



Republic of the Philippines  
**SULTAN KUDARAT STATE UNIVERSITY**  
Isulan Campus, Isulan, Sultan Kudarat



### MEMORANDUM OF AGREEMENT

KNOW ALL MEN BY THESE PRESENTS:

This MEMORANDUM OF AGREEMENT made and entered into by and between.

The **KALAWAG CENTRAL ELEMENTARY SCHOOL** with principal address at **KALAWAG I, ISULAN, SULTAN KUDARAT** represented by **RAZUL B. MACASAYON**, its Principal, hereinafter referred to as the **FIRST PARTY**.

The **SULTAN KUDARAT STATE UNIVERSITY**, a government institution of higher learning established under RA 9966, with principal office address at **SULTAN KUDARAT STATE UNIVERSITY ISULAN CAMPUS**, Isulan, Sultan Kudarat, represented by its Campus Director, **ELMER C. BUENAVIDES, DIT** and hereinafter to as the **SECOND PARTY**.

#### WITNESSETH

Whereas, Sultan Kudarat State University, with a vision as a trailblazer in arts, science and technology in the region and mission that the University shall primarily provide advanced instruction and professional training in science and technology, agriculture, fisheries, education and other relevant fields of study. It shall also undertake research and extension services, and provide progressive leadership in its areas of specialization.

Whereas, Sultan Kudarat State University (SKSU) as an academic institution is mandated to implement various projects and activities in the school to form part of their extension program.

Whereas the FIRST PARTY hereby allows the conduct of extension program of SULTAN KUDARAT STATE UNIVERSITY, the SECOND PARTY; subject to the Policies, Procedures and Guidelines governing affiliation, exposure and extension services of faculty and students,

Whereas, the SKSU agree to formalize the engagement through a Memorandum of Agreement that shall bind both towards enhancing and implementing different extension and development programs specifically in KALAWAG CENTRAL ELEMENTARY SCHOOL.

NOW, THEREFORE, for and in consideration of the foregoing premises, mutual covenants and the terms and conditions herein set forth the parties hereby agree as follows:

1. This Memorandum of Agreement sets forth the general terms and conditions of the cooperation between Sultan Kudarat State University (SKSU),
2. Both parties agree to join efforts and maintain a close working relationships in order to ensure the successful conduct of various extension programs in the KALAWAG CENTRAL ELEMENTARY SCHOOL.
3. That SKSU will extend and implement the various extension programs/services for health, education, agriculture, information technology, industrial technology and others identified as needs of the community by the University Community Extension Services in full cooperation with the KALAWAG CENTRAL ELEMENTARY SCHOOL, Isulan, Sultan Kudarat.
4. That KALAWAG CENTRAL ELEMENTARY SCHOOL shall extend logistic support in the form of whatever available facilities, materials needed and support for the SKSU Extensionist for the extension services to be more accessible to the recipients/beneficiaries.

**KALAWAG CENTRAL ELEMENTARY SCHOOL** shall ensure the participation of the constituents and recipients in the conduct of extension services.

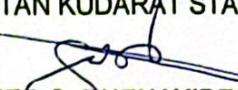
6. That this Memorandum of Agreement will take effect immediately after the signing of parties and shall expire from the time it is revoked or cancelled by mutual agreement of parties involved.

In witness hereof, the parties have set their hands this \_\_\_\_\_ day of \_\_\_\_\_ at Isulan National High School, Isulan, Sultan Kudarat.

**KALAWAG CENTRAL ELEMENTARY SCHOOL**

  
**RAZUL B. MACASAYON**  
School Principal  
FIRST PARTY

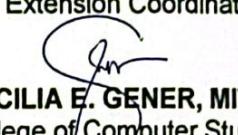
**SULTAN KUDARAT STATE UNIVERSITY**

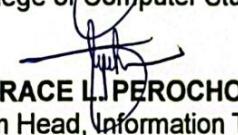
  
**ELMER C. BUENAVIDES, DIT**  
SKSU Isulan Campus Director  
SECOND PARTY

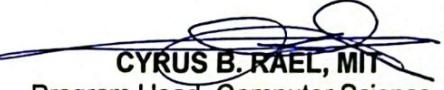
SIGNED IN THE PRESENCE OF

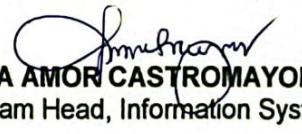
  
**RHENAN VINCE P. BETQUE**  
Assistant Principal

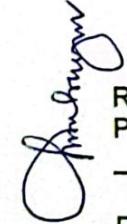
  
**CELIA ROSE J. NOTA**  
Campus Extension Coordinator

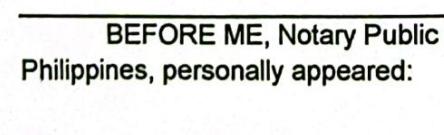
  
**CECILIA E. GENER, MIT.**  
Dean, College of Computer Studies

  
**MARY GRACE L. PEROCHO, MIT**  
Program Head, Information Technology

  
**CYRUS B. RAEL, MIT**  
Program Head, Computer Science

  
**ROMA AMOR CASTROMAYOR, MIS**  
Program Head, Information Systems

  
**REPUBLIC OF THE PHILIPPINES**  
**PROVINCE OF SULTAN KUDARAT**

  
BEFORE ME, Notary Public this \_\_\_\_\_ at \_\_\_\_\_, Sultan Kudarat,  
Philippines, personally appeared:

  
**ELMER C. BUENAVIDES, DIT**  
**RAZUL B. MACASAYON**

  
TIN NO.: \_\_\_\_\_  
TIN NO.: \_\_\_\_\_

Known to me to be the same persons who executed the foregoing instrument and knowledge to me that the same is their free act and deed.

This instrument consisting of two (2) pages including the page on which this acknowledgement is written and has been signed on each and every page thereof by the Parties and their scaled with Notarial seal.

WITNESSETH MY HAND AND SEAL

Doc No. \_\_\_\_\_  
Page No. \_\_\_\_\_  
Book No. \_\_\_\_\_  
Series of \_\_\_\_\_



September 28, 2020

**ELMER C. BUENAVIDES, DIT**  
Campus Director  
Sultan Kudarat State University  
Isulan, Sultan Kudarat

Sir:

Good day.

As a Principal of Kalawag Central Elementary School, S.Y. 2019-2020, I would like to extend our sincerest gratitude and appreciation to SKSU-Isulan Campus personnel, who have developed the Attendance Monitoring System using Biometric . This project is a great help for us in monitoring the attendance of KCES Teachers accurately. Further, this expedite the process of logging in/out of our personnel as well as the printing and submission of DTRs on time. This system indeed instill accountability and efficiency in our personnel. Although we have encountered some difficulty when we first started using this system as we are not all familiar with it, we have managed to learn the use of this system after some time.

Hoping that you will continue imparting to us your expertise and knowledge in our school and a continued partnership with you.

Thank you and God bless.

Respectfully yours,

**RAZUL B. MACASAYON**

School Principal



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Campus Director  
Sultan Kudarat State University  
Isulan, Sultan Kudarat

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