

Republic of the Philippines
SULTAN KUDARAT STATE UNIVERSITY
EJC Montilla, Tacurong City

MEMORANDUM OF AGREEMENT

Title: Basic Computer Course

KNOW ALL MEN BY THESE PRESENTS:

This agreement made and entered into by and between:

KENRAM AGRARIAN REFORM BENEFICIARIES MULTI-PURPOSE COOPERATIVE (KARBEMPCO) of Kenram, Isulan, Sultan Kudarat, herein represented by the BOD Chairman, Teodoro I. Estrope;

-and-

SULTAN KUDARAT STATE UNIVERSITY hereinafter referred to as SKSU, established through Republic Act 9966, with principal office at Tacurong City and represented by the University President, Teresita L. Cambel.

WITNESSETH:

I. Purpose

This agreement seeks to implement the Basic Computer Course which hopes to enhance the computer knowledge and literacy of the trainees.

II. Objectives:

Specifically at the end of the Basic Computer Course, the following are expected to have been met:

1. Word Processing

- Explore the MS Word environment
- Define basic terms in computer operation
- Use basic commands in MS Word
- Create, edit and print documents
- Learn saving and retrieving documents
- Manifest confidence in operating a computer

2. Internet Operation

- Define basic terms in Internet
- Explore a common Internet Browser Environment
- Surf the net using different browsers
- Use the different services of the Internet
- Create an email account
- Upload and download files
- Appreciate more the uses of Internet

3. Spreadsheet

- Explore MS Excel Environment
- Define basic terms in spreadsheet application
- Use basic commands in MS Excel
- Create, edit and print Files
- Learn saving and retrieving files in Excel
- Manifest confidence in operating a computer

III. Duration of the Basic Computer Course:

The Basic Computer Course shall have a duration of 12 sessions with a total of thirty five (35) hours with the following modules: Word Processing (15 hours), Internet Operation (5 hours), and Spreadsheet (15 hours) and shall commence on July 27, 2013 and end on September 8, 2013. The training shall be conducted during Saturdays and Sundays only.

IV. Obligations of the Parties

KARBEMPCO shall:

1. agree to tie up with the Sultan Kudarat State University - Isulan Campus to conduct Basic Computer Course to the cooperative's officially endorsed officers;
2. endorse more or less fifteen (15) officers, that serve as trainees, per session;
3. provide the trainers/instructors honorarium per session and training materials for the whole duration of the course in the amount of Fourteen Thousand Pesos (P14,000.00).

Sultan Kudarat State University (SKSU) - Isulan Campus shall:

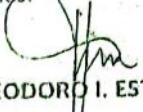
1. provide the Trainers/Instructors, training venue and computer facilities for the duration of 12 sessions with a total of thirty five (35) hours with the following modules: Word Processing (15 hours), Internet Operation (5 hours), and Spreadsheet (15 hours);
2. provide the Certificate of Completion;
3. monitor and evaluate the progress of the trainees.

In witness whereof we have hereunto set our hands to this agreement this ____ day of

_____, 2013 in Isulan, Sultan Kudarat, Philippines:

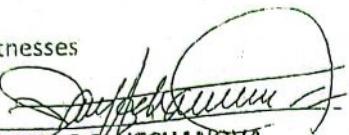

TERESITA L. CAMBEL, EdD.

University President
EJC Montilla, City of Tacurong


TEODORO I. ESTROPE

BOD Chairman, KARBEMPCO
Kenram, Isulan, Sultan Kudarat

Witnesses


ROLANDO P. HECHANNOVA

VP RD & E, SKSU
EJC Montilla, City of Tacurong


EDWIN C. ALIDO, EdD.

Campus Director, SKSU-Isulan Campus
Isulan, Sultan Kudarat

ACKNOWLEDGEMENT

Republic of the Philippines)

Isulan, Sultan Kudarat) S.S.

Region XII

Before me, a Notary Public for and in the Isulan, Sultan Kudarat, personally appeared TEODORO I. ESTROPE with the community tax cert. no. 02874159 issued at Isulan, Sultan Kudarat on 04/08/2013 and TERESITA L. CAMBEL with the community tax cert. no. 02874159 issued at _____ on _____, are known to me and known to be the same persons who executed pages signed by both parties and including the page whereon they acknowledge to me the same is free and voluntary act and deed.

DOC. NO. 44
PAGE NO. 09
BOOK NO. 87
DATES OF 2013


RICHARD C. PETISME

Notary Public
Until December 31, 2014
PTR. No. 1846296/01-09-13/ISK
IBP Life time No. 08562
MCLE Compliance No. IJI-007561
Dated October 29, 2009
TIN 930-788-267
Roll No. 45518