

MEMORANDUM OF AGREEMENT

KNOWN ALL MEN BY THESE PRESENTS:

This **MEMORANDUM OF AGREEMENT** made entered into between:

ELIFESURE, LESTER M. CAIBAL, JANDEL L. ESCALERA, JEF B. RAMOS, REGINE A. PONCE-MACHETE and, SARAH JANE M. FESTIJO herein referred to as the **FIRST PARTY**.

-and-

Allianz PNB Life Insurance Inc. - MIMAROPA, represented herein by its Head Officer, **MR. CRISPIN G. TABIRARA** herein referred to as the **SECOND PARTY**

is being entered into for the following reasons:

1. The **FIRST PARTY** 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. The **SECOND PARTY** agreed to utilize the university's web application in its online and walk-in transactions for recruitment and insurance documents.

Accordingly, for MinSU and Allianz PNB Life Insurance Inc. - MIMAROPA, the following are the terms and conditions agreed upon:

A. FIRST PARTY 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.

B. SECOND PARTY 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;
4. provide network connectivity during the day of implementation;
5. issue certificates acknowledging the deployment, implementation and maintenance of the developed project; and
6. implement, deploy and maintain the project from May 2024 to June 2025.

C. DURATION

This agreement shall be effective from **May 2024**, up to **June 2025**

In **WITNESS WHEREOF**, we hereby affix our signatures hereunder.

SARAH JANE M. FESTIJO, MSIT
Project Leader

CRISPIN G. TABIRARA
Head Department Officer

WITNESSES:

REGINE A. PONCE-MACHETE, MIT
Project Member

ELEANOR L. AFABLE
Agent

LESTER M. CAIBAL
Project Member

ROMMEL M. MELENDREZ
Agent

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

ACKNOWLEDGEMENT

REPUBLIC OF THE PHILIPPINES

_____) s.s.

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

Name	Proof of Identity	Date/Place of Issue
SARAH JANE M. FESTIJO	_____	_____
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.