

October 7, 2024

MA. THERESA D. ALCANTARA

Officer-in-Charge, DOST Region V
Regional Center Site, Rawis,
Legazpi City, Albay

ATTENTION: Lhea Dyn A. Bellen

Dear Ms. Alcantara:

Greetings!

In connection with the completion of our project titled ***"Smarter Approach on Disaster Response for Resilient Communities through Adoption of MoCCoV"***, as co-implementing partner, we would like to follow up on our letter dated September 10, 2024, regarding the submission of the terminal report and audited financial report for the project, which concluded on August 31, 2024.

As we approach the deadline of October 31, 2024, we would appreciate the assistance of your office in ensuring the submission of the following documents by **October 18, 2024**, to meet our project deliverables:

1. The terminal report and audited financial report;
2. 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);
3. A signed copy of the Memorandum of Agreement between DOST-RO and the partner LGU;
4. The approved resolution from RDRRMC/LDRRMC and RRDIC;
5. The updated DRRM response protocol integrating the utilization of the MoCCoV unit;
6. At least one (1) knowledge product (e.g., brochures, infographics, AVP).

The timely submission of these requirements is necessary to facilitate the transfer of the Property Acknowledgment Receipt (PAR), which is a key step in relieving our office from further accountability for the MoCCoV equipment. Without the submission of these documents, we may face delays in transferring accountability and closing the project formally.

Thank you, and we look forward to receiving the requested documents by **October 18, 2024**.

Very truly yours,

DR. MA. JOSEFINA P. ABILAY, CESO III
Regional Director

cc: Engr. Sancho A. Mabborang
Undersecretary for Regional Operations

"Hatid ay makabagong solusyon!"