

## 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 **OCCIDENTAL MINDORO STATE COLLEGE**, hereinafter referred to as **OMSC** with principal address at Brgy. Labangan, San Jose, Occidental Mindoro represented in this Agreement by its SUC President III, **Dr. ELBERT C. EDANIOL**,

### 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 "**Enhancing Garlic Yield Through Innovative Foliar Fertilization Techniques in Occidental Mindoro**" as a project under the **DOST-MIMAROPA LOCAL GIA** and has provided funds therefore;

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

WHEREAS, **DOST-MIMAROPA** and **OMSC** 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:

  
**DR. ELBERT C. EDANIOL**  
SUC President III

  
**MARIA ETHELWILDA G. CORONACION**  
Provincial Science & Technology Director

  
**DR. MA. JOSEFINA P. ABILAY**  
Regional Director

  
**MARY YOLE APPLE DECLARO-RUEDAS**  
Project Leader

  
DR. ELBERT C. EDANIOL  
SUC President III

  
MARIA ETHELWILDA G. CORONACION  
Provincial Science & Technology Director

  
DR. MA. JOSEFINA P. ABILAY  
Regional Director

**1. DOST MIMAROPA shall:**

- 1.1 Provide funds amounting to **FIVE HUNDRED FORTY FOUR THOUSAND SEVEN HUNDRED THIRTY SIX PESOS AND THIRTY THREE CENTAVOS (544,736.33)**, for the implementation of the project as described in the Line-Item Budget of the proposal marked as **Annex A** 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 **DOST Form 4** and which is also attached and made an integral part of this Agreement;
- 1.3 Facilitate the pull out of all the equipment procured out of project funds in the event that the **OMSC** fails to implement the project as stipulated in the project proposal made as **DOST Form 5** 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. OMSC shall:**

- 2.1 Ensure that technologies/equipment 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 the 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 Allow **DOST-MIMAROPA** Representatives access to the premises and facilities of the identified cooperators of **OMSC** for activities relevant to the implementation of the project;
- 2.4 Provide counterparts necessary for the effective implementation of this project as specified in the project proposal and attached LIB;
- 2.5 Submit the following progress reports:
  - 2.5.1 Monthly report on the volume of production, employment, sales and productivity improvement not later than one (1) week after the end of each month;
  - 2.5.2 Semi-annual progress reports marked as DOST Form 6 Executive Summary for the Semi-Annual Progress Report shall be submitted within a month after the end of each semester;

  
**MARY YOLE APPLE DECLARO-RUEDAS**  
Project Leader

  
DR. ELBERT C. EDANIOL  
SUC President III

  
MARIA ETHELWILDA G. CORONACION  
Provincial Science & Technology Director

  
DR. MA. JOSEFINA P. ABILAY  
Regional Director

- 2.5.3 Annual progress reports marked as DOST Form 7 Executive Summary for the Annual Progress Report shall be submitted not later than two (2) months after each year of implementation, together with DOST Form 12 List of Equipment Purchased;
- 2.6 Request for extension should be submitted not later than three (3) months before the expected date of completion, except for extensions as a result of force majeure. A project can be given a maximum of only two (2) extensions but not to exceed a total of 12 months except for extensions as a result of force majeure. In case where an extension involves the utilization of unexpended funds, financial report or statement of fund balances as of the date of the request should be submitted not later than two (2) months before the expected completion date;
- 2.7 Request for budget realignment, if needed, through **DOST-MIMAROPA** to facilitate disbursement of grants in accordance with the approved Line-Item Budget and subject to existing government accounting and auditing rules and procedures;
- 2.7.1 The request for realignment shall be made not later than two (2) months before the end of the project's current year of implementation;
- 2.7.2 The request for realignment shall be supported by the following documents:  
-Request letter duly signed by the Head of Agency  
-Endorsement/approval letter from the Monitoring Agency  
-Latest financial report  
-Work Plan  
-Progress Report (if additional funding and/or project extension is required)  
These documents shall be considered as the final program/project documents;
- 2.7.3 Budget realignment and/or modification may be allowed for not more than three (3) times per project per agency (implementing and monitoring) per year of implementation, including the approved extension, if any;
- 2.7.4 Any reprogramming or transfer of funds from one expense item to another shall be based on the Line-Item Budget approved by DOST-MIMAROPA;
- 2.8 Submit the terminal report marked as DOST Form 15 Executive Summary for the Terminal Report together with DOST Form 12 List of Equipment Purchased not later than two (2) months after the project completion or after the achievement of the objectives as stated in the proposal;
- 2.8.1 It shall include a publishable or pre-print manuscript;
- 2.8.2 It shall also include evidence of intellectual property (IP) protection filing, whenever applicable;

  
MARY YOLE APPLE DECLARO-RUEDAS  
Project Leader



  
DR. ELBERT C. EDANIOL  
SUC President III

  
MARIA ETHELWILDA G. CORONACION  
Provincial Science & Technology Director

  
DR. MA. JOSEFINA P. ABILAY  
Regional Director

- 2.9 Allow DOST-MIMAROPA to monitor and collect necessary data/information when required;
- 2.10 Allow DOST-MIMAROPA to place inventory tag stickers on the individual equipment acquired out of project funds;
- 2.11 Be responsible and accountable for the maintenance, repair, and safekeeping of the tools and equipment assigned to the cooperators. Ownership of the equipment shall remain with **DOST-MIMAROPA** until after full ownership have been requested and transferred;
- 2.12 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;
- 2.13 Procure items on the LIB in accordance to the provisions of RA 9184; liquidate the funds received and submit an Audited Financial Report, including official receipts of expenditures and Property Acknowledgement Receipt (PAR) to **DOST-MIMAROPA** not later than twelve (12) months after the release of funds;
- 2.14 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 E**);
- 2.15 Assist DOST MIMAROPA in baseline data gathering for the project and in final data gathering for assessment of project outcomes and impacts.
- 2.16 Submit a written request for either the transfer/donation of the tools and/or equipment or the return of the tools and/or equipment to DOST-MIMAROPA within six (6) months from project completion.
- 2.17 Financial arrangements and management should comply with the established laws, rules, and regulations on accounting audit.

### 3. OTHER CONDITIONS

- 3.1 That this Agreement shall take effect upon signing hereof and shall remain in force for a period of three (3) years, 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 on the foregoing provisions of this agreement shall only be made upon mutual consultation and agreement of all parties concerned. As such, any modification or extension of the MOA shall be communicated in writing to the other party, explaining the reasons thereof.

  
MARY YOLE APPLE DECLARO-RUEDAS  
Project Leader

#### 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 both parties, **OMSC and DOST-MIMAROPA**, for any, but not limited to the following:

- Failure of **OMSC** 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 three (3) years, from February 10, 2024 to February 10, 2027. The project shall be implemented during the said period or immediately after the release of funds.

#### 7. CONFIDENTIALITY

The parties will ensure that safeguards will be put into place so that any information gathered during the processing of disbursements under this agreement will maintain its integrity and accuracy, as well as its strict confidentiality in accordance with RA No. 10173, the Data Privacy Act of 2012 and other laws, rules, and regulations.

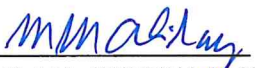
  
DR. ELBERT Q. EDANIOL  
SUC President III


  
MARIA ETHELWILDA G. CORONACION  
Provincial Science & Technology Director

  
DR. MA. JOSEFINA P. ABILAY  
Regional Director


  
MARY YOLE APPLE DECLARO-RUEDAS  
Project Leader

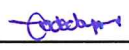
IN WITNESS WHEREOF, the parties hereto have signed this Memorandum of Agreement this \_\_\_\_ day of \_\_\_\_, 2024 at Bicutan, Taguig City.

  
\_\_\_\_\_  
DR. MA. JOSEFINA P. ABILAY  
Regional Director  
DOST-MIMAROPA


  
\_\_\_\_\_  
Dr. ELBERT C. EDANIOL  
SUC President III  
Occidental Mindoro State College


**SIGNED IN THE PRESENCE OF:**

  
\_\_\_\_\_  
MARIA ETHELWILDA G. CORONACION  
Provincial Director  
PSTC Occidental Mindoro

  
\_\_\_\_\_  
**MARY YOLE APPLE DECLARO-RUEDAS**  
Project Leader  
Occidental Mindoro State College

**CERTIFIED FUNDS AVAILABLE:**

  
\_\_\_\_\_  
**JAY RALPH A. CABIAO**  
Accountant III  
DOST-MIMAROPA

  
\_\_\_\_\_  
**GRACE M. ANCHETA**  
Accountant  
Occidental Mindoro State College

ACKNOWLEDGEMENT

REPUBLIC OF THE PHILIPPINES)

**TAGUIG CITY** ) S.S

IN WITNESS WHEREOF, the parties hereto have signed this Memorandum of Agreement this \_\_\_\_ day of \_\_\_\_, 2024 at Bicutan, Taguig City.

Before me, a Notary Public for and in the **TAGUIG CITY** this **JUN 06 2024** day of \_\_\_\_\_ 2024, personally appeared

NAME	RES. CERT. NO	Place/Date Issued
MA. JOSEFINA P. ABILAY	PO255592B	1/15/2019 – DFA Manila
DR. ELBERT C. EDANIOL	P6047056A	2/15/2018- DFA MANILA

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 seven (7) 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.: **515**

Page No.: **104**

Book No.: **XXX**

Series of 2024

**RACHEL MINAYA W. COPANUT-PANGWI**  
NOTARY PUBLIC UNTIL Dec. 31, 2025/TAGUIG CITY  
Not. Com. Appt. No. 29 (2024-2025)  
2/F, Pacura Bldg. 427 MLQ. St., Lower Bicutan, Taguig City  
PTR No. A-6089421/1-3-2024, Taguig City  
IBP O.R. No. 327805-12/13/2023, RSM  
MCLE Comp. No. VII-0007104/11-22-2021  
ROLL No. 61627

  
DR. ELBERT C. EDANIOL  
SUC President III

  
MARIA ETHELWILDA G. CORONACION  
Provincial Science & Technology Director

  
DR. MA. JOSEFINA P. ABILAY  
Regional Director

  
MARY YOLE APPLE DECLARO-RUEDAS  
Project Leader





## DOST Form 4

DEPARTMENT OF SCIENCE AND TECHNOLOGY  
Project Line-Item  
Budget CY 2024

Program Title : Grant In Aid (GIA)  
Project Title : Enhancing Garlic Yield Through Innovative Foliar Fertilization Techniques in Occidental Mindoro  
Implementing Agency : DOST-MIMAROPA  
Total Duration : 1 year for project implementation/ 2 years for monitoring of outcomes  
Current Duration : 1 year  
Cooperating Agency : Occidental Mindoro State College (OMSC)  
Program Leader : DR. MA. JOSEFINA P. ABILAY  
Project Leader : MARY YOLE APPLE DE CLARO- RUEDAS  
Monitoring Agency : DOST-MIMAROPA PSTO-Occ. Mindoro

	DOST-MIMAROPA	Counterpart Funding OMSC
I. Personal Services		
Direct cost		(80,000 salary*12 months*0.15% Time)
Salaries		144,000.00
II. Maintenance and Other Operating Expenses		
Direct Cost		
Traveling Expenses		
Local		
	90,386.33	
Training Expenses		
Traveling Expenses	20,000.00	20,000.00
Supplies and Materials Expenses		
Other Professional Services	1,400.00	50,000.00
Printing and Publication Expenses		
Representation Expenses	8,600.00	
Supplies and Materials Expenses		
Office Supplies Expenses	18,000.00	
Semi-Expendable Machinery and Equipment Expenses - Information and Communication Technology Equipment	15,000.00	
Semi-Expendable Furniture, Fixtures and Books Expenses	14,500.00	
Other Supplies and Materials Expenses	362,000.00	50,000.00
Communication Expenses		
Mobile Expenses	5,850.00	
Internet Subscription Expenses	9,000.00	
Rent/Lease Expenses		
Sub-Total for MOOE	P 544,736.33	P 264,000.00
GRAND TOTAL	P 544,736.33	P 264,000.00

Prepared by:

MARY YOLE APPLE DECLARO-RUEDAS  
Project Leader

Approved by:

  
Digitally signed by  
Abilay Ma. Josefina  
PormentoDR. MA. JOSEFINA P. ABILAY  
Regional Director, DOST-MIMAROPA

Certified Funds Available:

MYRA SOMINTAC  
Budget OfficerJAY RALPH A. CABIAO  
Accountant III, DOST-MIMAROPA