September 19, 2020

**DANIELLE D. GALIAN**

Dear Ms Galian:

**PRIVATE & CONFIDENTIAL**

**SERVICE AGREEMENT**

This document confirms our agreement for your services on system documentation with **IdeaSpace Foundation, Inc.** effective **September 19, 2020 to**  **October 19, 2020** . You shall be reporting to Iachina Hernandez, Accelerator Program Manager, and Rey Kenneth D. Molina, founder of Team Agro-DigitalPH .

Your **service agreement** shall be subject to the following terms and conditions:

1. You are expected to devote your undivided attention to the documentation of the system, testing of the system, creation of flowchart and user manual of Team Agro-DigitalPH and other related functions.
2. As an IdeaSpace Foundation supplier, you are expected to adopt the highest standards of ethical behavior in the conduct of your work.
3. You further agree to abide by all of IdeaSpace Foundation’s rules and regulations and its Code of Conduct and refrain from engaging in any activity, which is prejudicial to or in conflict with the interest of the Foundation.
4. All records and documents of the IdeaSpace Foundation and Team Agro-DigitalPH and all information pertaining to its business affairs are confidential. No unauthorized disclosure or reproduction of the same will be made by you during or after your engagement with us. Any disclosure of such confidential information will be considered breach of contract. In which case, the IdeaSpace Foundation has the right to take actions as may be necessary to protect its interest, including the termination of your service.
5. It is anticipated that as a service provider, you will spend approximately 25 hours per week in fulfilling its obligations under this contract. The particular amount of time may vary from day to day or week to week. However, the service provider shall devote a minimum of One hundred (100) hours per month to its duties in accordance with this agreement.
6. You will be paid at the rate of Ten Thousand Pesos (P10,000.00) for work performed in accordance with this agreement.

1. Confidentiality - While in the employ of the Company, you are expected to adopt the highest standard of ethical behavior in the conduct of your day-to-day activities.
2. Governing Law - This Contract shall be governed by and construed in accordance with the laws of the Republic of the Philippines.

If you agree with all of the foregoing, kindly indicate your conformity by signing in the space provided below.

For and in behalf of:

**IDEASPACE FOUNDATION, Inc.**

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**Iachina B. Hernandez**

**Accelerator Program Manager**

Agreed and Accepted By:

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**Danielle D. Galian**

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_