

## MEMORANDUM OF AGREEMENT

KNOW ALL MEN BY THIS 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 DOST Complex, Gen. Santos Ave., Bicutan, Taguig City and represented in this Agreement by its Regional Director, **Dr. MA. JOSEFINA P. ABILAY**;

-and-

The **BAYAY COWORKING CO-STUDY INNOVATION SPACE**; hereinafter referred to as **BAYAY COWORKING CO-STUDY INNOVATION SPACE**; with principal address at Brgy. Tabing-dagat, Odiongan, Romblon and represented in this Agreement by its owner, **JOHN PAUL F. BAYANG**;

### 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 wellbeing 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 "**Romblon Geeks: Techno Boot Camp and Incubation Program for Romblon Technopreneurs**" as a project under the **DOST-MIMAROPA LOCAL GIA** and has provided funds therefore;

WHEREAS, **DOST- MIMAROPA** has identified **Bayay Coworking Co-study Innovation Space** as the beneficiary and project partner of the project and has sought support and assistance from **DOST-MIMAROPA** to implement the same;

WHEREAS, **DOST- MIMAROPA** and **Bayay Coworking Co-study Innovation Space** 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:

The bottom of the page features three handwritten signatures in blue ink. On the left is a stylized signature, in the center is a signature that appears to be 'MMA', and on the right is a signature that appears to be 'John Paul F. Bayang'.

1. **DOST MIMAROPA shall:**

- 1.1 Provide funds amounting to **Two Hundred Forty-two Thousand Five Hundred Fifty Pesos (PhP 242,550.00)**, 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 Schedule of Activities in the proposal marked as **Annex A** and which is also attached and made an integral part of this Agreement;
- 1.3 Facilitate the pull out of all materials procured out of project funds in the event that **Bayay Coworking Co-study Innovation Space** fails to implement the project as stipulated in the project proposal made as **Annex A** 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. **Bayay Coworking Co-study Innovation Space shall:**

- 2.1 Ensure that funds 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 Allow **DOST-MIMAROPA** Representatives access to the premises and facilities of the identified cooperators of **Bayay Coworking Co-study Innovation Space** for activities relevant to the implementation of the project;
- 2.4 Submit the following properly filled up Project Information Sheet (PIS) to **DOST-MIMAROPA** to monitor the progress of the approved projects:
  - 2.4.1 **Pre-Implementation PIS** immediately upon receipt of the confirmation of project approval prior to the release of funds for the project; and
  - 2.4.2 **PIS for On-Going project** twice a year on the end of the 1st and second semester of project implementation to determine the impact of assistance on the project
- 2.5 Submit the monthly and quarterly progress reports of project activities and impact such as volume of production, employment,





sales and productivity improvement to **DOST-MIMAROPA** including accomplishments and major problems met not later than one (1) week after the end of each month and quarter;

- 2.6 Allow **DOST-MIMAROPA** to monitor and collect necessary data/information when required;
- 2.7 Allow **DOST-MIMAROPA** to place inventory tag stickers on the individual equipment acquired out of project funds.
- 2.8 Be responsible and accountable for the maintenance and safekeeping of the equipment assigned to the cooperators. Ownership of the equipment shall remain with **DOST-MIMAROPA** until after full ownership shall have been transferred.
- 2.9 Authorize/allow **DOST-MIMAROPA** to pull out all the equipment and other assets procured out of projects funds or collect other forms of payment 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.
- 2.10 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 B);
- 2.11 Assist DOST MIMAROPA in baseline data gathering for the project and in final data gathering for assessment of project outcomes and impacts;
- 2.12 Provide building/facility for the operation of the project.

### 3.0 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 on the foregoing provisions of this agreement shall only be made upon mutual consultation and agreement of all parties concerned

#### 4.0 PUBLICATION:

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

#### 5.0 EFFECTIVITY:


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

- Failure of **Bayay Coworking Co-study Innovation Space** 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.

#### 6.0 PROGRAM DURATION

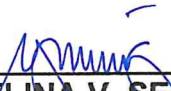
The project shall be completed within a period of **ONE (1) YEAR**, in **2021**. The project shall be implemented during the said period or immediately after the release of funds.


IN WITNESS WHEREOF, the parties hereto have signed this Memorandum of Agreement this \_\_\_\_ day of \_\_\_\_, 2021 at Bicutan, Taguig City.

  
\_\_\_\_\_  
**Dr. MA. JOSEFINA P. ABILAY**  
Regional Director, DOST MIMAROPA


  
\_\_\_\_\_  
**JOHN PAUL F. BAYANG**  
Bayay Coworking Co-study Innovation Space

#### SIGNED IN THE PRESENCE OF:

  
\_\_\_\_\_  
**MARCELINA V. SERVAÑEZ**  
Provincial Director, DOST PSTC Romblon

  
\_\_\_\_\_  
**Drew Lancelot D. Fetalvero**  
**Witness**  
Bayay Coworking Co-study Innovation Space

#### Certified Funds Available:

  
\_\_\_\_\_  
**JEFFREY D. VARELA**  
Accountant III  
DOST-MIMAROPA

## ACKNOWLEDGMENT

REPUBLIC OF THE PHILIPPINES)

**TAGUIG CITY**

) S.S

Before me, a Notary Public for and in the **TAGUIG CITY**  
this \_\_\_\_\_ day of **28 JAN 2021** 2021 personally appeared

NAME

RES. CERT. NO

Place/Date Issued

Dr. MA. JOSEFINA P. ABILAY

**P0255592B**

**DFA MANILA / JAN. 15, 2019**

JOHN PAUL F. BAYANG

**29142**

**Notario, Odiongan, Iloilo / 1-8-2021**

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 consist of seven (7) pages including this page wherein the acknowledgment 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.: **413**  
Page No.: **84**  
Book No.: **II**  
Series of 2021

**RACHEL GINAYAN. COPANUT-PANGWI**

NOTARY PUBLIC UNTIL DEC. 31, 2021

Notarial Commission Appt. No. 10 (2020-2021)

2/F Pacura Bldg. #327 ML Quezon Ave., Lower Bicutan, T.C.

PTR No. A-5063211/1-4-21, Taguig City

IBP OR No. 137056/12-29-2020, RSM

MCLE Comp No VI-0019686/3-1-2019, ROLL No 61627

*[Signature]*

*[Signature]*

*[Signature]*



# ANNEX A LINE-ITEM BUDGET

**Project Title** Romblon Geeks: Techno Boot Camp and Incubation Program for Romblon Technopreneurs

**Proponent** Bayay Coworking Co-study Innovation Space


**Project Duration** 1 year Project Implementation – Jan-Dec 2021  
1 year Monitoring of Outcomes – CY 2022

ITEM	DOST-GIA (P)	Bayay Coworking (P)
MOOE		
Training Expenses		
Supplies and Materials	10,000.00	
Fuel	5,000.00	
Other Professional Services	121,800.00	
1,400x5judgesx3days (21K)		
1,400x3mentorsx24days (100.8K)		
Printing	750.00	
Representation	35,000.00	
Internet Subscription	5,000.00	
Equipment Outlay		
1 Unit Data Analytics / Processor: 10th Gen. processor with 1.8 GHz based frequency, up to 4.10 GHz (atleast 8MB cache quad-core) / Storage: atleast 512GB SSD / RAM: atleast 8GB DDR4 / GPU: atleast 2GB dedicated display memory / Screen Size: 13.3 HD Resolution / Pre-loaded OS: Licensed Windows 10 64-bit / Inclusion: Laptop bags, wireless mouse	65,000.00	
Venue for 3-day bootcamp		
Venue for 2-month incubation		20,000.00
Bootstrap funding for the final 3 products/startups		
<b>Total</b>	<b>242,550.00</b>	<b>20,000.00</b>

Approved:

Conforme:

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

  
JOHN PAUL F. BAYANG  
Bayay Coworking Co-study Innovation Space

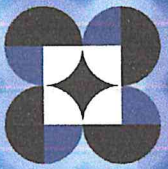


*[Handwritten signature]*

ANNEX B  
BILLBOARD TEMPLATE

*[Handwritten signature]*

SETUP  
Small  
Enterprise  
Technology  
Upgrading  
Program  
Assisted Project



DOST  
MIMAROPA

INSERT  
PROJECT  
NAME

COOPERATOR: INSERT COOPERATOR'S NAME  
INSERT ADDRESS

Provincial Science and Technology Center  
PSTC Address

*[Handwritten signature]*

*[Handwritten signature]*