

September 10, 2024

Dir. -----
Regional Director, DOST-RO
Address

ATTENTION: Focal Person -----

Dear **Director** -----:

Greetings!

As our project, ***"Smarter Approach on Disaster Response for Resilient Communities through Adoption of MoCCoV,"*** concluded on August 31, 2024, we would like to express our sincere appreciation for your dedicated support and collaboration throughout this project.

In line with the project's completion, and as a co-implementing partner, we kindly request the submission of the terminal report and audited financial report, on or before September 30, 2024.

Also, to meet our deliverables, please submit the following documents along with the requested terminal and financial report.

1. A formal Resolution from the local legislators expressing their support for the MoCCoV Project and authorizing the Local Chief Executive to enter into a Memorandum of Agreement (MOA);
2. A signed copy of Memorandum of Agreement between DOST-RO and the partner LGU;
3. The approved resolution from RDRRMC/LDRRMC, and RRDIC;
4. The updated DRRM response protocol integrating the utilization of the MoCCoV unit; and
5. At least one (1) knowledge product (e.g., brochures, infographics, AVP).

We greatly appreciate your prompt attention to these matters.

Thank you.

Yours truly,

MA. JOSEFINA P. ABILAY, DBA, CESO III
Project Leader and Regional Director



"Hatid ay makabagong solusyon!"