

MEMORANDUM OF AGREEMENT

This **MEMORANDUM OF AGREEMENT** between:

MINDORO STATE UNIVERSITY (MinSU), with the principal address at Alcate, Victoria, Oriental Mindoro represented by its OIC - University President, **DR. CHRISTIAN ANTHONY C. AGUTAYA**.

-and-

GiGCafe, represented herein by its Legal Owner, **MRS. MARIA LOURDES C. AQUINO** is being entered into following reasons:

1. MinSU through College of Computer Studies (CCS) has developed a web application for online reservations of catering services and ordering foods online called GiGCafe which it hopes to share as a freeware to the customer of GiGCafe.
2. GiGCafe agreed to utilize the university's web application with its online transactions for catering services and ordering food.

Accordingly, MinSU and GiGCafe agree on the following terms and conditions:

A. GIGCAFE shall:

1. provide instructions regarding the conceptual flow of their transactions;
2. provide requirements, such as forms needed for the transactions;
3. provide profiles of staffs with their updated profile pictures;
4. issue certificates acknowledging the participation of the IT students from the College of Computer Studies and other stakeholders.

B. MinSU (CCS) shall:

1. provide an initial concept of the project;
2. coordinate with GiGCafe about data requirements, terms, and the process of their transactions;
3. provide instructions on how to use the web application;
4. take charge to monitor and assist staffs and clients; and
5. take charge to be flexible in accommodating any changes wanted by the GiGCafe.

C. DURATION

This agreement shall be effective from _____.

To attest to the agreement, the parties are signing this document on the _____ day of _____, _____ in _____, Philippines.

MINDORO STATE UNIVERSITY
By:

CHRISTIAN ANTHONY C. AGUTAYA, Ph. D.
MinSU OIC President

GIGCAFE
By:

MARIA LOURDES C. AQUINO
Owner

WITNESSES:

CHRISTIAN ANTHONY C. AGUTAYA, Ph. D.
Vice President for Research, Development
& Extension

ADARLO A. AQUINO
Owner

JOHN EDGAR S. ANTHONY, MS/IT
Dean, College of Computer Studies
MinSU

NIMFA AQUINO
Staff

ACKNOWLEDGEMENT

REPUBLIC OF THE PHILIPPINES)
_____) s.s.

Before me, a Notary Public in _____, Philippines, personally appeared the following:

Name	Proof of Identity	Date/Place of Issue
DR. CHRISTIAN ANTHONY C. AGUTAYA	_____	_____
MRS. MARIA LOURDES C. AQUINO	_____	_____

known to me as the same persons who executed this Agreement and who acknowledged that it is their voluntary act and deed and that of the institutions they represent.

This Agreement consists of three pages, including this page wherein this Acknowledgement is written and signed by the parties together with their instrumental witnesses on each page hereof.

WITNESSES MY HAND AND SEAL this ____ day of _____, at the place first above written.