

	DEPARTMENT OF SCIENCE AND TECHNOLOGY DOST Regional Office No. IX	DOCUMENT CODE	WI FOS-SET 05-14
	WORK INSTRUCTIONS	REVISION NUMBER	3
SECTION	PRODUCT REALIZATION	PAGE NUMBER	1 of 1
SUBJECT	PREPARATION OF MEMORANDUM OF AGREEMENT (MOA)		
		EFFECTIVITY DATE	01 July 2023

PERSON RESPONSIBLE:

ARD for Field Operations Services
Program Manager
Regional Program Management Office
City/Provincial Science & Technology Director

STEPS:

- 1.0 As soon as an endorsed project proposal has been approved for funding by the *Regional Director*, initiate preparation of MOA with complete annexes between DOST IX, customer and/or other parties.
- 2.0 Furnish copy of the MOA to enable reviewing of all provisions stated therein by all parties concerned. If all parties agree with the provisions stipulated in the MOA, signatories affix their signatures. Otherwise, the MOA is revised to incorporate all vital agreements.
- 3.0 Prepare six (6) copies of the final MOA between DOST-IX, customer and/or other parties.
- 4.0 Facilitate the signing of MOA by all parties concerned after the conduct of orientation.
- 5.0 Facilitate the notarization of duly signed MOA.
- 6.0 Provide a copy of the notarized MOA to all parties concerned.

Prepared by:  ARD for Field Operations Services	Approved by:  Quality Management Representative
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