

## 1. CRAFTING OF MEMORANDUM OF AGREEMENT/ MEMORANDUM OF UNDERSTANDING

### ***SERVICE DESCRIPTION***

In view of R.A. 8525 known as the Adopt-A-School Program. A Memorandum of Agreement establishes a formal collaborative agreement between 2 or more parties. It describes the detailed obligations and commitments of the parties and minimizes the risk of unsustain programs, projects and activities

<b>Office or Division:</b>		Social mobilization and networking		
<b>Classification:</b>		Simple		
<b>Type of Transaction:</b>		Government to Business (G2B) Government to Citizen (G2C) Government to Government (G2G)		
<b>Who may avail:</b>		External and Internal stakeholders (school heads/ASP coordinators/parents/learners/LGU officials)		
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
<b>List of school needs</b>		<b>External clients and school heads</b>		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1.Facilitating partnership initiatives	1.1 plan the programs, projects or activity to be initiated	None	1 hr	SMN SEPS EPS II Donor (if any)
	1.2 provides full information of the programs, projects or activity to initiate	None	30 minutes	SMN SEPS EPS II
	1.3 set meeting to discuss programs, projects and activities to be implemented	None	30 minutes	SMN SEPS EPS II donor

	1.4 set another meeting for the drafting of detail in the agreement	None	1 hr	SMN SEPS EPS II donor
2. Providing assistance and recommendations on the crafting of the contents of MOAs/MOUs in the implementing programs	2.1 gathering of data	None	5 minutes	School Head School ASP coordinator SMN - EPS II
	2.2 point the specific gain and risk (if any) of the said agreements made by the school and donor	None	45 min	School Head School ASP coordinator SMN - EPS II
	2.3 draft final agreement together with the School ASP Coordinator	None	30 min	School ASP coordinator SMN - EPS II
3. Monitoring of turn-over of support to beneficiary schools/ signing of deed of donation and acceptance and providing assistance in the application of tax incentives, if applicable	3.1 communicate with the donor and school on the agreed date of distribution/turn over of donations	None	5 min	School Head School ASP coordinator Division SMN focal person Donor
	3.2 plan the activity together with the school officials	None	30 min	School Head School ASP coordinator SMN - EPS II
	3.3 implementation of the activity	None	4 hrs	School Head School ASP coordinator

				Division SMN focal person  Donor
TOTAL:		None	17 hrs and 9 mins	