

MEMORANDUM OF AGREEMENT

This **MEMORANDUM OF AGREEMENT** between:

MINDORO STATE UNIVERSITY (MinSU), with the principal address at Alcate, Victoria, Oriental Mindoro represented by its OIC - University President, **DR. CHRISTIAN ANTHONY C. AGUTAYA**.

-and-

Allianz PNB Life Insurance Inc. - MIMAROPA, represented herein by its Head Officer, **MR. CRISPIN G. TABIRARA**

is being entered into following reasons:

1. MinSU through College of Computer Studies (CCS) has developed a web application for online and walk-in transactions for recruitment and insurance documents called ELIFESURE which it hopes to share as a freeware to the customer or client of Allianz PNB Life Insurance Inc. - MIMAROPA.
2. Allianz PNB Life Insurance Inc. - MIMAROPA agreed to utilize the university's web application in its online and walk-in transactions for recruitment and insurance documents.

Accordingly, MinSU and Allianz PNB Life Insurance Inc. - MIMAROPA agree on the following terms and conditions:

A. ALLIANZ PNB LIFE INSURANCE INC. - MIMAROPA shall:

1. provide instructions regarding the conceptual flow of their transactions;
2. provide requirements, such as forms needed for the transactions;
3. provide profiles of staffs with their updated profile pictures; and
4. issue certificates acknowledging the participation of the IT students from the College of Computer Studies and other stakeholders.

B. MinSU (CCS) shall:

1. provide an initial concept of the project;
2. coordinate with Allianz PNB Life Insurance Inc. - MIMAROPA about data requirements, terms, and the process of their transactions;
3. provide instructions on how to use the web application;
4. take charge to monitor and assist staffs and clients; and
5. take charge to be flexible in accommodating any changes wanted by the Allianz PNB Life Insurance Inc. - MIMAROPA.

C. DURATION

This agreement shall be effective from _____.

To attest to the agreement, the parties are signing this document on the _____ day of _____, _____ in _____, Philippines.

By: **MINDORO STATE UNIVERSITY**

By: **ALLIANZ PNB LIFE INSURANCE INC. - MIMAROPA**

CHRISTIAN ANTHONY C. AGUTAYA, Ph. D.
MinSU OIC President

CRISPIN G. TABIRARA
Head Department Officer

WITNESSES:

CHRISTIAN ANTHONY C. AGUTAYA, Ph. D.
Vice President for Research, Development
& Extension

ELEANOR L. AFABLE
Agent

JOHN EDGAR S. ANTHONY, MSIT
Dean, College of Computer Studies
MinSU

ROMMEL M. MELENDREZ
Agent

ACKNOWLEDGEMENT

REPUBLIC OF THE PHILIPPINES

_____) s.s.

Before me, a Notary Public in _____, Philippines, personally appeared the following:

Name	Proof of Identity	Date/Place of Issue
DR. CHRISTIAN ANTHONY C. AGUTAYA	_____	_____
MR. CRISPIN G. TABIRARA	_____	_____

known to me as the same persons who executed this Agreement and who acknowledge that it is their voluntary act and deed and that the institutions they represent.

This Agreement consists of three pages, including this page wherein this Agreement is written and signed by the parties together with the instrumental witnesses on each and every page hereof.

WITNESS MY HAND AND SEAL this _____ day of _____ at the place first above written.