



**SULTAN KUDARAT STATE UNIVERSITY**  
ACCESS, EJC Montilla, Tacurong City  
Email address:[sksuop@gmail.com](mailto:sksuop@gmail.com)  
[extension\\_office@yahoo.com](mailto:extension_office@yahoo.com)



**OFFICE OF THE PRESIDENT**

**NOTICE TO PROCEED**

January 14, 2020

**LEMUEL P. BRAVANTE – Project Leader**  
**MEREDY C. LANDERO - Co-project Leader**  
**CELIA ROSE J. NOTA - Co-project Leader**  
Sultan Kudarat State University  
Isulan, Sultan Kudarat

**Sir and Mesdames:**

Your extension project proposal had been approved by the University Research & Extension Management Committee for 2020 funding in the amount of P 160,000.00 charge to SKSU Extension Fund Allocation. Notice is hereby given that the conduct of the project/study entitled "**WASTE MANAGEMENT AND RECYCLING OF PLASTIC BOTTLE WASTES IN KALAWAG 1, ISULAN, SULTAN KUDARAT (ISK)**" may commence not later than 7 days after the receipt of this notice.

You shall be responsible for ensuring the completion of the project in accordance with the approved work and financial plan.

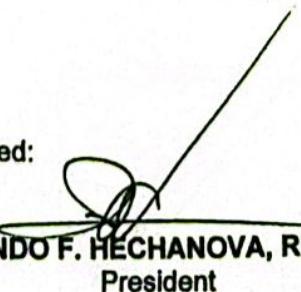
Please acknowledge receipt and acceptance of this NOTICE by signing both copies in the space provided below.

**Recommending Approval:**

  
**SIONY S. BRUNIO, PhD.**  
Director for Extension

  
**MARY LYNN G. MAGBANUA, PhD**  
Vice President for RD&E

**Approved:**

  
**ROLANDO F. HECHANONA, RPAE, PhD.**  
President



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### OFFICE OF THE PRESIDENT

January 14, 2020

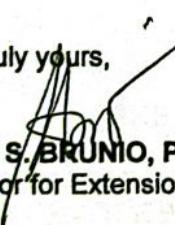
**LEMUEL P. BRAVANTE – Project Leader**  
**CELIA ROSE J. NOTA - Co-project Leader**  
**MEREDY C. LANDERO - Co-project Leader**  
Sultan Kudarat State University  
Isulan, Sultan Kudarat

**Sir and Mesdame:**

You are hereby appointed as Project Leader, Co-Project Leader of the "**WASTE MANAGEMENT AND RECYCLING OF PLASTIC BOTTLE WASTES IN KALAWAG 1, ISULAN, SULTAN KUDARAT (ISK)**"

As Project Leader, you are entitled to receive with a productivity incentive of Three Thousand Five Hundred Pesos Only (Php 3,500.00) per month, and the Co-Project Leader will receive Two Thousand Five Hundred Pesos (Php 2,500.00) effective January 15, 2020 to January 15, 2021. This appointment is good for the entire duration of aforestated Extension undertaking, unless sooner revoked by competent authorities. Please note that the last quarter honoraria or incentive can only be released upon submission of the terminal accomplishment report and publishable article (accepted and certified by the Editor-in-Chief) in SKSU R&D Journal or any refereed journal.

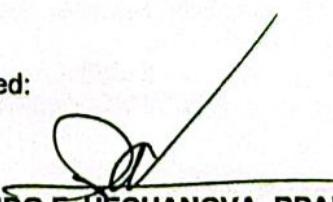
Very truly yours,

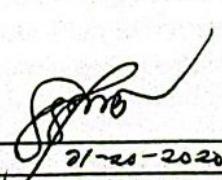
  
**SIONY S. BRUNIO, PhD.**  
Director for Extension

Recommending Approval:

  
**MARY LYNN C. MAGBANUA, PhD.**  
Vice President for RD&E

Approved:

  
**ROLANDO F. HECHANNOVA, RPAE, PhD.**  
President

Received by :   
Date : 21-01-2020

**KNOW ALL MEN BY THESE PRESENTS:**

This CONTRACT is made and entered into and between:

**LEMUEL P. BRAVANTE**, et.al of the Sultan Kudarat State University at ACCESS, EJC Montilla, City of Tacurong with principal office at the SKSU-Isulan Campus, Isulan, Sultan Kudarat, hereinafter to as proponent/s.

-and-

The Sultan Kudarat State University (SKSU), created by virtue of RA 9966 with principal office address at the EJC Montilla, City of Tacurong, represented herein by its University President **ROLANDO F. HECHANNOVA, RPAE, PhD.** and hereinafter referred to as SKSU.

**WITNESSETH**

**WHEREAS**, the SKSU has the financial resources to support the extension project of the proponent/s as contained in the extension project proposal;

**WHEREAS**, the Proponent/s possess/es the expertise and management capability to undertake the extension project as contained in the proposal;

Now, **THEREFORE**, in consideration of the above premises, the parties agreed as follows:

**Article I**

**THE TITLE OF THE EXTENSION PROJECT/STUDY**

The extension project is entitled "**WASTE MANAGEMENT AND RECYCLING OF PLASTIC BOTTLE WASTES IN KALAWAG 1, ISULAN, SULTAN KUDARAT (ISK)**".

**Article II**  
**EXTENSION WORK**

**Section 1. Bases for implementation – The Proponent/s shall conduct the extension project in accordance with the approved proposal which shall form an integral part of this agreement.**

**Section 2. Bases Log Frame – The schedule of the conduct of the project shall be set forth in a Work Plan which shall form an integral part of this contract. Delay or deviation in the implementation schedule based on the Log Frame shall not be allowed without the written consent of SKSU management.**

### Article III FUNDING AND REPORTS

**Section 1.** *Provision of Funds* - The SKSU shall provide the funds in the local amount of PhP 160,000.00 Philippine currency to the Grantee for a period of One (1) year subject for renewal.

**Section 2.** *Accounting and Auditing Procedures* – All fund releases shall be subjected to existing standards of accounting and auditing laws, rules and regulations of the government,

**Section 3.** *Form and documents for reports* – The proponent/s shall accomplish such forms and documents as may be required by SKSU for monitoring and record keeping purposes.

**Section 4, Terminal Report** – the proponent/s shall submit to SKSU through the Extension Office six (6) hard copies and one (1) e-copies of the Terminal Report and other necessary requirement 45 days after the termination of the project.

### Article IV PUBLICATION

**Section 1.** The SKSU requires that the proponent/s engage in the project should present the results in the SKSU-R&D & E In House Review and other symposia. Moreover, the University requires that the project output be published in the SKSU R&D Journal or any other recognized refereed Journal.

**Section 2.** Honoraria for the last quarter shall be given only after the proponent/s shall have submitted a copy of article to be published and accepted by the editor-in-chief of the Journal.

### Article V INTELLECTUAL PROPERTY RIGHTS

**Section 1.** *Intellectual Property Rights* – All data gathered in the course of and as a result of the implementation of the project such as but not limited to report, articles, extension papers, data banks, multi-media presentations including policy outputs, discoveries, inventions as well as income derived there from., shall be subjected to government policies relating to government funded project, all of which are deemed incorporated into this agreement. Proponent/s involved in the project shall further be subjected to such policies, rules and regulations governing copyrights and patentable works produced by the proponent/s.

**Section 2.** *Recognition of Principal Authors and Institutions* – All reports or articles including multi-media presentations using policy data and output shall recognize the principal proponent/s and author/s involved in the conduct of the project.

**Section 3.** *Joint Ownership* - The proponent/s shall have joint ownership of the project with SKSU.

**Article VI**  
**EXECUTIVE AS AN AGREEMENT**

**Section 1. Effectivity** – This contract shall take effect after the same is duly signed by both parties.

**IN WITNESS HEREOF**, the parties hereto have caused this Contract to be executed of the dates set forth below:

UNIVERSITY RESEARCH, DEVELOPMENT  
& EXTENSION COMMITTEE TEAM

**ROLANDO F. HECHANNOVA, RPAE, PhD.**  
President

\_\_\_\_\_  
Date

**MARY LYNN G. MAGBANUA, PhD.**  
Vice President for RD&E

\_\_\_\_\_  
Date

**SIONY S. BRUNIO, PhD.**  
Director for Extension

\_\_\_\_\_  
Date

**RUBY S. HECHANNOVA, PhD.**  
Chairperson, RD & E Committee

\_\_\_\_\_  
Date

**ELMER C. BUENAVIDES, PhD.**  
Campus Director

\_\_\_\_\_  
Date

PROPOSER (S):

**LEMUEL P. BRAVANTE**

\_\_\_\_\_  
January 14, 2020

Date

**CELIA ROSE J. NOTA**

\_\_\_\_\_  
Date

**MEREDY C. LANDERO**

\_\_\_\_\_  
Date