**MEMORANDUM OF AGREEMENT**

KNOW ALL MEN BY THIS PRESENTS:

This MEMORANDUM OF AGREEMENT (MOA) entered into and executed by and between:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Regional Director

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Cooperator

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Provincial Director

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Accountant

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Witness

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Witness

The DEPARTMENT OF SCIENCE AND TECHNOLOGY – REGION XX, hereinafter referred to as “**DOST 10**”, with principal office at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, and represented in this Agreement by its Regional Director, XXXX;

- and -

The XXXX, hereinafter referred to as **{{COMPANY\_NAME}}**, with principal office at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, and represented in this Agreement by its \_\_\_\_\_\_\_\_\_\_, XXXXXX;

**WITNESSETH: THAT**

**WHEREAS**, the Department of Science and Technology (DOST) has identified the Small Enterprise Technology Upgrading Program (SETUP) as one of the strategic programs under the National Science and Technology (S&T) Plan and has provided funds therefore;

**WHEREAS**, **{{COMPANY\_NAME}}** is in need of technical support and assistance from DOST-SETUP to improve its productivity through the implementation of the project titled, “XXXX” as a component project of the SETUP, the objectives and output of which are described in the approved project proposal (made part hereof as *Annex A*) ;

**WHEREAS**, **DOST 10** has identified the following S&T interventions needed by **{{COMPANY\_NAME}}**, which shall be undertaken through this project:

1. System Improvement – Improvement of operational processes using the equipment acquired through SETUP and crafting of the vision and mission statements, among others;
2. Process Improvement – Improvement of overall production operations through standardization of operating procedures and application of relevant productivity tools;
3. Human Resource Development – Productivity improvement of workers through provision of trainings on the operation and maintenance of the new equipment;

**WHEREAS**, **DOST 10** possesses the technical qualifications, commitment and sense of responsibility deemed necessary to assist and monitor the implementation of the aforesaid project;

**WHEREAS**, **DOST 10** and **{{COMPANY\_NAME}}** pledge to extend their full cooperation for the effective and efficient implementation of the aforesaid project;