

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 **Sta. Maria Coconut Farmers and Processing Association (SCFPA)**; hereinafter referred to as **Sta. Maria Coconut Farmers and Processing Association**; with principal address at Concepcion Sur, Sta. Maria, Romblon represented in this Agreement by its President, **MR. GERMAN G. VILLOSTAS**;

WITNESSETH THAT:

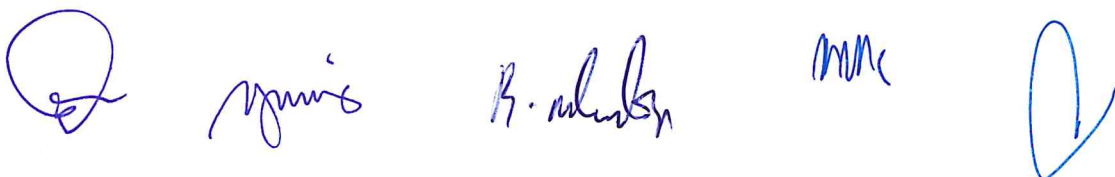
WHEREAS, **DOST-MIMAROPA** is primarily tasked to effectively respond to the social, economic, and ecological development challenges of the region through appropriate Science and Technology interventions and quality S & T Services to uplift the socio economic well being of the Filipino people and ensure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

WHEREAS, **DOST-MIMAROPA** has identified the project "**Establishment of Wastewater Treatment Facility for RBDO Plant in Romblon**" as a project under the **DOST-MIMAROPA LOCAL GIA** and has provided funds therefore;

WHEREAS, **DOST- MIMAROPA** has identified **Sta. Maria Coconut Farmers and Processing Association** as the beneficiary of the project and has sought support and assistance from **DOST-MIMAROPA** to implement the same;

WHEREAS, **DOST- MIMAROPA** and **Sta. Maria Coconut Farmers and Processing Association** 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:

Five handwritten signatures in blue ink are located at the bottom of the page. From left to right, they appear to be: a stylized 'Q' or 'G', a signature that looks like 'Muniz', a signature that looks like 'R. Abilay', a signature that looks like 'MMA', and a signature that looks like 'D'.

1. **DOST MIMAROPA shall:**

- 1.1 Provide funds amounting to **Three Million Sixty Three Thousand Eight Hundred Eighty Eight Pesos and Forty Centavos (3,063,888.40)**, 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 **Sta. Maria Coconut Farmers and Processing Association** 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. **Sta. Maria Coconut Farmers and Processing Association shall:**

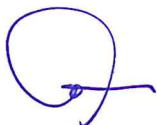
- 2.1 Ensure that technologies received from **DOST-MIMAROPA** are used according to the provisions stipulated in this agreement unless otherwise revoked with acknowledgement from all parties involved;
- 2.2 Implement project in accordance with the methodology stated in the proposal and seek permission/clearance from **DOST-MIMAROPA** regarding any major decision or action in the implementation of the project;
- 2.3 Allow **DOST-MIMAROPA** Representatives access to the premises and facilities of the identified cooperators of **Sta. Maria Coconut Farmers and Processing Association** 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 tools and 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 Submit official receipts of expenditures from the funds provided by **DOST-MIMAROPA**;
- 2.11 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);
- 2.12 Assist DOST MIMAROPA in baseline data gathering for the components of the RBDO project and in final data gathering for assessment of project outcomes and impacts.
- 2.13 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 two (2) 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

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 **Sta. Maria Coconut Farmers and Processing Association** 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 **TWO (2) YEARS**, from **2021 to 2022**. 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 ____, 2020 at Bicutan, Taguig City.

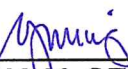


Dr. MA. JOSEFINA P. ABILAY
Regional Director
DOST-MIMAROPA

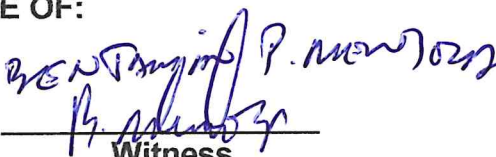


Mr. GERMAN G. VILLOSTAS
President
SCFPA

SIGNED IN THE PRESENCE OF:



MARCELINA V. SERVAÑEZ
Provincial Director



Witness
SCFPA

DOST PSTC Romblon

ACKNOWLEDGEMENT

REPUBLIC OF THE PHILIPPINES)

TAGUIG CITY

) S.S

Before me, a Notary Public for and in the **TAGUIG CITY**
this **23 NOV 2020** day of _____ 2020, personally appeared

NAME

RES. CERT. NO

Place/Date Issued

Dr. MA. JOSEFINA P. ABILAY

Passport ID # P0255592B

DFA MANILA

Mr. GERMAN G. VILLOSTAS

08887999

Sta. Maria, Romblon / 01-03-2020

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 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. : 325
Page No.: 66
Book No.: XI
Series of 2020

RACHEL GINAYAN P. COPANUT-PANGWI
NOTARY PUBLIC UNTIL DEC. 31, 2021
Notaria ICommission Appt. No. 10 (2020-2021)
2/F, Pacura Bldg. #427 Quezon Ave., Lower Bicutan, T.C.
PTR No. A-4689597/1-3-20, Taguig City
IBP O.R. No. 093183/10-14-19, RSM
MCLE Comp. No. VI-0019686/3-1-2019; ROLL No. 61627

ANNEX A LINE-ITEM BUDGET

Project Title: **Establishment of Wastewater Treatment Facility for RBDO Plant in Romblon**

Proponent: **Sta. Maria Coconut Farmers and Processing Association**

ITEM	DOST-GIA	LGU-Sta. Maria	Sta. Maria Coconut Farmers Association
Personnel Services Science Aide, P16,568.40 x 12 months	198,820.80		
MOOE			
Travelling Expenses – local	80,000.00		
Training Expenses			
Travelling	283,000.00		
Supplies and Maintenance	25,000.00		
Fuel	28,000.00		
Other Professional Services	30,000.00		
Printing	1,000.00		
Representation	20,000.00		
Rents-Motor Vehicles	70,000.00		
Supplies and Materials			
Office Supplies	10,000.00		
Fuel	3,800.00		
Packaging	50,000.00		
Communication Expenses			
Postage and Courier	11,700.00		
Telephone Expenses – mobile	31,200.00		
Internet Subscription	102,000.00		
Representation Expenses	10,000.00		
Capital Outlay			
1 set Wastewater treatment facility for RBDO plant / design capacity: 2cubic meter per day / with the following influent characteristics: BOD ₅ : 1,000 – 4,000 mg/L ; COD: 4,000 – 8,000 mg/L ; TSS 250 – 500 mg/L ; pH: 4.5 – 5.0 ; Ammonia (NH ₃ -N): TBD ; Nitrates (NO ₃ -N): TBD ; Phosphate (PO ₄ -P): TBD ; Oil and Grease (O&G): TBD / with screening and pH adjustment processes / with cooling system and equalization tank/buffer tank / with oil grease removal process / with chemical precipitation process / with UASB or anaerobic process / with membrane bioreactor activated sludge (if not high organics) / performance of the treatment facility should meet the DENR effluent standards (DAO 2016-08) at all times / to include delivery, installation, commissioning, and training onsite (RBDO Plant at Sta. Maria, Romblon)	2,109,367.60		
Land and Operating Capital			2,500,000.00
Building		3,000,000.00	
ECC Registration			50,000.00
Total	3,063,888.40	3,000,000.00	2,550,000.00

Approved:

Conforme:


MA. JOSEFINA P. ABILAY

Regional Director, DOST-MIMAROPA


MR. GERMAN G. VILLOSTAS

President, SCFPA

CERTIFIED FUNDS AVAILABLE:


JEFFREY VARELA

DOST – MIMAROPA Accountant

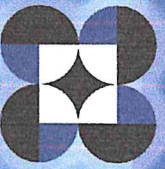




ANNEX B
BILLBOARD TEMPLATE



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