

MEMORANDUM OF AGREEMENT

KNOW ALL MEN BY THESE PRESENTS:

This **MEMORANDUM OF AGREEMENT** is entered into and executed by and between:

The **DEPARTMENT OF SCIENCE AND TECHNOLOGY-MIMAROPA**, hereinafter referred to as **DOST-MIMAROPA** with principal office at 4/F DOST-PTRI Building, General Santos Avenue, Bicutan, Taguig City and represented in this Agreement by its Regional Director, **Dr. MA. JOSEFINA P. ABILAY**;

-and-

The **LOCAL GOVERNMENT UNIT of ROMBLON**, hereinafter referred to as **LGU-ROMBLON** with principal address at Brgy. Poblacion, Romblon, Romblon represented in this Agreement by its Municipal Mayor, **Hon. GERARD M. MONTOJO**.

WITNESSETH THAT:

WHEREAS, **DOST-MIMAROPA** is primarily tasked to effectively respond to the social, economic, and ecological development challenges of the region through appropriate Science and Technology interventions and quality S & T Services to uplift the socio-economic well-being of the Filipino people and ensure sustainability for future generations by extending innovation system for the implementation of the project of the proponent.

WHEREAS, **DOST-MIMAROPA** has identified the project "**Strengthening Food Safety Compliance among Eateries in Romblon, Romblon**" as a project under the **DOST-MIMAROPA LOCAL GIA** and has provided funds therefore;

WHEREAS, **DOST-MIMAROPA** has identified **LGU-ROMBLON** as the beneficiary of the project and has sought support and assistance from DOST-MIMAROPA to implement the same;

WHEREAS, **DOST-MIMAROPA** and **LGU-ROMBLON** pledge to extend their full cooperation for the effective and efficient implementation of the aforesaid project;

NOW, THEREFORE, for and in consideration of the above premises, and of the mutual covenants and stipulations hereinafter set forth, the parties hereto agree to enter into this Memorandum of Agreement under the following terms and conditions:

1. **DOST MIMAROPA shall:**

- 1.1 Provide funds amounting to **One Million Four Hundred Seven Thousand Four Hundred Sixty Pesos (₱1,407,460.00)**, for the implementation of the project as described in the Line-Item Budget of the proposal marked as **Form 4** which is made an integral part of this Agreement;
- 1.2 Implement the above project in accordance with the attached Workplan in the proposal marked as **Form 5** and which is also attached and made an integral part of this Agreement;

1.3 Facilitate the pull out of all materials, tools and /equipment procured out of project funds in the event that **LGU-ROMBLON** fails to implement the project as stipulated in the project proposal made as **Form 3** hereof;

1.4 Monitor, evaluate and document project activities and identify alternative courses of action to address technical problems met, if any, during the implementation of the project.

2. **LGU-ROMBLON** shall:

2.1 Ensure that technologies received from **DOST-MIMAROPA** are used according to the provisions stipulated in this agreement unless otherwise revoked with acknowledgement from all parties involved;

2.2 Implement project in accordance with the methodology stated in the proposal and seek permission/clearance from **DOST-MIMAROPA** regarding any major decision or action in the implementation of the project;

2.3 Provide policy support for the implementation of Food Establishment Inspection and Grading System (FEIGS); sustain the implementation of FEIGS; provide advocacy on FEIGS and food safety awareness; maintain a list of food establishments operating in their LGU-Romblon; and provide a permanent focal person to be the FEIGS coordinator within the LGU to monitor the FEIGS implementation and the posting of grades acquired by food establishments.

2.4 Allow **DOST-MIMAROPA** Representatives access to the premises and facilities of the identified cooperators of **LGU-ROMBLON** for activities relevant to the implementation of the project;

2.5 Provide counterparts necessary for the effective implementation of this project as specified in the project proposal and attached LIB;

2.6 Submit the following progress reports:

2.6.1 Monthly report on the volume of production, employment, sales and productivity improvement not later than one (1) week after the end of each month

2.6.2 Semi-annual progress reports marked as Form 6 hereof not later than 15 days after the end of the semester

2.6.3 Annual progress report marked as Form 7 hereof together with the List of Equipment Purchased marked as Form K hereof not later than 30 days after the end of the year

2.7 Submit the completion report two months after the project duration or after the achievement of the objectives as stated in the proposal;

2.7.1 It shall include a publishable or pre-print manuscript;

2.7.2 It shall also include evidence of intellectual property (IP) protection filing, whenever applicable

2.8 Allow **DOST-MIMAROPA** to monitor and collect necessary data/information when required;

- 2.9 Allow **DOST-MIMAROPA** to place inventory tag stickers on the individual equipment acquired out of project funds.
- 2.10 Be responsible and accountable for the maintenance and safekeeping of the tools and equipment assigned to the cooperators. Ownership of the equipment shall remain with **DOST-MIMAROPA** until after full ownership shall have been requested and transferred.
- 2.11 Authorize/allow **DOST-MIMAROPA** to pull-out all the materials, tools and equipment and other assets procured out of projects funds in case of failure of project implementation or for any violation of the contract or agreement that may be entered into by **DOST-MIMAROPA** with the beneficiary.
- 2.12 Put up at the project site a signboard (4 ft x 6 ft), two weeks after receipt of project funds following the recommended billboard format (Annex A);
- 2.13 Assist DOST MIMAROPA in baseline data gathering for the project and in final data gathering for assessment of project outcomes and impacts.

3. OTHER CONDITIONS

- 3.1 That this Agreement shall take effect upon signing hereof and shall remain in force for a period of one (1) year, unless otherwise extended or sooner terminated upon mutual consultation and written agreement of both parties;
- 3.2 That this Agreement shall not prohibit both parties to publish technical papers that may be derived from the above activities given their mandate of developing and promoting science and technology;
- 3.3 That any changes, modifications, and alterations to the foregoing provisions of this agreement shall only be made upon mutual consultation and agreement of all parties concerned.

4. PUBLICATION

Any publication arising from this contract and other related activities undertaken shall identify **DOST-MIMAROPA** as the source of assistance.

5. EFFECTIVITY:


This Memorandum of Agreement shall take effect immediately upon signing of the parties hereto and shall remain in the force for the duration of the project unless sooner terminated by **DOST-MIMAROPA** for any, but not limited to the following:

- Failure of **LGU-ROMBLON** to submit the required financial and progress reports within the prescribed period; and
- Any violation of the condition that, as determined by **DOST-MIMAROPA**, will prejudice the successful completion of the project.

6. PROGRAM DURATION

The project shall be completed within a period of 12 months implementation and 24 months monitoring, from February 2023 to February 2024. The project shall be implemented during the said period or immediately after the release of funds.

IN WITNESS WHEREOF, the parties hereto have signed this Memorandum of Agreement this ____ day of ____, 2023 at Bicutan, Taguig City.

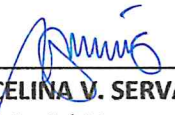


Dr. MA. JOSEFINA P. ABILAY
Regional Director
DOST-MIMAROPA



Hon. GERARD M. MONTOJO
Municipal Mayor
LGU-ROMBLON

SIGNED IN THE PRESENCE OF:

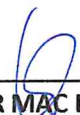


MARCELINA V. SERVAÑEZ
Provincial Director
DOST PSTO-ROMBLON

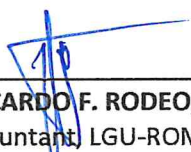


MA. HANNAH ANGELICA M. FONTILAR
Sangguniang Bayan Member-Health
LGU-Romblon

CERTIFIED FUNDS AVAILABLE:



XAVIER MAC DANIEL A. ORTIZ
Accountant III, DOST-MIMAROPA



RICARDO F. RODEO, CPA
Accountant, LGU-ROMBLON

ACKNOWLEDGEMENT
REPUBLIC OF THE PHILIPPINES)
TAGUIG CITY) S.S

IN WITNESS WHEREOF, the parties hereto have signed this Memorandum of Agreement this ____ day of ____, 2023 at Bicutan, Taguig City.

Before me, a Notary Public for and in the **TAGUIG CITY** this **APR 11 2023** day of ____, 2023, personally appeared


NAME	RES. CERT. NO	Place/Date Issued
MA. JOSEFINA P. ABILAY	P0255592B	DFA Manila / Jan. 15, 2019
GERARD M. MONTOJO	N03-92-130154	Odiangan / 2018-10-11

All known to me be the same person who executed the foregoing instrument and they acknowledged to me that the same is their free and voluntary act and deed as well as the voluntary act of the institution agencies they represent.

This instrument consists of five (5) pages including this page wherein the acknowledgement is written, duly signed by the parties and their witnesses on each and every page hereof.

WITNESS MY HAND AND SEAL, on the date and the place first above written.

NOTARY PUBLIC
DOC No.: 314
Page No.: 64
Book No.: VII
Series of 2023

RACHEL  KAYA W. COPANUT-PANGWI
NOTARY PUBLIC UNTIL Dec. 31, 2023/TAGUIG CITY
Not. Com. Appt. No. 18 (2022-2023)
2/F, Pacura Bldg. 427 M.L.Q. St., Lower Bicutan, Taguig City
PTR No. A-5675511/1-4-2023, Taguig City
IBP O.R. No. 181027-12/27/2022, RSM
MCLE Comp. No. VII-0007104/11-22-2021
ROLL No. 61627

DOST Form 4

DEPARTMENT OF SCIENCE AND TECHNOLOGY

Project Line-Item Budget

CY 2023

Program Title : Grants-in-Aid (GIA)
 Project Title : Strengthening Food Safety Compliance among Eateries in Romblon, Romblon
 Implementing Agency : DOST-MIMAROPA
 Total Duration : 1 year for project implementation / 2 years for monitoring of outcomes
 Cooperating Agency : LGU-Romblon
 Program Leader : Dr. Ma. Josefina P. Abilay/DOST-MIMAROPA
 Project Leader : Hon. Gerard M. Montojo/LGU-Romblon
 Monitoring Agency : DOST-MIMAROPA PSTO-Romblon

	Counterpart Funding	
	DOST-MIMAROPA	LGU-Romblon
I. Personal Services	P	P
Sub-total for PS	P	P
	-	-
II. Maintenance and Other Operating Expenses		
Traveling Expenses - local	250,000.00	
Training Expenses		
Traveling Expenses - local	50,400.00	
Supplies and Materials Expenses	10,000.00	
Fuel, Oil and Lubricants Expenses	1,000.00	
Other Professional Services	8,400.00	20,000.00
Basic Food safety/cGMP (1400 x 2 experts x 1 day) P2,800		
PH Sanitation Code (1400 x 2 experts x 1 day) P2,800		
Basic Product Costing (1400 x 1 expert x 1 day) P1,400		
Basic Financial Mngt (1400 x 1 expert x 1 day) P1,400		
Printing and Publication Expenses	200.00	
Representation expenses (330 x 4 days x 30 participants)	39,600.00	30,000.00
Rents-Motor Vehicles	9,000.00	
Supplies and Materials		
Office supplies	20,000.00	
Semi-Expendable-Equipment Expenses		
10 pcs utensil sterilizer (P5000.00/unit)	50,000.00	
Fuel, Oil and Lubricants Expenses	4,000.00	2,000.00
Other Supplies and Materials Expenses		
20 sets, food-safety compliant apparel kit (3,000/set)	60,000.00	
Communication Expenses		
Telephone Expenses - Mobile/Landline		
Mobile (2,400+1,200/mo x 12 mos)	43,200.00	
Other Professional Services	25,200.00	20,000.00
Evaluation of firms (announced)		
1400 x 6 evaluators x 1 day (P8,400)		
Evaluation of firms (announced)		
1400 x 6 evaluators x 1 day (P8,400)		
Evaluation of firms (unannounced)		
1400 x 6 evaluators x 1 day (P8,400)		
Taxes, Insurance Premiums and Other Fees		
Insurance Expenses (0.70% of equipment value)	5,460.00	
Representation Expenses	6,000.00	
Rent/Lease Expenses	45,000.00	
Other Maintenance and Operating Expenses		100,000.00
Transportation and Delivery Services		20,000.00
Sub-Total for MOOE	P 627,460.00	P 192,000.00

MMC



DOST Form 4

DEPARTMENT OF SCIENCE AND TECHNOLOGY

Project Line-Item Budget

CY 2023

Program Title : Grants-in-Aid (GIA)
 Project Title : Strengthening Food Safety Compliance among Eateries in Romblon, Romblon
 Implementing Agency : DOST-MIMAROPA
 Total Duration : 1 year for project implementation / 2 years for monitoring of outcomes
 Cooperating Agency : LGU-Romblon
 Program Leader : Dr. Ma. Josefina P. Abilay/DOST-MIMAROPA
 Project Leader : Hon. Gerard M. Montojo/LGU-Romblon
 Monitoring Agency : DOST-MIMAROPA PSTO-Romblon

III. Equipment Outlay

Machinery	780,000.00	600,000.00
10 units model food safety compliant food warmers cum holders (78,000/unit)		
Specifications per unit:		
- 57" (L) x 28" (W) x 50" (H) dimensions		
- fully covered food warmer with 8 half-size food-grade pans @ 12 3/4" x 10 3/8" x 2 depth		
- Floor Type		
- Front Slant Sneeze Guard (Clear glass @ 1/4" thick)		
- with Tray Slide		
- with Middle Shelf and Top Shelf		
- Stainless Front Cover		
- SS 304 1.0 thk. Hairline finished Stainless Sheet		
- SS 304 Pipe @ 1" Ø x 1.2mm. thick		
- SS 304 Tubular @ 1/2" x 1/2" x 1.2mm thick		
- Clear Glass @ 1/4" thk.		
- Heavy Duty U-Type Heater @ 2000W, 220V, single phase		
- Thermostat @ 300 °C		
- Terminal Lug (Ring type and Clip type)		
- Toggle Switch		
- Pilot Light (Green)		
- Two (2) pcs. Tubular Lamp @ 15W x 4ft.(L)		
- Safety Breaker 20amp		
- heavy duty Caster Wheel		

Sub-Total for EO

P 780,000.00 P 600,000.00

GRAND TOTAL

P 1,407,460.00 P 792,000.00

Certified Funds Available:

RICARDO F. RODEO, CPA
 Municipal Accountant, LGU-Romblon

XAVIER MAC DANIEL ORTIZ
 Accountant III, DOST-MIMAROPA

Approved by:  Digitally signed by
 Abilay Ma. Josefina Parmento
 DR. MA. JOSEFINA P. ABILAY
 Regional Director, DOST-MIMAROPA