

SOUTHERN LUZON STATE UNIVERSITY
VP-Administrative and Financial Affairs

RECEIVED

DATE/TIME OCT 20 2021 BY H

Republic of the Philippines

SOUTHERN LUZON STATE UNIVERSITY
PROJECT PROCUREMENT PLAN (PPMP)

Lucban, Quezon

For the Year 2021

RECEIVED

Date: OCT 20 2021

Time: 9:10

By: HS

DEPARTMENT / UNIT : College of Business, Administration, Hospitality and Accounta

SOURCE OF FUND : () GAA () STF () IGP () FIDUCIARY

NAME OF PROJECT : Community-Based Enterprise Development in the AMIA Villages in San Francisco, Quezo

Charged to DA - Region IVA

Item No	Description	Quantity / Size	Unit Price	Estimated Budget	Mode of Procurement	Schedule/Milestone of Activities												Remarks
						Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	
I. PERSONAL SERVICES																		
	HONORARIA																	
	1 Project Leader (Php 10,200/month)			47,602.00														
	1 Project Staff, Level 2 (Php 6,000/month)			28,001.00														
	3 Project Staff, Level 1 (Php 4,800/month)			67,206.00														
	1 Project Assistant (1,500/ qtr)			3,000.00														
				TOTAL	145,809.00													
II. MAINTENANCE AND OTHER OPERATING EXPENSES																		
	DIRECT COST																	
	Traveling & Accommodation Expenses			41,000.00														
	Communication Expenses																	
	Load Mobile and Internet			7,000.00														
				TOTAL	48,000.00													
	SUPPLIES AND MATERIAL EXPENSES																	
	OFFICE SUPPLIES																	
1	Bond paper	18	300	5,400.00														
2	Ball pen	35	15	525														
3	Pencil	35	15	525														
4	White board marker	10	80	800														
5	Envelope, acetate	30	70	2,100.00														

Requested by :

DR. LEOMAR C. MIANO

Project Leader

Noted by :

DR. CHONAV. CAYABAT

Dean , CABHA

Certify as to Allotment

MARIA CRISTINE D. ABSULIO

Budget Officer

Certify as to Availability of Fund Recommending Approval

DR. ERWIN VILAVERDE

University Accountant

Approved by :

DR. FREDERICK T. VILLA

VP-Admin and Financial Affairs University President

page 1 of 7

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OFFICE SUPPLIES																		
6	ID Holder	35		30	1,050.00													
7	Certificates	40		100	4,000.00													
8	Arch file	4		350	1,400.00													
9	Printer	1		8,000.00	8,000.00													
10	Ink	2		1,700.00	3,400.00													
11	Microphone	1		7,000.00	7,000.00													
12	Speaker	1		9,000.00	9,000.00													
13	Recorder	1		3,500.00	3,500.00													
				TOTAL	46,700.00													
FOOD SUPPLIES																		
1	Ube, raw	60	kg	150	9,000.00													
2	Ube powder	20	kg	500	10,000.00													
3	All purpose flour	15	kg	100	1,500.00													
4	Glutinous flour	2.5	kg	110	275													
5	Potato starch	1	kg	200	200													
6	Salt	2	pack	50	100													
7	Full cream powdered milk	8	kg	400	3,200.00													
8	Sugar	17	kg	65	1,105.00													
9	Butter	40	bars	60	2400													
10	Cheese	16	box	65	1,040.00													

page 2 of 7

Requested by :

DR. LEONAR C. MIANO
Project Leader

Noted by :

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DR. DORACIE ZOLETA-NANTES
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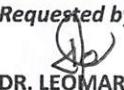
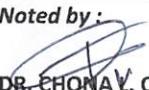
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II. MAINTENANCE AND OTHER OPERATING EXPENSES																		
11	Cream cheese	3	250g	350	1,050.00													
12	Coconut milk	16	can	70	1,120.00													
13	White chocolate	4	packs/500g	150	600													
14	Ube flavoring	3	60 ml/bottle	65	195													
15	Purple food coloring	1	bottle	60	60													
16	Macapuno	4	900g/bottle	600	2,400.00													
17	Cooking oil	6	Liters	90	540													
18	Egg	1	tray	210	210													
19	Fresh milk	6	liters	100	600													
20	Evaporated milk	16	cans	50	800													
21	Condensed milk	32	cans	65	2,080.00													
22	Miscellaneous				3737.5													
				TOTAL	42,212.50													
TOOLS / EQUIPMENT																		
1	Oven, electric (45L)	3	barangay	6,500.00	19,500.00													
2	Sealer	6	pcs	1,000.00	6,000.00													
3	Dehydrator	3	pcs	10,000.00	30,000.00													
4	Polvoron molder	30	pcs	100	3,000.00													
5	Miscellaneous				3737.5													
				TOTAL	62,237.50													

page 3 of 7

Requested by :	Noted by :	Certify as to Allotment	Certify as to Availability of Fund Recommending Approval	Approved by :
 DR. LEOMAR C. MIANO Project Leader	 DR. CHONA V. CAYABAT Dean , CABHA	 MARIA CRISTINE D. ABSULIO Budget Officer	 DR. ERWIN VILLAVERDE University Accountant	 DR. FREDERICK T. VILLA VP-Admin and Financial Affairs University President
		 DR. DORACIE ZOLETA-NANTES University President		

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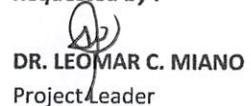
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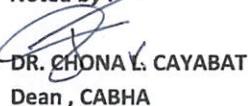
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						Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec							
II. MAINTENANCE AND OTHER OPERATING EXPENSES																								
NON FOOD SUPPLIES																								
1	Metallic foil bags	1	pack/ 100pc	600	600																			
2	Label (semi-gloss paper)	3	packs	120	360																			
3	Aluminum Foil	7	rolls	50	350																			
4	PE bag	7	pack	50	350																			
5	Cellophane wrapper	10	pcs	40	400																			
6	Katsa	5	pcs	15	75																			
7	Wax paper	5	rolls	120	600																			
8	Clingwrap	1	big roll	700	700																			
9	Parchment paper for drying, 10 m	1	roll	500	500																			
10	Kitchen towel	5	pcs	100	500																			
11	Disinfectant/sanitizer	1	gal	350	350																			
12	Detergent Powder	1	kg	300	300																			
13	Dishwashing liquid	1	gal	300	300																			
14	Scrub pad / Sponge	20	pcs	15	300																			
15	Butane gas	60	can	85	5,100.00																			
16	Plastic container																							
	round	10	(10cps/pack)	90	900																			
	rectangular	10	(10cps/pack)	120	1,200.00																			

page 4 of 7

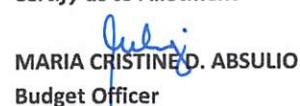
Requested by :


DR. LEOMAR C. MIANO
Project Leader

Noted by :


DR. CHONA L. CAYABAT
Dean , CABHA

Certify as to Allotment


MARIA CRISTINE D. ABSULIO
Budget Officer

Certify as to Availability of Fund Recommending Approval


DR. ERWIN VILLAVERDE
University Accountant

Approved by :


DR. FREDERICK T. VILLA
VP-Admin and Financial Affairs University President


DR. DORACIE ZOLETA-NANTES
University President

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						Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	
II. MAINTENANCE AND OTHER OPERATING EXPENSES																		
17	Labeling			13,000.00														
18	Miscellaneous			3,000.00														
			TOTAL	28,885.00														
PPE																		
1	Apron/laboratory gown	35		80	2,800.00													
2	White shirt	50		250	12,500.00													
3	Face masks, disposable	5 boxes		120	600													
4	Gloves (nitrile, food grade)	4 boxes		500	2,000.00													
5	Plastic shoes	35		300	10,500.00													
6	Caps/hairnet	35		50	1,750.00													
7	Towels, white	35		30	1,050.00													
8	Towels, blue	35		30	1,050.00													
9	Towels, green	15		30	450													
10	Misc				1,065.00													-
			TOTAL	33,765.00														
REPRESENTATION EXPENSES																		
FMeals-Meeting	15	meetings	1,000.00	15,000.00														
Meals-Training	11	days training	9,000.00	99,000.00														
		45*200=9K																

Requested by :

DR. LEONAR C. MIANO

Project Leader

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University Accountant

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DR. FREDERICK T. VILLA

VP Admin and Financial Affairs

Approved by :

DR. DORACHE ZOLETA-NANTES

University President

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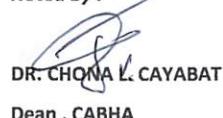
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						Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	
	Meals Culminating	50	pax	400	20,000.00													
	Token for Speakers	11	PAX	500	5,500.00													
	Awards for Participants	10	awards	825	8,250.00													
				TOTAL	147,750.00													
	PRINTING EXPENSES																	
	Tarpaulin Printing	2		750	1,500.00													
	T-shirt	35	shirts	250	8,750.00													
		35	shirts	135	4,725.00													
	ID	35	pcs	15	525													
				TOTAL	15,500.00													
	PROFESSIONAL SERVICES-Lab Analysis																	
	Labelling design																	
	Ube Powder with nutrition facts	1			7,000.00													
	Ube Polvoron	1			3,000.00													
	Ube Pastillas	1			3,000.00													
	Dehydration of ube																	
	20hrs x 3 trials x Php 25.00				1,500.00													
	Laboratory Services for Ube Powder																	
	<i>Physico-chemical</i>																	
	pH (Php 390 x 3 trials)				1,170.00													
	Water activity (Php 450 x 3 trials)				1,350.00													
	Moisture Content (Php 350 x 3 trials)				1,050.00													

page 6 of 7

Requested by :


DR. LEOMAR C. MIANO
Project Leader

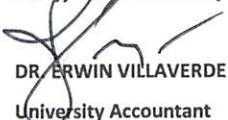
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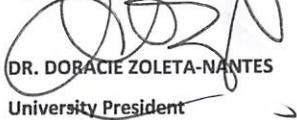
Certify as to Availability of Fund


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University Accountant

Recommending Approval


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VP-Admin and Financial Affairs

Approved by :


DR. DORACIE ZOLETA-NANTES
University President

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						Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	
	PROFESSIONAL SERVICES-Lab Analysis																	
	Microbiological Test																	
	Aerobic Plate Count (Php 660 x 3 trials)			1,980.00														
	E.coli (Php 1,200 x 3 trials)			3,600.00														
	Mold & Yeast (Php 660 x 3 trials)			1,980.00														
	Salmonella (Php 2,300 x 3 trials)			6,900.00														
	Sensory Evaluation																	
	Food sample			2,000.00														
	Utensils			500														
	Nutrient Composition for Nutrition Facts			35,000.00														
			TOTAL	70,030.00														
	PROFESSIONAL SERVICES																	
	<i>Resource Speaker</i>																	
	Resource Speaker (5 modules x Php 4,000)			20,000.00														
	Resource Speaker (6 laboratory x Php 4,000)			24,000.00														
	<i>Other services</i>																	
	Encoder			15,970.00														
	Consultant			18,000.00														
	Language Expert			18,000.00														
			TOTAL	95,970.00														

Requested by:
DR. LEONAR C. MIANO
 Project Leader

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Requested by :

DR. LEO MAR C. MIANO
Project Leader

Noted by :

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Dean TABHA

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Budget Officer

Certify as to Availability of Fund

~~DR. ERWIN VILLAVERDE~~
~~University Accountant~~

Recommending Approval

DR. FREDERICK T. VILLA
VP-Admin and Financial Affairs

Approved by:

DR. DORACIE ZOLETA-NANTES
University President

MEMORANDUM OF AGREEMENT

KNOW ALL MEN BY THESE PRESENTS:

This Agreement made and entered into by and among:

The SOUTHERN LUZON STATE UNIVERSITY, a state university, organized and existing under the laws of the Republic of the Philippines, with principal office address at Quezon Avenue, Barangay Kulapi, Lucban, Quezon, represented by its President, DORACIE B. ZOLETA-NANTES, PhD, and herein referred to as "SLSU";

- and -

The DEPARTMENT OF AGRICULTURE REGIONAL FIELD OFFICE IV-A, a regional field office/staff bureau/attached agency of the DEPARTMENT OF AGRICULTURE (DA), duly organized and created under the laws of the Republic of the Philippines, with principal office address at RMIC Building, BPI Compound, Visayas Avenue, Diliman, Quezon City, represented herein by Regional Executive Director VILMA M. DIMACULANGAN, hereinafter referred to as "DA RFO IV-A".

WITNESSETH:

WHEREAS, the Department of Agriculture is the principal government agency mandated to develop the agriculture and fisheries sectors in the country through the provision of adequate and appropriate support services;

WHEREAS, under R.A. 8435, it was declared as the policy of the State to empower Filipino farmers and fisher folks, particularly women, involved in agriculture and fisheries through provision of timely, accurate and responsive business information and efficient trading services which will link them to profitable markets for their products and likewise give them innovative support toward the generation of maximum income through assistance in marketing;

WHEREAS, DA RFO IV-A implements and has financial resources to support the conduct of the "Enterprise Development" as contained in the attached Detailed Project Proposal as Attachment A of this Memorandum of Agreement, hereinafter referred to as the Agreement for brevity;

WHEREAS, SLSU possesses the technical expertise and manpower to undertake the research and development project as contained in the attached Detailed Project Proposal.

WHEREAS, Director Vilma M. Dimaculangan and President Doracie B. Zoleta-Nantes are duly empowered to enter into, sign and execute this Memorandum of Agreement in behalf of their respective organizations.

NOW, THEREFORE, for and in consideration of the above premises, the parties mutually agree on the following:

Article 1
TITLE OF THE PROJECT

This project is entitled "**ENTERPRISE DEVELOPMENT IN THE AMIA VILLAGES IN SAN FRANCISCO, QUEZON**", hereinafter referred to as the "**PROJECT**".

Article 2
PROJECT

Section 1. Bases for Implementation – SLSU shall strictly implement the project in accordance with the approved project proposal as contained in the attached **Detailed Project Proposal**, which shall form an integral part of this Agreement.

Section 2. Modifications. – No modification of the project proposal or any deviation in the implementation thereof shall be allowed without the written consent of **DA-RFO IV-A**.

Section 3. Assignment of rights. – No part of the project including any rights thereto maybe transferred, assigned or subcontracted to third parties, without the written consent of **DA RFO IV-A**.

Section 4. Workplan. – The schedule for the implementation of the project shall be set forth in the **Workplan** which shall form an integral part of this Agreement. The project shall commence immediately or within 3 months after the receipt of funds and Notice to Proceed. In case there is a delay or deviation in the implementation, it shall be requested from **DA RFO IV-A by the SLSU**. Delay or deviation in the implementation schedule of the project based on the **Workplan** shall not be allowed without the written consent of **DA RFO IV-A**.

Article 3
FUNDING, FINANCIAL RECORDS & REPORTS

Section 1. Provision of funds. – The DA RFO IV-A shall provide the project funds on the total amount of **Seven Hundred and Fifty Thousand Pesos (PhP 750,000.00)**, Philippine currency, for the project for a period of 6 months in accordance to the provision of the following sections.

Section 2. Accounting & auditing standards. – All fund releases of the project shall be subject to existing standards of accounting and auditing laws, rules and regulation of the government. It shall also conform to the provisions of the Commission on Audit Circular No. 94-013 as amended (Rules Agencies), and Commission on Audit Circular No. 2012-001, s. 12 on the grant, utilization and liquidation of funds released.

Section 3. Schedule of fund releases. – The budget for the project shall be released in accordance with the **SCHEDULE OF RELEASES & OUTPUTS** as Attachment B, which shall likewise form an integral part of this Agreement.

Section 4. Fund Disbursement and Utilization. – In the course of implementation of the project, the **SLSU** shall be responsible and accountable for the direct disbursement of the funds in accordance to the project's approved Line Item Budget (LIB). Request for necessary reprogramming or realignment of funds shall be allowed after three (3) months of implementation. Any unutilized amount after the completion of the project implementation shall be returned to **DA RFO IV-A** supported with appropriate financial documents and justification/s.



Department of Agriculture Regional Field Office IV-A
Adaptation and Mitigation Initiatives in Agriculture (AMIA) Program
LARES Compound, Brgy. Marawoy,
Lipa City, Batangas

WORK PLAN SCHEDULE

Starting Date: (2021-06-01)		Completion Date: (2021-12-31)			Duration: (7 months)					
Objectives	Activities	Expected Results/ Outputs	Responsible Person (s)	Resources Required	Schedule of Activities				Budget Required	
					Year 1					
					Q1	Q2	Q3	Q4		
Assess the needs of AMIA villagers on product development and sustainable enterprise;	Survey, FGD, Key Informant Interview	Identified needs of AMIA villagers on product development and sustainable enterprise	Project Team	Vehicle Accomodation Questionnaire					93,703	
Develop products based on the potent priority commodities;	Develop food products utilizing (product identified) Laboratory Test	Developed at least 3 products	Project Team; Invited Resource Speakers/ Trainers/ Experts	Vehicle Kitchen tools, processing equipment, food supplies, non-food supplies, Venue					352,253	
Strengthen the capabilities and network linkages of AMIA villagers for sustainable enterprise.	Implement capability training programs and assist in identifying network linkages	MOU with partnered agencies	Project Team; Invited Resource Speakers/ Trainers	Vehicle MOU AMIA Villagers Products					290,903	

LOGICAL FRAMEWORK

<p>Research Project Title: Enterprise Development in the AMIA Villages in San Francisco, Quezon</p>		<p>Proponent/s: Leomar C. Miano, PhD; Gino Cabrera, MPsy; Claire Ann M. Yao, PhD; Chona V. Cayabat, DBA, & Aurita Laguador, MSc</p>	
Summary Narrative	Objectively Verifiable Indicators (OVIs)	Means of Verification	Important Assumptions
GOALS: 1. Identified needs of AMIA villagers for product development and sustainable enterprise;	100% of the AMAIA Villagers in Brgy. Casay and Brgy. Sto. Nino in San Francisco, Quezon participated in the needs assessment	Identified gaps for product development and sustainable enterprise	Fill the gaps to attain sustainable enterprise
2. Developed products based on the potent priority commodities	Enhanced/ developed 3 priority food products	At least 3 food products Acceptability report	Products ready for commercialization
3. Implement capability training programs and identified network linkages	Implemented more or less 12 programs for capability building and identified at least 3 network linkages	Documentation, Narrative Report, and MOU	Competent entrepreneurs and Established linkages
OUTCOME/S: Sustainable enterprise for AMIA Villages in San	Cost-benefit analysis data	Forecasted sales and income	Increased demand for AMAIA Villagers products

Francisco, Quezon			
OUTPUTS: 1. Need Assessment Results 2. Consumers acceptability report 3. Narrative Report, and MOU	1 Needs assessment result 1 Consumers acceptability report 1 Narrative report and 3 MOU	Completed Research Output Report MOU	Published research/es Established linkages
Activities 1. Meetings of research proponents 2. Conduct interview 3. Implement programs for capability building and identify network linkages.	Inputs Completed Research	Preconditions Release of funds	

the travel costs, per diems, materials and equipment, and other related expenses, shall be for the account of DA RFO IV-A.

Article 5 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 reports, articles, research papers, data banks, tri-media presentations including project outputs, discoveries, and inventions as well as the income derived there from, shall be subjected to the DA IPR Policy and such other government policies relating to government-funded research project such as but not limited to R.A. 10055, all of which are deemed incorporated into this Agreement. Government personnel involved in the project shall further be subject to such policies, rules and regulations governing copyrightable and patentable works produced by government personnel.

Section 2. Recognition of principal author/institutions. – All major reports or articles including tri-media presentations using project data and output shall recognize the principal researchers and authors involved in the project as well as acknowledge DA RFO IV-A as the source of research funding support.

Article 6 COMPLIANCE WITH LOCAL AND INTERNATIONAL LAWS AND AGREEMENTS

Section 1. Responsibility. – The SLSU shall be responsible in making sure that the subject matter of the research including the use of test subjects, substances, and materials are in accordance with local and international ordinances, laws, rules and agreements.

Section 2. Third-Party Liability. – In case where third parties, private and public, local and international, shall have cause of action to sue as a result of the implementation of the research funded through this Agreement, SLSU shall assume full responsibility damages and shall hold the DA RFO IV-A free from liability.

Article 7 BREACH OF CONTRACT

Section 1. Amicable Settlement. – In case of breach of contract or when disagreement arises in the interpretation or implementation of the terms and conditions of this Agreement, both parties shall endeavor to settle the matter amicably in the following manner:

- 1.1 A notice in writing shall be sent by the concerned party to the other party stating therein the basis for the breach or disagreement.
- 1.2 The parties shall thereafter set a meeting/s for the purpose of settling the matter amicably.
- 1.3 All agreements shall be reduced in writing and signed by the parties or their duly appointed representatives.

Section 2. Administrative Remedy. – If no amicable settlement is reached within sixty (60) days from receipt by the other party of the written notice, the concerned party shall file a complaint before the Office of the Solicitor General or the Secretary of Justice, depending on the nature of the controversy, following the rules of procedure of

Section 5. Forms and documents for reports. – The **SLSU** shall accomplish such forms and prepare such documents required by the **DA RFO IV-A** in accordance with the attached **SCHEDULE OF RELEASES AND OUTPUTS** as Attachment B for monitoring and record-keeping purposes, or in compliance with government auditing rules and regulations.

Section 6. Financial records. – The **SLSU** shall account for funds provided under this Agreement and shall keep and maintain financial records in accordance with accepted standards, principles and practices in accounting.

Section 7. Right to inspect financial records. – The **DA RFO IV-A** shall have the right to inspect and audit all financial records kept by the **SLSU** related to the project at any time during and after the implementation of the project. The **SLSU** shall make all records available upon demand thereof by **DA RFO IV-A**.

Section 8. Withholding of fund releases. – The **DA RFO IV-A** reserves the right to withhold fund releases to **SLSU** for the following reasons:

1. Substantial negative variance between actual accomplishments vis-à-vis the planned work for a given period as contained in Attachments A and B as determined by **DA RFO IV-A**;
2. Unauthorized delay or deviations in the implementation of the project, unless delay is caused by any factor beyond the control of **SLSU**;
3. Non-compliance with the reportorial and liquidation requirements;
4. Refusal to allow **DA RFO IV-A** representatives to inspect and audit the progress of the project.
5. Failure to produce financial records upon demand by the **DA RFO IV-A**.

Article 4

PROJECT MANAGEMENT, IMPLEMENTATION, MONITORING & EVALUATION

Section 1. Project Management. – The **SLSU** shall be responsible for the orderly, systematic and timely implementation of the project based on Attachment A and shall provide an adequate and efficient administrative support and management system necessary for its successful implementation.

Section 2. Hiring of personnel. – The **SLSU** shall be responsible for the hiring of the personnel. Their services shall be coterminous with the duration of the project unless sooner terminated based on valid and legal grounds.

Section 3. Labor laws and torts. – No employer-employee relationship shall exist between **DA-RFO IV-A** and the personnel hired by **SLSU** for the project.

Section 4. Planning, Monitoring and Evaluation. - **SLSU** shall provide the **DA RFO IV-A** the necessary information and assistance for monitoring and evaluation purposes. Any unforeseen changes in conditions affecting the implementation of the project shall be recorded and reported immediately to **DA RFO IV-A**. The **DA RFO IV-A** shall likewise provide the necessary technical support and assistance, monitor and keep track of the progress of the project implementation and the utilization of the funds in accordance with the approved project proposal, and for this purpose, shall send representative/s for field visits and inspections.

Section 5. Monitoring and Evaluation Team. - Before the start of the implementation of the project, the **DA RFO IV-A** shall tap the **AMIA Team** as the Monitoring and Evaluation Team, to monitor the project. The funds necessary for this purposes such as

the said offices for dispute settlement where contending parties are government agencies, bureaus, or government owned and controlled corporation. Alternative legal remedies may likewise be availed of.

Article 8 FINAL PROVISION

Section 1. *Effectivity and termination.* — This Agreement shall take effect after the same is duly signed and notarized and the **SLSU** receives the official **NOTICE TO PROCEED** and the **FUND** for the implementation of the project. The agreement is co-terminus with the approved duration of the project unless otherwise the project was recommended for termination before the project's actual completion, or project extension is granted.

IN WITNESS WHEREOF, the parties hereto have set their hands and affixed their signatures this _____ at _____.

SOUTHERN LUZON STATE UNIVERSITY
"SLSU"

By:



DORACIE B. ZOLETA-NANTES, PhD
University President

DEPARTMENT OF AGRICULTURE
REGIONAL FIELD OFFICE IV-A
"DA RFO IV-A"

By:

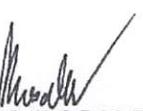


VILMA M. DIMACULANGAN
Regional Executive Director, DA RFO IV-A

SIGNED IN THE PRESENCE OF:



LEOMAR C. MIANO, PhD
Project Leader



VELITA M. ROSALES
Regional Technical Director for Research & Regulations



ERWIN D. VILLAVERDE, DBA, CPA
Accountant, SLSU

Certified funds Available:

ACKNOWLEDGMENT

REPUBLIC OF THE PHILIPPINES)

LIPA CITY) S. S.

)

Before me, Notary Public for and in LIPA CITY, Philippines, this JUN 24 2021 day of _____ 2021, personally appeared:

DORACIE B. ZOLETA-NANTES, with government issued ID No. SLSU-DZN1960 issued by Southern Luzon State University on October 1, 2019 and Community Tax Certificate No. 05-229-393 issued on January 16, 2020 at Lucban, Quezon.

VILMA M. DIMACULANGAN, with government issued ID/Passport No. D01 - 96 - 104802 issued by Lipa City, Batangas on October 5, 2018.

All known to me and known to be the same persons, who signed and executed the foregoing instrument and acknowledged to me that the same is their free act and voluntary deed.

This instrument consists of six (6) pages, including the page in which this acknowledgement is written, and has been signed on the left margin of each and every page thereof by the parties and their witnesses and sealed with notarial seal.

IN WITNESS WHEREOF, I have hereunto set my hand on the day, year and place above written.

[Signature]
ATTY. NAZARIO CESAR E. MATIRA
Notary Public for _____
Notarial Commission No. 2020-0005 _____
Office Address _____
Appointment No. _____
Until December 31, 2022 _____
Roll No. 18044 - 01/04/21 Lipa City _____
Roll of Attorneys No. 155074 C/o 2021-Balangas _____
PRN No. 26502 / TIN No. 138-612-469-000 _____
MCLE EXEMPTION NO. VI-001310/04-14-2022 _____
IBP No. _____
Serial No. Of Commission _____

Doc. No. 702;
Page No. 62;
Book No. SY;
Series of 2021.



Department of Agriculture Regional Field Office IV-A
Adaptation and Mitigation Initiatives in Agriculture (AMIA) Program
LARES Compound, Brgy. Marawoy,
Lipa City, Batangas

BUDGET SUMMARY

Source of Fund: DA-RFO IV-A AMIA Program	Implementing Agency: Southern Luzon State University					Year 2	Year 3	Total
	Item	Q1	Q2	Q3	Q4	Total		
I. Personal Services (PS)								
A. Honoraria	N/A	N/A	72,909	72,900	145,809	N/A	N/A	
II. Maintenance and Other Operating Expenses (MOOE)								
A. Travelling Expenses	N/A	N/A	19,500	16,500	36,000	N/A	N/A	
B. Communication Expenses	N/A	N/A	4,000	3,000	7,000	N/A	N/A	
C. Accommodation Expenses	N/A	N/A	5,000	N/A	5,000	N/A	N/A	
D. Supplies and Materials	N/A	N/A	213,800	N/A	213,800	N/A	N/A	
E. Representation Expenses	N/A	N/A	99,750	48,000	147,750	N/A	N/A	
F. Printing Expenses	N/A	N/A	14,750	750	15,500	N/A	N/A	
Sub-Total for MOOE	N/A	N/A	134,000	32,000	166,000	N/A	N/A	
III. Machinery and Equipment Outlay (EO)								
Sub-Total for EO	N/A	N/A	0	0	0	N/A	N/A	
IV. Administrative Cost (<10% PS+MOOE)								
TOTAL		N/A	N/A	11,274+ 72,909+ 490,800	1867+ 72,900 + 100,250	13,141+ 145,809+ 591,050	N/A	N/A
Prepared by:	Noted by:	Noted by:	Noted by:	Approved by:				
 LEOMAR C. MIANO, PhD Project Leader	 ERWIN D. VILLAVERDE, DBA Accountant	 DORACIE B. ZOLETA-NANTES, PhD Head of Agency	 VILMA M. DIMACULANGAN OIC-Regional Executive Director	 VILMA M. DIMACULANGAN OIC-Regional Executive Director				

Department of Agriculture Region IV-A

Project Title : Community -Based Enterprise Development in the AMIA Villi.
 Implementing Agency : Southern Luzon State University
 Total Duration : 7 months
 Current Duration : June- December 2021
 Cooperating Agency : Department of Agriculture
 : Regional Field Office IV-A
 Project Leader : Leomar C. Miano, PhD

I. Personal Services

Direct Cost

Salaries

Honoraria

Project Leader

			Quarter 3		Quarter 4
One (1) Project Leader @ P10,200/mo		47,602.00	7,934.00	7,934.00	23,800.00
One (1) Project Staff (Level 2) @ P6000/mo		28,001.00	4,667.00	4,667.00	4,667.00
One (1) Project Staff (Level 1) @ P4800/mo		22,402.00	3,734.00	3,734.00	3,734.00
One (1) Project Staff (Level 1) @ P4800/mo		22,402.00	3,734.00	3,734.00	3,734.00
One (1) Project Staff (Level 1) @ P4800/mo		22,402.00	3,734.00	3,734.00	3,734.00
One (1) Project Assistant 1 (1500/qrt)		3,000.00	1,500.00		1,500.00

Sub-total for PS

P P 145,809.00

25,303.00 23,803.00 23,803.00 72,900.00 145,809.00

II. Maintenance and Other Operating Expenses

Direct Cost

Traveling Expenses

		<u>QRT 3</u>	<u>QRT 3</u>	<u>QRT 3</u>	<u>QRT 4</u>
Local 24@1500	36,000.00	1,500.00	9,000.00	9,000.00	16,500.00

Communication Expenses

a. Prepaid Cards P500/mo x 5 months	3,500.00	500.00	1,500.00	1,500.00
b. Internet Load (3 barangay Participants & Proponents) 50l	3,500.00	500.00	1,500.00	1,500.00

Accommodation Expenses

Supplies and Materials Expenses	5,000.00	5,000.00		5,000.00
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a. Office Supplies

bondpaper 18 @400	7,600.00	400.00	2,400.00	4,800.00
ballpen / white board marker / Pencil	1,500.00	1,500.00		

envelope/ acetate	1,800.00		600.00	1,200.00		
Certificates and Cert Jacket 50 participants + 18 speakers *	6,800.00		600.00	6,200.00		
Arch File	1,500.00	1,500.00				
Printer	8,000.00	8,000.00				
Ink	3,500.00	3,500.00				
Microphone	7,000.00	7,000.00				
Speaker	9,000.00	9,000.00				
b. Kitchen Supplies						
Kitchen tools	40,000.00		40,000.00			
Ingredients (Yam 3 products @ 3 groups @ 2500)	22,100.00		22,100.00			
Ingredients (Swine 3 products @ 4 groups @ 5000)	60,000.00		60,000.00			
PPE (50*300)	15,000.00		15,000.00			
Packaging	30,000.00		30,000.00			
Representation Expenses						213,800.00
a. Meal/Food during meetings,consultation, and other officia	138,750.00	3,750.00	45,000.00	45,000.00	45,000.00	
b. Token for speakers 18 @500	9,000.00		3,000.00	3,000.00	3,000.00	147,750.00
Printing Expenses						
4 Tarpaulin	3,000.00	750.00	750.00	750.00	750.00	
T-shirt 250@50	12,500.00	12,500.00				12,500.00
Professional Services						
a. Statistician	5,000.00	5,000.00				
b. Lab analysis	65,000.00		65,000.00			
c. Resource Speaker (12 modules * 4000)	48,000.00			24,000.00	24,000.00	
d. Resource Speaker (6 laboratory * 4000)	24,000.00		24000			
e. Consultant	9,000.00	3,000.00	3,000.00		3,000.00	
f. Language Expert (3000)	15,000.00	5,000.00	5,000.00		5,000.00	
Sub-Total for MOOE	P P	591,050.00	68,400.00	328,450.00	93,950.00	100,250.00
			Quarter 3 490,800.00			
GRAND TOTAL	P P	736,859.00	563,709.00			173,150.00
						166,000.00
						591,050.00
						100,250.00
						173,150.00
						736,859.00