

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 OF SAN JOSE**, hereinafter referred to as **LGU SAN JOSE** with principal address at Municipal Compound, San Jose, Occidental Mindoro represented in this Agreement by its Municipal Mayor, **Hon. REY C. LADAGA**.

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 "**Setting the Standards of Food Safety Compliant Food Workstation of Street Food Vendors in San Jose, Occidental Mindoro**" as a project under the **DOST-MIMAROPA LOCAL GIA** and has provided funds therefore;

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

WHEREAS, **DOST-MIMAROPA** and **LGU SAN JOSE** 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 **FOUR HUNDRED FIFTY-EIGHT THOUSAND NINE HUNDRED PESOS (Php 458,900.00)**, 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;


Hon. REY C. LADAGA
Municipal Mayor


MARIA ETHELWILDA G. CORONACION
Provincial Science and Technology Director


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


ROLANDO R. LADAO III
Manager

Public Employment Services Office


ROMEO M. DIMAANO
Sanitary Inspector II

Municipal Health Office – Sanitation Division


Hon. REY C. LADAGA
Municipal Mayor


MARIA ETHELWILDA G. CORONACIO
Provincial Science and Technology Direct


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

- 1.2 Implement the above project in accordance with the attached Workplan in the proposal marked as **Annex B** 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 SAN JOSE** fails to implement the project as stipulated in the project proposal made as **Annex C** 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.
- 1.5 Facilitate request for training and orientation with DOST-CARAGA and/or DOST-FNRI
- 1.6 Ensure confidentiality of cooperator's information related to its product, operational processes, and financial performance.

2. **LGU SAN JOSE** 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 **LGU SAN JOSE** 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 Semi-annual progress reports marked as Annex D hereof not later than 15 days after the end of the semester
 - 2.5.2 Annual progress report marked as Annex E hereof together with the List of Equipment Purchased marked as Annex F hereof not later than 30 days after the end of the year
- 2.6 Submit the completion report two months after the project duration or after the achievement of the objectives as stated in the proposal;
- 2.7 Allow **DOST-MIMAROPA** to monitor and collect necessary data/information when required;


ROLANDO R. LADAO III
Manager

Public Employment Services Office


ROMEO M. DIMASANO
Sanitary Inspector II

Municipal Health Office – Sanitation Division


Hon. REY C. LADAGA
Municipal Mayor


MARIA ETHELWILDA G. CORONACION
Provincial Science and Technology Director


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

- 2.8 Allow **DOST-MIMAROPA** to place inventory tag stickers on the individual equipment acquired out of project funds.
- 2.9 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.
- 2.10 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.
- 2.11 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 D);
- 2.12 Assist DOST MIMAROPA in baseline data gathering for the project and in final data gathering for assessment of project outcomes and impacts.
- 2.13 Shall entrust the implementation of the project to MHO – Sanitation Division and Public Employment Services Office
- 2.14 Craft or enforce Local Ordinance on food safety compliance

In lieu that the project's identified beneficiaries are selected STREET FOOD VENDORS, **LGU SAN JOSE** shall support the activities of the following sub-units:

Public Employment Services Office

- 2.15 Recommends to DOST – MIMAROPA through PSTO for the final names/individuals as beneficiary of the food cart
- 2.16 Assists DOST-MIMAROPA in monitoring the intended outcome of the project
- 2.17 Facilitates funding of additional food carts as recommended by DOST-MIMAROPA for additional beneficiaries
- 2.18 Monitors impact of the project in terms of but not limited to sales generated, compliance to food safety standards,

Municipal Health Office – Sanitation Division

- 2.19 Collaborates with Public Employment Services Office to ensure attendance of target participants for the trainings
- 2.20 Assists Public Employment Services Office in the identification and final selection of beneficiaries
- 2.21 Assists DOST-MIMAROPA through PSTO the implementation of the Food Safety Standards and provide reports to PSTO
- 2.22 Ensures that recipient complies with the Food Safety Standards set by DOST-MIMAROPA and the Municipal Health Office –


ROLANDO R. LADA O III
Manager
Public Employment Services Office


ROMEO M. DIMASANO
Sanitary Inspector II
Municipal Health Office – Sanitation Division

Sanitation Division

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.

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 SAN JOSE** 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 **<DURATION>**, from **30 July 2023 to 30 July 2026**. The project shall be implemented during the said period or immediately after the release of funds.


Hon. REY C. LADAGA
Municipal Mayor



MARIA ETHELWILDA G. CORONACION
Provincial Science and Technology Director


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


ROLANDO R. LADAO III
Manager
Public Employment Services Office



ROMEO M. DIMAANO
Sanitary Inspector II
Municipal Health Office – Sanitation Division


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. REY C. LADAGA
Municipal Mayor
Local Government San Jose


SIGNED IN THE PRESENCE OF:



MARIA ETHELWILDA G. CORONACION
Provincial Science and Technology Director
DOST Provincial Science and Technology Office
Occidental Mindoro


ROMEO M. DIMAANO
Sanitary Inspector II
Municipal Health Office – Sanitation Division
Local Government San Jose


ROLANDO R. LADAO III
Manager
Public Employment Services Office
Local Government San Jose

CERTIFIED FUNDS AVAILABLE:


XAVIER MAC DANIEL A. ORTIZ
Accountant
DOST-MIMAROPA


FATIMA C. CASTRONUEVO
Municipal Accountant
Local Government San Jose

Hon. REY C. LADAGA
Municipal Mayor

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 **OCT 05 2023**
day of _____ 2023, personally appeared

NAME	RES. CERT. NO	Place/Date Issued
MA. JOSEFINA P. ABILAY	PO25592B	1/15/2019 - Manila

REY C. LADAGA

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 six (6) 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.: 91
Page No.: 20
Book No.: XVIII
Series of 2023

RACHEL GIMAYA 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

MARIA ETHEL WILDA G. CORONACION
Provincial Science and Technology Director

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

ROLANDO R. LADAO III
Manager
Public Enrolment Services Office

ROMEO M. DIMAANO
Sanitary Inspector II
Municipal Health Office - Sanitation Division



DOST Form 4

DEPARTMENT OF SCIENCE AND TECHNOLOGY
Project Line-Item Budget
CY 2023

Program Title : Grant-In-Aid
Project Title : Setting the Standards of Food Safety Compliant Food Workstation of Street Food Vendors in San Jose, Occidental Mindoro
Implementing Agency : DOST-MIMAROPA
Total Duration : 1 year for project implementation/ 1 year for monitoring of outcomes
Current Duration : 1 year
Cooperating Agency : Local Government Unit of San Jose, Occidental Mindoro
Program Leader : DR. MA. JOSEFINA P. ABILAY
Project Leader : HON. REY C. LADAGA
Monitoring Agency : DOST-MIMAROPA PSTO-Occ. Mindoro

		Year 1	Year 2
		DOST-MIMAROPA	LGU - San Jose Counterpart Funding LGU- San Jose
I. Personal Services			
<u>Direct Cost</u>			
Salaries			90,000.00
Sub-total for PS	P	-	P 90,000.00
II. Maintenance and Other Operating Expenses			
<u>Direct Cost</u>			
Traveling Expenses			
Local		80,000.00	
Training Expenses			
Traveling Expenses		20,000.00	
Supplies and Materials Expenses			5,000.00
Other Professional Services		1,400.00	
Printing and Publication Expenses		500.00	
Representation Expenses		7,000.00	10,000.00
Supplies and Materials Expenses			
Semi-expendable- Equipment Expenses		15,000.00	
Representation Expenses		5,000.00	
Rent/Lease Expenses		5,000.00	
Sub-Total for MOOE	P	133,900.00	P 16,000.00
III. Equipment Outlay			
Other Machinery and Equipment	P		P
5 units Food Cart			
Dimension: 1.2mx0.6mx1.7m, Body: 1.2mx0.6mx0.6m			
Materials: Stainless sheet (1.2mmx#304) Stainless sheet (1.0mmx#202) Stainless tube (1 1/4" x 1.5 x #304)			
Stainless tube (1" x 1.0 x #304) 3 pcs. heavy-duty caster wheels with SS shafting (5/16"), non-corrosive roofing (1.4mx1m)			
Inclusions: 1 unit 3-4 layers glass rack with covers, and sliding doors for opening and closing, and 1 pc. 20L water gallon (blue) with faucet		325,000.00	
5 units Food Cart			
Dimension: 1.2mx0.6mx1.7m, Body: 1.2mx0.6mx0.6m			
Materials: Stainless sheet (1.2mmx#304) Stainless sheet (1.0mmx#202) Stainless tube (1 1/4" x 1.5 x #304)			
Stainless tube (1" x 1.0 x #304) 3 pcs. heavy-duty caster wheels with SS shafting (5/16"), non-corrosive roofing (1.4mx1m)			
Inclusions: 1 unit 3-4 layers glass rack with covers, and sliding doors for opening and closing, and 1 pc. 20L water gallon (blue) with faucet			325,000.00
Sub-Total for EO	P	325,000.00	P 105,000.00 325,000.00
GRAND TOTAL	P	458,900.00	P 105,000.00 325,000.00

Prepared by:

HON. REY C. LADAGA
Municipal Mayor

Approved by:

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

Certified Funds Available:

FATIMA C. CASTRONUEVO
Municipal Accountant, LGU- SAN JOSE

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