**MEMORANDUM OF AGREEMENT**

KNOWN ALL MEN BY THESE PRESENTS:

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

**COASTGUARDAPP, BERNADETH C. BAUTISTA, JOAN DATOON, CRISTINE JOYCE B. DUDAS, REGINE A. PONCE-MACHETE,** herein referred to as the **FIRST PARTY**.

-and-

**Philippine Coast Guard Auxiliary Office,** represented herein by its Director of Auxiliary Squadron**, MR. JOEL C. MANCIO** herein referred to as the **SECOND PARTY**

is being entered into for the following reasons:

**1**. The **FIRST PARTY** has developed a web application called **CoastGuardApp** for online applications of Philippine Coast Guard Auxiliary applicants, which it hopes to share as a freeware to the Philippine Coast Guard Auxiliary.

**2**. The **SECOND PARTY** agreed to utilize the web application in its online applications for Philippine Coast Guard Auxiliary applicants.

Accordingly, for the FIRST PARTY and SECOND PARTY, the following are the terms and conditions agreed upon:

**A. FIRST PARTY** shall:

1. provide an online platform for individuals interested in joining the Philippine Coast Guard Auxiliary, designed to simplify the application process and offer a straightforward user experience.
2. Collaborate with the appropriate officials to guarantee that the web application adheres to all required data specifications and adheres to relevant laws and guidelines;
3. provide comprehensive guidance and assistance to users to ensure they can utilize the web application efficiently;
4. take charge to monitor and assist staffs and clients; and
5. take charge to be flexible in accommodating any changes wanted by the Director of Auxiliary Squadron.

**B. SECOND PARTY** shall:

1. provide an explanation of the transaction workflow to the users.
2. provide any necessary forms required for the transactions
3. provide network connectivity during the day of implementation;
4. issue certificates acknowledging the deployment, implementation and maintenance of the developed project; and
5. implement, deploy and maintain the project from February 2023 to June 2024.

**C. DURATION**

This agreement shall be effective from **February 2023,** up to **June 2024**

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

**REGINE A. PONCE-MACHETE, *MIT* JERSON R. ZULUETA**

Project Leader Municipal Civil Registrar

WITNESSES:

**REGINE A. PONCE-MACHETE, *MIT* JOHN MARVELLE A. PERE****ÑA**

Project Adviser Registration Officer I

**PAULYN P. FAMILARA XRYN L. MORTEL**

Project Member Program Manager

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

**Regine A. Ponce-MAchete** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**MR. JERSON R. ZULUETA**  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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.