternative Mode of Procurement |                                  |                                 |     |     |     |     |      |     |      |     |     |     |  |  |  |  |
| 5020201001   | Strategic Planning                             | <b>ICTG</b>  | 200,000.00                        | Alternative Mode of Procurement |                                  |                                 |     |     |     |     |      |     |      |     |     |     |  |  |  |  |
|  | Project Management Trainings                   |              | 280,000.00                        | Alternative Mode of Procurement |                                  |                                 |     |     |     |     |      |     |      |     |     |     |  |  |  |  |
|  | Microsoft Services Administration Trainings    |              | 300,000.00                        | Alternative Mode of Procurement |                                  |                                 |     |     |     |     |      |     |      |     |     |     |  |  |  |  |
|  | Linux Services Administration Trainings        |              | 250,000.00                        | Alternative Mode of Procurement |                                  |                                 |     |     |     |     |      |     |      |     |     |     |  |  |  |  |
|  | ICT Service Delivery Management Trainings      |              | 150,000.00                        | Alternative Mode of Procurement |                                  |                                 |     |     |     |     |      |     |      |     |     |     |  |  |  |  |
|  | Documents and Records Management Trainings     |              | 150,000.00                        | Alternative Mode of Procurement |                                  |                                 |     |     |     |     |      |     |      |     |     |     |  |  |  |  |
|  | Information Security Management Trainings      |              | 300,000.00                        | Alternative Mode of Procurement |                                  |                                 |     |     |     |     |      |     |      |     |     |     |  |  |  |  |
|  | Data Privacy and Security Trainings            |              | 200,000.00                        | Alternative Mode of Procurement |                                  |                                 |     |     |     |     |      |     |      |     |     |     |  |  |  |  |
|  | Software and Application Development Trainings |              | 200,000.00                        | Alternative Mode of Procurement |                                  |                                 |     |     |     |     |      |     |      |     |     |     |  |  |  |  |
|  | Software and Application Testing Trainings     |              | 150,000.00                        | Alternative Mode of Procurement |                                  |                                 |     |     |     |     |      |     |      |     |     |     |  |  |  |  |
|  | Database Management Trainings                  |              | 150,000.00                        | Alternative Mode of Procurement |                                  |                                 |     |     |     |     |      |     |      |     |     |     |  |  |  |  |
|  | Server Administration Trainings                |              | 150,000.00                        | Alternative Mode of Procurement |                                  |                                 |     |     |     |     |      |     |      |     |     |     |  |  |  |  |
|  | Network and Security Administration Trainings  |              | 150,000.00                        | Alternative Mode of Procurement |                                  |                                 |     |     |     |     |      |     |      |     |     |     |  |  |  |  |
|  | 5020201002                                     |              | Training and Scholarship Expenses | <b>CGO-A</b>                    | 300,000.00                       | Alternative Mode of Procurement |     |     |     |     |      |     |      |     |     |     |  |  |  |  |
| Strat Plan (AFO) - Venue                               |  | <b>AFO</b>   | 270,000.00                        | Alternative Mode of Procurement |                                  |                                 |     |     |     |     |      |     |      |     |     |     |  |  |  |  |
| Strat Plan (AFO) - Transportation                      |  |              | 80,000.00                         | Alternative Mode of Procurement |                                  |                                 |     |     |     |     |      |     |      |     |     |     |  |  |  |  |
| Year-End Assessment                                    |  |              | 283,000.00                        | Alternative Mode of Procurement |                                  |                                 |     |     |     |     |      |     |      |     |     |     |  |  |  |  |
| Team Building Activities (Officewide) - Venue          |  |              | 900,000.00                        | Alternative Mode of Procurement |                                  |                                 |     |     |     |     |      |     |      |     |     |     |  |  |  |  |
| Team Building Activities (Officewide) - Transportation |  |              | 150,000.00                        | Alternative Mode of Procurement |                                  |                                 |     |     |     |     |      |     |      |     |     |     |  |  |  |  |
| Team Building Activities (Officewide) - T-Shirt        |  |              | 55,000.00                         | Alternative Mode of Procurement |                                  |                                 |     |     |     |     |      |     |      |     |     |     |  |  |  |  |
| L & D Competency - Based In-house Trainings            |  |              | 1,020,000.00                      | Competitive Bidding             |                                  |                                 |     |     |     |     |      |     |      |     |     |     |  |  |  |  |
| Competency-Based Performance Management System         |  |              | 320,000.00                        | Alternative Mode of Procurement |                                  |                                 |     |     |     |     |      |     |      |     |     |     |  |  |  |  |
| GAD Trainings - Consultant                             |  |              | 100,000.00                        | Alternative Mode of Procurement |                                  |                                 |     |     |     |     |      |     |      |     |     |     |  |  |  |  |
| GAD Trainings - Food and Supplies                      | 200,000.00                                     |              | Alternative Mode of Procurement   |                                 |                                  |                                 |     |     |     |     |      |     |      |     |     |     |  |  |  |  |

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## GOVERNANCE COMMISSION FOR GOCCs Annual Procurement Plan 2018

| Code (PAP)                       | GENERAL DESCRIPTION  | Office | Budget Proposal                 | Mode of Procurement             | SCHEDULE/MILESTONE OF ACTIVITIES |     |     |     |     |     |      |     |      |     |     |     |  |
|----------------------------------|--|--------|---------------------------------|---------------------------------|----------------------------------|-----|-----|-----|-----|-----|------|-----|------|-----|-----|-----|--|
|                                  |  |        |                                 |                                 | Jan                              | Feb | Mar | Apr | May | Jun | July | Aug | Sept | Oct | Nov | Dec |  |
| 5020201002                       | Training Services  | CGO-B  | 150,000.00                      | Alternative Mode of Procurement |                                  |     |     |     |     |     |      |     |      |     |     |     |  |
|                                  | Office Strategy Planning (Venue)                                 |        | 200,000.00                      | Alternative Mode of Procurement |                                  |     |     |     |     |     |      |     |      |     |     |     |  |
|                                  | Office Strategy Planning (Transportation)                        |        | 50,000.00                       | Alternative Mode of Procurement |                                  |     |     |     |     |     |      |     |      |     |     |     |  |
|                                  | Office Planning Venue  | CSO    | 175,000.00                      | Alternative Mode of Procurement |                                  |     |     |     |     |     |      |     |      |     |     |     |  |
|                                  | Office Planning Transportation                                   |        | 75,000.00                       | Alternative Mode of Procurement |                                  |     |     |     |     |     |      |     |      |     |     |     |  |
|                                  | Annual Strategy Planning   | OCP    | 850,000.00                      | Alternative Mode of Procurement |                                  |     |     |     |     |     |      |     |      |     |     |     |  |
|                                  | Office Planning - Venue  |        | 200,000.00                      | Alternative Mode of Procurement |                                  |     |     |     |     |     |      |     |      |     |     |     |  |
|                                  | Strategic Planning   | OGC    | 200,000.00                      | Alternative Mode of Procurement |                                  |     |     |     |     |     |      |     |      |     |     |     |  |
| MCLE                             | 50,000.00  |        | Alternative Mode of Procurement |                                 |                                  |     |     |     |     |     |      |     |      |     |     |     |  |
| <b>Professional Services</b>     |  |        | <b>6,585,000.00</b>             |                                 |                                  |     |     |     |     |     |      |     |      |     |     |     |  |
| <b>Consultancy Services</b>      |  |        | <b>6,585,000.00</b>             |                                 |                                  |     |     |     |     |     |      |     |      |     |     |     |  |
| 5021103000                       | Microsoft Power-Bi Implementation Consultant                     | ICTG   | 580,000.00                      | Competitive Bidding             |                                  |     |     |     |     |     |      |     |      |     |     |     |  |
|                                  | Application Vulnerability and Penetration Test Consultant        |        | 600,000.00                      | Competitive Bidding             |                                  |     |     |     |     |     |      |     |      |     |     |     |  |
|                                  | Database Consultant  |        | 450,000.00                      | Competitive Bidding             |                                  |     |     |     |     |     |      |     |      |     |     |     |  |
|                                  | IT Project Manager Consultant                                    |        | 450,000.00                      | Competitive Bidding             |                                  |     |     |     |     |     |      |     |      |     |     |     |  |
|                                  | Highly Technical Consultant                                      | CGO-B  | 400,000.00                      | Alternative Mode of Procurement |                                  |     |     |     |     |     |      |     |      |     |     |     |  |
|                                  | Satisfaction Survey Consultant                                   |        | 920,000.00                      | Competitive Bidding             |                                  |     |     |     |     |     |      |     |      |     |     |     |  |
|                                  | CG Scorecard Consultancy Services                                | CSO    | 350,000.00                      | Competitive Bidding             |                                  |     |     |     |     |     |      |     |      |     |     |     |  |
|                                  | Satisfaction Survey Consultant                                   | CGO-A  | 580,000.00                      | Competitive Bidding             |                                  |     |     |     |     |     |      |     |      |     |     |     |  |
|                                  | SPMS Consultancy Professional Services                           | AFO    | 530,000.00                      | Competitive Bidding             |                                  |     |     |     |     |     |      |     |      |     |     |     |  |
|                                  | Stakeholder Satisfaction Survey                                  | OCP    | 600,000.00                      | Competitive Bidding             |                                  |     |     |     |     |     |      |     |      |     |     |     |  |
|                                  | Annual Report Lay-Out and Graphic Design (including photography) |        | 125,000.00                      | Alternative Mode of Procurement |                                  |     |     |     |     |     |      |     |      |     |     |     |  |
|                                  | Stakeholder Satisfaction Survey on the WB Program                | OGC    | 1,000,000.00                    | Competitive Bidding             |                                  |     |     |     |     |     |      |     |      |     |     |     |  |
| <b>Subscription</b>              |  |        | <b>11,081,240.00</b>            |                                 |                                  |     |     |     |     |     |      |     |      |     |     |     |  |
| <b>ICT Software Subscription</b> |  |        | <b>3,165,000.00</b>             |                                 |                                  |     |     |     |     |     |      |     |      |     |     |     |  |
| 5029907000                       | Web Application Vulnerability Scanner Subscription               | ICTG   | 300,000.00                      | Competitive Bidding             |                                  |     |     |     |     |     |      |     |      |     |     |     |  |
|                                  | Network Security License Subscription                            |        | 900,000.00                      | Competitive Bidding             |                                  |     |     |     |     |     |      |     |      |     |     |     |  |
|                                  | Network Management License Subscription                          |        | 1,165,000.00                    | Competitive Bidding             |                                  |     |     |     |     |     |      |     |      |     |     |     |  |
|                                  | Adobe Creative Cloud Subscription                                |        | 800,000.00                      | Competitive Bidding             |                                  |     |     |     |     |     |      |     |      |     |     |     |  |

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**GOVERNANCE COMMISSION FOR GOCCs**  
**Annual Procurement Plan 2018**

| Code (PAP)                    | GENERAL DESCRIPTION                                  | Office | Budget Proposal     | Mode of Procurement             | SCHEDULE/MILESTONE OF ACTIVITIES |     |     |     |     |     |      |     |      |     |     |     |  |
|-------------------------------|--|--------|---------------------|---------------------------------|----------------------------------|-----|-----|-----|-----|-----|------|-----|------|-----|-----|-----|--|
|                               |  |        |                     |                                 | Jan                              | Feb | Mar | Apr | May | Jun | July | Aug | Sept | Oct | Nov | Dec |  |
| <b>Data Center Service</b>    |  |        | <b>7,290,000.00</b> |                                 |                                  |     |     |     |     |     |      |     |      |     |     |     |  |
| 5029907000                    | Microsoft Online Services                            | ICTG   | 3,500,000.00        | Competitive Bidding             |                                  |     |     |     |     |     |      |     |      |     |     |     |  |
|                               | Datcenter Co-location Services                       |        | 1,000,000.00        | Competitive Bidding             |                                  |     |     |     |     |     |      |     |      |     |     |     |  |
|                               | Off-Site Disaster Recovery Services                  |        | 1,500,000.00        | Competitive Bidding             |                                  |     |     |     |     |     |      |     |      |     |     |     |  |
|                               | Enterprise Virtualization Support Services           |        | 700,000.00          | Competitive Bidding             |                                  |     |     |     |     |     |      |     |      |     |     |     |  |
|                               | UPS Datacenter Maintenance & Support Services        |        | 55,000.00           | Alternative Mode of Procurement |                                  |     |     |     |     |     |      |     |      |     |     |     |  |
|                               | PABX System Maintenance & Support Services           |        | 250,000.00          | Competitive Bidding             |                                  |     |     |     |     |     |      |     |      |     |     |     |  |
|                               | Wireless LAN Maintenance & Support Services          |        | 285,000.00          | Competitive Bidding             |                                  |     |     |     |     |     |      |     |      |     |     |     |  |
| <b>Other Subscription</b>     |  |        | <b>626,240.00</b>   |                                 |                                  |     |     |     |     |     |      |     |      |     |     |     |  |
| 5029907000                    | Published Laws and Jurisprudence Annual Subscription | ICTG   | 150,000.00          | Alternative Mode of Procurement |                                  |     |     |     |     |     |      |     |      |     |     |     |  |
|                               | Supreme Court Reports Annotated Annual Subscription  | ICTG   | 250,000.00          | Alternative Mode of Procurement |                                  |     |     |     |     |     |      |     |      |     |     |     |  |
|                               | The Economist  | CGO-B  | 15,240.00           | Alternative Mode of Procurement |                                  |     |     |     |     |     |      |     |      |     |     |     |  |
|                               | SEC I-SEC  |        | 20,000.00           | Alternative Mode of Procurement |                                  |     |     |     |     |     |      |     |      |     |     |     |  |
|                               | My Legal Whiz (3 Accounts)                           |        | 75,000.00           | Alternative Mode of Procurement |                                  |     |     |     |     |     |      |     |      |     |     |     |  |
|                               | Newspaper  | OCP    | 116,000.00          | Alternative Mode of Procurement |                                  |     |     |     |     |     |      |     |      |     |     |     |  |
| <b>Rental Services</b>        |  |        | <b>5,408,070.00</b> |                                 |                                  |     |     |     |     |     |      |     |      |     |     |     |  |
| 5029905004                    | Centralized Print Services Solution                  | ICTG   | 1,500,000.00        | Competitive Bidding             |                                  |     |     |     |     |     |      |     |      |     |     |     |  |
| 5029905002                    | Parking  | AFO    | 160,070.00          | Alternative Mode of Procurement |                                  |     |     |     |     |     |      |     |      |     |     |     |  |
| 5021304001                    | New Office Space                                     |        | 3,748,000.00        | Alternative Mode of Procurement |                                  |     |     |     |     |     |      |     |      |     |     |     |  |
| <b>Advertising Expenses</b>   |  |        | <b>230,000.00</b>   |                                 |                                  |     |     |     |     |     |      |     |      |     |     |     |  |
| 5029901000                    | Vacancy Posting                                      | AFO    | 20,000.00           | Alternative Mode of Procurement |                                  |     |     |     |     |     |      |     |      |     |     |     |  |
|                               | Publication of GCG MCs                               | OCP    | 210,000.00          | Alternative Mode of Procurement |                                  |     |     |     |     |     |      |     |      |     |     |     |  |
| <b>Printing Expenses</b>      |  |        | <b>220,000.00</b>   |                                 |                                  |     |     |     |     |     |      |     |      |     |     |     |  |
| 5029902000                    | Printing of Annual Report                            | OCP    | 220,000.00          | Alternative Mode of Procurement |                                  |     |     |     |     |     |      |     |      |     |     |     |  |
| <b>Communication Services</b> |  |        | <b>4,000,000.00</b> |                                 |                                  |     |     |     |     |     |      |     |      |     |     |     |  |
| 5020502002                    | Telecommunication Services Solution                  | ICTG   | 1,500,000.00        | Competitive Bidding             |                                  |     |     |     |     |     |      |     |      |     |     |     |  |
| 5020500000                    | Internet Services Solution                           |        | 2,500,000.00        | Competitive Bidding             |                                  |     |     |     |     |     |      |     |      |     |     |     |  |

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## GOVERNANCE COMMISSION FOR GOCCs Annual Procurement Plan 2018

| Code (PAP)  | GENERAL DESCRIPTION  | Office | Budget Proposal     | Mode of Procurement             | SCHEDULE/MILESTONE OF ACTIVITIES |     |     |     |     |     |      |     |      |     |     |     |  |  |
|---|--|--------|---------------------|---------------------------------|----------------------------------|-----|-----|-----|-----|-----|------|-----|------|-----|-----|-----|--|--|
|   |  |        |                     |                                 | Jan                              | Feb | Mar | Apr | May | Jun | July | Aug | Sept | Oct | Nov | Dec |  |  |
| <b>Representation Expenses</b>                              |  |        | <b>660,000.00</b>   |                                 |                                  |     |     |     |     |     |      |     |      |     |     |     |  |  |
| 5029903000  | Logistics for CG Scorecard Exit Conference                     | CSO    | 190,000.00          | Alternative Mode of Procurement |                                  |     |     |     |     |     |      |     |      |     |     |     |  |  |
|   | ADDF Orientation   |        | 120,000.00          | Alternative Mode of Procurement |                                  |     |     |     |     |     |      |     |      |     |     |     |  |  |
|   | Food and Other Logistics for GCG Anniversary                   | OCP    | 350,000.00          | Alternative Mode of Procurement |                                  |     |     |     |     |     |      |     |      |     |     |     |  |  |
| <b>General Services</b>                                     |  |        | <b>2,612,000.00</b> |                                 |                                  |     |     |     |     |     |      |     |      |     |     |     |  |  |
| 5021202000  | Janitorial   | AFO    | 1,550,000.00        | Competitive Bidding             |                                  |     |     |     |     |     |      |     |      |     |     |     |  |  |
| 5021203000  | Security   |        | 996,000.00          | Competitive Bidding             |                                  |     |     |     |     |     |      |     |      |     |     |     |  |  |
| 5021299000  | Pest Control   |        | 66,000.00           | Alternative Mode of Procurement |                                  |     |     |     |     |     |      |     |      |     |     |     |  |  |
| <b>Supplies and Materials Expenses</b>                      |  |        | <b>1,745,000.00</b> |                                 |                                  |     |     |     |     |     |      |     |      |     |     |     |  |  |
| <b>Office Supplies, Other office Supplies and Materials</b> |  |        | <b>725,000.00</b>   |                                 |                                  |     |     |     |     |     |      |     |      |     |     |     |  |  |
| 5020301000  | Office Supplies (Please see Common Supplies Expense)           | AFO    | 645,000.00          | Alternative Mode of Procurement |                                  |     |     |     |     |     |      |     |      |     |     |     |  |  |
|   | Shelves  |        | 45,000.00           | Alternative Mode of Procurement |                                  |     |     |     |     |     |      |     |      |     |     |     |  |  |
| 5020399000  | Other Supplies (General Office Supplies)                       |        | 20,000.00           | Alternative Mode of Procurement |                                  |     |     |     |     |     |      |     |      |     |     |     |  |  |
|   | Paper Shredder   | CGO-B  | 15,000.00           | Alternative Mode of Procurement |                                  |     |     |     |     |     |      |     |      |     |     |     |  |  |
| <b>Gasoline, Oil and Lubricants Expenses</b>                |  |        | <b>1,020,000.00</b> |                                 |                                  |     |     |     |     |     |      |     |      |     |     |     |  |  |
| 5020309000  | Gasoline Expenses (Officewise if fleet card)                   | AFO    | 1,020,000.00        | Competitive Bidding             |                                  |     |     |     |     |     |      |     |      |     |     |     |  |  |
| <b>Repair and Maintenance Services</b>                      |  |        | <b>1,176,000.00</b> |                                 |                                  |     |     |     |     |     |      |     |      |     |     |     |  |  |
| 5021305002  | Batteries of UPS for GCG Datacenter                            | ICTG   | 175,000.00          | Alternative Mode of Procurement |                                  |     |     |     |     |     |      |     |      |     |     |     |  |  |
|   | Biometrics   |        | 50,000.00           | Alternative Mode of Procurement |                                  |     |     |     |     |     |      |     |      |     |     |     |  |  |
|   | Printers   |        | 25,000.00           | Alternative Mode of Procurement |                                  |     |     |     |     |     |      |     |      |     |     |     |  |  |
| 5021306001  | Motor Vehicles - Preventive Maintenance Service (PMS)          | AFO    | 450,000.00          | Alternative Mode of Procurement |                                  |     |     |     |     |     |      |     |      |     |     |     |  |  |
|   | Motor Vehicles - Battery                                       |        | 60,000.00           | Alternative Mode of Procurement |                                  |     |     |     |     |     |      |     |      |     |     |     |  |  |
|   | Motor Vehicles - General Repairs/ Replacement of Vehicle Parts |        | 90,000.00           | Alternative Mode of Procurement |                                  |     |     |     |     |     |      |     |      |     |     |     |  |  |
| 5021305002  | Office Equipment, Furniture & Fixtures - Aircon Maintenance    |        | 200,000.00          | Alternative Mode of Procurement |                                  |     |     |     |     |     |      |     |      |     |     |     |  |  |
| 5021304001  | Office Space - General Office Repair                           |        | 86,000.00           | Alternative Mode of Procurement |                                  |     |     |     |     |     |      |     |      |     |     |     |  |  |
|   | Office Space - OCP Repair                                      |        | 40,000.00           | Alternative Mode of Procurement |                                  |     |     |     |     |     |      |     |      |     |     |     |  |  |
| <b>Utilities</b>  |  |        | <b>72,000.00</b>    |                                 |                                  |     |     |     |     |     |      |     |      |     |     |     |  |  |
| 5020401000  | Water  | AFO    | 72,000.00           | Alternative Mode of Procurement |                                  |     |     |     |     |     |      |     |      |     |     |     |  |  |
| <b>Other MOOE</b>   |  |        | <b>750,000.00</b>   |                                 |                                  |     |     |     |     |     |      |     |      |     |     |     |  |  |
| 5029999099  | Annual Physical Exam   | AFO    | 750,000.00          | Competitive Bidding             |                                  |     |     |     |     |     |      |     |      |     |     |     |  |  |

*Handwritten signature/initials*