



Republic of the Philippines
BULACAN AGRICULTURAL STATE COLLEGE

Administration Building, BASC Main Campus
Brgy. Pinaod, San Ildefonso, Bulacan 3010

OFFICE OF THE LEGAL OFFICER



BASC LEGAL DOCUMENT CHECKLIST

TYPE OF LEGAL DOCUMENT	
<input type="checkbox"/> Memorandum of Understanding (MOU) – It is a non-binding document which expresses the intention of parties to have mutual cooperation or understanding. It expresses a convergence of will between the parties, indicating an intended common line of action, rather than a legal commitment. It is a more formal alternative to a gentlemen's agreement, but generally lacks the bind power of a contract. ¹	<input type="checkbox"/> Memorandum of Agreement (MOA) – It is a binding document outlining the objectives, period, responsibilities, and other terms and conditions of the parties.
<input type="checkbox"/> Administrative Legal Documents – These are Contracts of Service, Job-Order Agreements, Contract of Sale, Contract of Lease, Transfer Agreements, Procurement Contracts, and other administrative actions reduced into writing.	<input checked="" type="checkbox"/> Academic or Student Activity Legal Documents – These are MOAs with industry partners, Internship Contracts, Dorm Agreements, Student-Exchanges, and other student-related affairs reduced into writing.
<input type="checkbox"/> Research, Extension, Production, and Development Legal Documents – These includes extension contracts or technical documents of REPD which binds BASC with partner institutions and those which includes intellectual property of the State College.	<input type="checkbox"/> Other legal documents: (Please indicate below.) <hr/> <hr/> <hr/>

SOURCE OF LEGAL DOCUMENT			
<input checked="" type="checkbox"/> BASC Template Institute/Office/Unit Source: <u>FOR METRO NORTH</u>	<input type="checkbox"/> From Partner Institution Office and Focal: _____		
LEGAL CAPACITY OF PARTNER INSTITUTION/INDIVIDUAL	OTHER REQUIREMENTS/ DOCUMENTARY ATTACHMENTS		
I. FOR CORPORATIONS <input checked="" type="checkbox"/> Securities and Exchange Commission (SEC) Certificate of Registration <input type="checkbox"/> SEC Certified Articles of Incorporation and By-Laws <input type="checkbox"/> Updated Mayor's or Business Permit <input type="checkbox"/> Latest General Information Sheet <input type="checkbox"/> Board Resolution or Secretary's Certificate on the authority to enter into agreement with BASC and to sign legal documents II. FOR PARTNERSHIPS <input type="checkbox"/> SEC Certificate of Registration <input type="checkbox"/> SEC Certified Articles of Partnership <input type="checkbox"/> Updated Mayor's or Business Permit <input type="checkbox"/> Partnership Resolution on the authority to enter into agreement with BASC and to sign legal documents III. FOR SINGLE PROPRIETORSHIP <input type="checkbox"/> DTI Registration <input type="checkbox"/> BIR Certificate of Registration <input type="checkbox"/> Updated Mayor's or Business Permit IV. FOR PRIVATE INDIVIDUALS <input type="checkbox"/> Valid Government-issued ID <input type="checkbox"/> Special Power of Attorney if the party is not available	<input type="checkbox"/> Editable electronic copy of the legal document (word file) <input type="checkbox"/> Full name and position of the authorized signatory <input type="checkbox"/> Principal address of the partner institution or individual <input type="checkbox"/> Copy of valid government-issued ID with three (3) specimen signatures. The actual signature and that which appears on the ID presented MUST be identical. (BASC and Partner Institution or Individual) <input type="checkbox"/> Previous or principal agreements, if any, from which the new contract is based or lifted <input type="checkbox"/> Approved proposals, offers, minutes of the meeting which expresses the objectives, agreements, terms and conditions, expectations, and special considerations for the contract <input type="checkbox"/> If the contract will involve budget and funds, clearance or endorsement from the Budget or Accounting Offices <input type="checkbox"/> Annexes from the other party (To be filled by BASC Legal Office only.) <table border="1"> <tr> <td> <input type="checkbox"/> FOR REVISION </td> <td> <input checked="" type="checkbox"/> FOR ENDORSEMENT TO BASC OFFICE OF THE PRESIDENT </td> </tr> </table> <div style="text-align: center;"> SHIELA NERIE V. DAVID Attorney IV, Legal Officer Date: _____ </div>	<input type="checkbox"/> FOR REVISION	<input checked="" type="checkbox"/> FOR ENDORSEMENT TO BASC OFFICE OF THE PRESIDENT
<input type="checkbox"/> FOR REVISION	<input checked="" type="checkbox"/> FOR ENDORSEMENT TO BASC OFFICE OF THE PRESIDENT		

*SUBJECT TO UPDATING OF COMPANY NAME ON THE SIGNATURE PAGE
*ICS COORD TO VERIFY THE AUTHORITY OF THE REP.

¹ <https://www.linkedin.com/pulse/difference-between-mou-moa-deep-chand>. Last accessed 30 July 2024.