**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 Department 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 devices to be used during the implementation;
4. provide instructions on how to use the web application;
5. take charge to monitor and assist staffs and clients; and
6. 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.

**MINDORO STATE UNIVERSITY ALLIANZ PNB LIFE INSURANCE INC. - MIMAROPA**

By: By:

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**CHRISTIAN ANTHONY C. AGUTAYA*, Ph. D.*  CRISPIN G. TABIRARA**

MinSU OIC President Head Department Officer

**WITNESSES:**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**CHRISTIAN ANTHONY C. AGUTAYA, *Ph. D.*  Witness 1**

Vice President for Research, Development Agent

& Extension

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**JOHN EDGAR S. ANTHONY, *MSIT*  Witness 2**

Dean, College of Computer Studies Agent

MinSU

**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 acknowledged that it is their voluntary act and deed and that of the institutions they represent.

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

**WITNESSES MY HAND AND SEAL** this day of \_\_\_\_\_\_, at the place first above written.