

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 **MINDORO STATE UNIVERSITY**, hereinafter referred to as **MinSU** with principal address at Brgy. Alcate, Victoria, Oriental Mindoro represented in this Agreement by its University President, **DR. ENYA MARIE D. APOSTOL**

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 **Development of Thermally-Processed Ready-to-Eat Arroz Caldo in Three Variants** as a project under the **DOST-MIMAROPA LOCAL GIA** and has provided funds therefore;


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

WHEREAS, **DOST-MIMAROPA** and **MinSU** 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 Nine Hundred Fifty Five Thousand Eight Hundred Fifteen Pesos and Ninety Two cents (PhP1,955,815.92)** for the implementation of the project as described in the Line-Item Budget of the proposal marked as **DOST 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 **DOST 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/or equipment procured out of project funds in the event that **MinSU** fails to implement the project as stipulated in the project proposal made as (**DOST Form 2**) 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. **MinSU** 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 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 Provide technical personnel to be part of the technical working group and conduct of product development and testing;

2.4 Allow **DOST-MIMAROPA** Representatives access to the premises and facilities of the identified cooperators of **MinSU** 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 Line-Item Budget (**DOST Form 4**);

2.6 Submit the following progress reports:

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

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

2.6.3 Annual progress report marked as **DOST Form 7** hereof together with the List of Equipment Purchased marked as **DOST Form 12** 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;

2.8 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, 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;

2.11 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 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;

2.13 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);

2.14 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, technology, and innovation;

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 **MinSU** 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 **One (1) Year**, from **December 2024** to **November 2025**. 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 ____, 2024 at Bicutan, Taguig City.

MMS

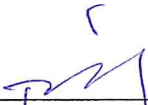


DR. MA. JOSEFINA P. ABILAY
Regional Director
DOST-MIMAROPA



DR. ENYA MARIE D. APOSTOL
University President
Mindoro State University

SIGNED IN THE PRESENCE OF:

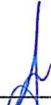


JESSE M. PINE
Provincial S&T Director
DOST-PSTO-Oriental Mindoro



LEONEL C MENDOZA
OIC-Vice President for RDE
Mindoro State University

CERTIFIED FUNDS AVAILABLE:



JAY RALPH C. CABIAO
Accountant III
DOST-MIMAROPA



MARIA CRISTINA D. SISCAR, CPA
Accountant III
Mindoro State University

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 **DEC 23 2024** day of ____ 2024, personally appeared

NAME	RES. CERT. NO. /PASSPORT NO.	Place/Date Issued
MA. JOSEFINA P. ABILAY	PO255592B	DFA Manila/ 1-15-19
ENYA MARIE D. APOSTOL		

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.: 101
Page No.: 22
Book No.: XL
Series of 2024

RACHEL GIMAYA 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

DEPARTMENT OF SCIENCE AND TECHNOLOGY
Project Line-Item Budget
CY2024

Program Title : Grants-in-Aid
Project Title : Development of Thermally Processed Ready-to-Eat Arroz Caldo in Three Variants
Implementing Agency : Mindoro State University
Total Duration : 1 year
Current Duration : December 2024 - November 2025
Cooperating Agency : DOST-MIMAROPA/PSTO-Oriental Mindoro
Program Leader : Dr. Ma. Josefina P. Abilay
Project Leader : Leonel C. Mendoza
Monitoring Agency : DOST-MIMAROPA/PSTO-Oriental Mindoro

Mindoro State University

DOST-MIMAROPA

I. Personal Services

Direct CostSalaries

FIC-Manager (@Php 24,000.00/month x 12 months)	288,000.00
FIC Administrative Aide (@Php 15,000.00/ month x 12 months)	180,000.00
FIC Staff - Utility (@Php 7,000.00/ month x 12 months)	84,000.00

Sub-Total for Personal Services

P 552,000.00

II. Maintenance and Other Operating Expenses

Direct CostTraveling Expenses

Local 102,716.00

Communication Expenses

Postage and Courier Expenses 20,000.00

Mobile Expenses 25,200.00

Internet Subscription Expenses 26,382.00

Supplies and Materials Expenses

Office Supplies Expenses 35,705.00

Semi-Expendables Equipment Expenses 160,782.65

Medical, Dental & Laboratory Supplies 27,289.50

Other Supplies and Materials 531,870.77

Other Professional Services 400,000.00Utilities

60,000.00

Sub-Total for MOOE

P 60,000.00

P 1,329,945.92

III. Equipment Outlay

Information and Communication Technology Equipment

Laptop (2 units) P 187,000.00
Windows 11 Home
Up to GeForce RTX™ 3070 Laptop GPU
Intel® Core™ i7-12650H Processor; MIL-STD-810H Standards
Up to 15.6" QHD 165Hz 100% DCI-P3 Display
Arc Flow Fans™; 19.95mm Thin Chassis
All-day Battery Life & 100W Type-C Charging RTX 3050 Ti 4GDDR6 / 15" FHD / 144Hz / i7-12650H / 8GB x 2 / 512GB PCIE3 SSD

Machinery

Nitrogen Flushing Band Sealer (Vertical) 105,800.00
Power: 0.6kw; Volts: 220v/60hz; Working speed: up to 12m/min
Sealing width: 6-12mm; Temperature range: 0-300 degree
with nitrogen tank and regulator hose

Temperature Controlled-storage bin 40,000.00
Temperature range: -14°C to -25°C; Dual function: freezer/ chiller
HD Inverter Compressor; Digital Temperature control with LCD Display
With LED light; Min. Dimension: 85x112x70 cm (hwd)

Technical and Scientific Equipment

Analytical Balance 89,470.00
Readability: 0.1 mg; Pan Size: min 3.5 in (90 mm);
Display: LCD with backlight
Calibrated and with calibration certificate

Water Activity Meter 79,350.00
Display: 6 bit backlight LCD digital display; Range: 0~1.0aw
Resolution: ±0.01aw; Accuracy: ±0.02aw
Operating Conditions- Temp : 0-50 °C; Humidity: below 95% RH
Power Supply: 2x1.5vAAA (UM-4) Battery

pH meter 63,250.00
accuracy: ±0.003; Resolution: 0.1Mv
with electrode stand and buffer solution (Ph 1.63, 4.00, 7.00, 10.00)
Calibrated with calibration certificate

Viscometer 61,000.00
Measured Range (mPa.s) 1-6M
Rotation Speed(rpm) 0.1, 0.3, 0.6, 1.5, 3, 6, 12, 30, 60 Number of
Spindle 4 types(L1-L4); Measurement Accuracy ±3%(Newtonian Fluid)
Repeatability ±0.5% (FS)(Newtonian Fluid)
Power Supply AC 220V-240V, 50/60HZ

Sub-Total for EO

P -

P 625,870.00

GRAND TOTAL

P 612,000.00

P 1,955,815.92

Note: With mark-up for possible increase at the time of procurement.

JAY RALPH A. CABIAO
Accountant III

Approved by:

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

DOST Form 4
PROJECT LINE-ITEM BUDGET

I. General Instruction: Submit through the DOST Project Management Information System (DPMIS), <http://dpmis.dost.gov.ph>, the project line-item budget (LIB) for the component project. Also, submit four (4) copies of the LIB. Use Arial font, 11 font size.

II. Specific Instructions: 1. Itemize MOOE expense items above P100,000.00. Expense items under the GAM may be allowed.
2. For Equipment, attach quotations and justification.

III. Definitions of Major Expense Items

1. **Personnel Services (PS)**- includes salaries and wages, honoraria, fees, and other compensation to consultants and specialists
2. **Maintenance and Other Operating Expenses (MOOE)**- shall be in accordance with the Government Accounting Manual (GAM) and shall be broken down/itemized as follows:

i. **Traveling Expenses**- costs of: (1) movement of persons locally and abroad, such as transportation, travel insurance for researchers exposed to hazard/risks, subsistence, lodging and travel allowances, fees for guides or patrol; (2) transportation of personal baggage or household effects; (3) bus, railroad, airline, and ship fares, trips, transfers, etc. of persons while traveling; (4) charter of boats, launches, automobiles, etc. non-commutable transportation allowances, road tolls; and (5) parking fees and similar reasonable expenses.
For foreign travel, include the name(s), designation of program/project personnel who will travel, possible country of destination, purpose and duration of the travel.

ii. **Communication Expenses**- include costs of telephone, telegraph, mobile/wireless and tolls, fax transmission, postage and delivery charges, data communication services, internet expenses, cable, satellite, radio and telegraph messenger services, among others;

iii. **Repair and Maintenance of Facilities**- include costs of repair and maintenance of office equipment, furniture and fixtures, machinery and equipment, IT equipment and software, building, office and laboratory facilities, and other S&T structures directly needed by the project;

iv. **Repair and Maintenance of Vehicles**- include costs of repair and maintenance of vehicles directly needed by the project except for cost of spare parts, gasoline and oil that shall fall under Supplies and Materials;

v. **Transportation and Delivery Services**- include the costs of commercial transportation of mail, hauling of equipment or materials, including portage, if any. Not included in this account are: costs of transportation of equipment, supplies and materials purchased for operation. Instead, these costs shall be included as part of the cost of the equipment/supplies and materials;

vi. **Supplies and Materials**- include costs of items to be used in specialized S&T work (e.g. office supplies, accountable forms, zoological supplies, food supplies, drugs and medicine, laboratory supplies, gasoline, oil and lubricants, agricultural supplies, textbooks/instructional materials, and other supplies). It also includes all expendable commodities (delivery cost included as needed/required) acquired or ordered for use in connection with project implementation such as spare parts, fuel, and oil;

vii. **Utilities**- include costs of water, electricity or cooking fuel consumed by the implementing agency directly related to the project;

viii. **Training and Scholarship Expenses**- include training fees and other expenses, and scholarship expenses such as tuition fees, stipends, book allowance, and other benefits;

ix. **Advertising Expenses**- include costs of authorized advertising and publication of notices in newspapers and magazines of general circulation, television, radio, and other forms of media necessary for the implementation of the project;

x. **Printing and Publication Expenses**- include costs of producing, printing, and binding materials such as books, reports, catalogues, documents, and other reading materials necessary for the implementation of the project;

xi. **Rent Expenses**- rental fees for the use of facilities, equipment, and vehicles directly used in the implementation of the project;

xii. **Representation Expenses**- include costs of meal/food for the conduct of workshops/meetings, conferences, and other official functions related to the project;

xiii. **Subscription Expenses**- include costs of subscription to library materials, such as magazines, periodicals, other reading materials and software (including online software) necessary for the implementation of the project;

xiv. **Survey Expenses**- include costs incurred in the conduct of survey related to the project;

xv. **Professional Services**- as defined in GAM, but only those items that are relevant and appropriate to the proposed program/project;

xvi. **Taxes, Insurance Premiums and other Fees**- include costs of accident insurance of the project personnel for the performance of duties that involve hazardous activities during project duration, taxes, duties and licenses, fidelity bond premiums, and insurance expenses of equipment acquired under the project; and

xvii. **Other Maintenance and Operating Expenses**- additional items not included above such as cost of submission of scientific paper for peer reviewed journals.

3. **Capital Outlay (CO)**- includes all equipment necessary for the implementation of the project, which shall be enumerated in the proposed LIB. This also includes infrastructure that are integral part of the R&D, which are crucial in the attainment of the project objectives.

IV. Counterpart Funding

1. A counterpart fund, in kind and/or in cash, shall be required from the Implementing Agency. Projects must have a minimum of 15% counterpart contribution (except for projects involving public good).

2. Indicate the detailed breakdown of the required fund assistance to indicate the counterpart of the Implementing Agency and other agencies cooperating in the project.