**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-

**Department of the Interior and Local Government Office,** represented herein by its Municipal Local Government Operations Officer**, MR. RAMON M. CAYANAN**

is being entered into following reasons:

1. MinSU, through its College of Computer Studies (CCS), has created a web application named E-GovDocs for handling online and in-person transactions related to local government documents which it intends to offer this application as free software to the clients of the Department of the Interior and Local Government Office.
2. Department of the Interior and Local Government Office agreed to utilize the university’s web application and in its online and walk-in transactions for local government documents.

Accordingly, MinSU and Department of the Interior and Local Government Office agree on the following terms and conditions:

**A. Department of the Interior and Local Government Office** shall:

1. provide instructions regarding the conceptual flow of their transactions;
2. provide requirements, such as forms needed for the transactions;
3. provide a device that will be used for the web application; and
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 Department of the Interior and Local Government Office municipal local government operations officer about data requirements, terms, and the process of their transactions;
3. provide devices to be used during the implementation;
4. provide instructions on how to use the web application;
5. take charge to monitor and assist staffs and clients; and
6. take charge to be flexible in accommodating any changes wanted by the Municipal Local Government Operations Officer.

**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 department of the Interior and Local Government Office**

By: By:

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**CHRISTIAN ANTHONY C. AGUTAYA*, Ph. D.*  RAMON M. CAYANAN**

MinSU OIC President Municipal Local Government Operations Officer

**WITNESSES:**

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**CHRISTIAN ANTHONY C. AGUTAYA, *Ph. D.*  JENYDINE E. ALCAREZ**

Vice President for Research, Development DILG Staff

& Extension

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**JOHN EDGAR S. ANTHONY, *MSIT*  ERICA MAE T. PURAS**

Dean, College of Computer Studies DILG Staff

MinSU

**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**  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**MR. RAMON M. CAYANAN**  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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.