

CONTRACT

The Short-Term Contract for One (1) Translator for Official Activities of the Embassy ("*Contract*") is entered into between the **EMBASSY OF THE REPUBLIC OF THE PHILIPPINES** in Seoul ("*Embassy*") represented by Ambassador Maria Theresa B. Dizon-De Vega and Ms. MI-GYONG KIM ("*Translator*").

I. Scope of Work

The Embassy shall employ the services of a Translator, as an independent contractor, for the following:

- a. Assist the Embassy and the members of the Philippine Delegation in dealing with its Korean counterparts during the ASEAN-Korea Leaders Forum;
- b. Assist the spouses and accompanying guests of the Philippine Delegation in its sideline activities; and
- c. Recommend places and activities to do in Jeju for private time.

II. Details of the Contract

- Duration: 01 to 03 June 2023
- Schedule: 09:00AM to 6:00PM
- Call time: 08:50AM (Lotte Hotel Jeju Lobby)

III. Qualifications

- a. Based in Jeju, ROK.
- b. Proficient in English, both written and verbal.
- c. Ability to cope with pressure and work in a multicultural environment.
- d. Carry out any other duties as may be assigned.

IV. Additional Costs

The Embassy shall reimburse translator for necessary out-of-pocket expenses incurred by Translator that are not a normal part of routine translation procedure.

V. Confidentiality

All knowledge and information expressly identified by the Embassy in writing as confidential which Translator acquires during the term of this Contract regarding the business of the Embassy shall be maintained in confidentiality by Translator, except as expressed authorized by the Embassy in writing, shall not be divulged or published by Translator and shall not be authorized by Translator to be divulged or published by others.

Ms. Maria B. Dizon

VI. No Employer-Employee Relationship

Nothing in the Contract is intended or shall be deemed to create any employment, partnership, agency or joint venture between the Embassy and Translator.

VII. Terms of Payment

Payment shall be made within seven (7) days after fulfillment of the contract. The Embassy shall deposit the payment to the Translator's bank account with the following details:

- a. Account Name : Mikyung Kim
- b. Account Number : 356-0095-5045-13
- c. Bank : Nonghyup Bank

30 MAY 2023

[EMBASSY]

[TRANSLATOR]



MARIA THERESA B. DIZON-DE VEGA

Ambassador

Embassy of the Republic of the Philippines



MI-GYONG KIM

