

MEMORANDUM OF AGREEMENT

KNOW ALL MEN BY THESE PRESENTS:

This **MEMORANDUM OF AGREEMENT**, made and entered into by and between:

The **MOUNTAIN PROVINCE STATE POLYTECHNIC COLLEGE**, a public tertiary educational institution, existing under the laws of the Republic of the Philippines with principal office address at Poblacion, Bontoc, Mountain Province, represented by the College President, **EDGAR G. CUE, PhD.**, hereinafter referred to as the **MPSPC**;

and

The **DEPARTMENT OF TRADE AND INDUSTRY MOUNTAIN PROVINCE**, a government organization existing under the laws of the Republic of the Philippines with office address at Poblacion, Bontoc, Mountain Province represented by its OIC Provincial Director, **MS. MABEL F. BANGGAWAN**, hereinafter referred to as **DTI-MP**;

WITNESSETH:

WHEREAS, the **MPSPC** is a duly recognized and accredited higher educational institution by the Commission on Higher Education (CHED) offering the courses Bachelor of Science in Business Administration, Bachelor of Science in Accountancy and Bachelor of Science in Office Administration;

WHEREAS, in pursuit of the College to achieve its mission, one of which is to assist the country in the shared struggle for national development, **MPSPC** is extending its services and expertise through extension programs such as *Enhancement of Livelihood and Business Skills (eLABS)*; *MPSPC Financial Mentoring Hub*; and *Key Skills for Office Management (KSOM)* to wit:

Enhancement of Livelihood and Business Skills (eLABS)

Component 1. Empowerment through Capability Reinforcement and Entrepreneurship (eCARE)

- A. *Marketing Management Literacy*
 - a. *Product Packaging, Pricing and Costing Strategies Training*
 - b. *Distribution Management, Promotion and Branding Training*
 - c. *Business Plan Preparation and Project Proposal Training*
 - d. *Online Marketing / E-commerce Training*
 - e. *Cooperative Management Training*
 - f. *Retail Management and Franchise Management Training*
 - g. *Supply Chain Management Training*
 - h. *International Marketing*
- B. *Financial Management Literacy*
 - a. *Basic Bookkeeping Training*
 - b. *Basic Investment Training*

TRINIDAD G. PASONG
Chairperson, BSQA Dept.

JENIFER N. DAMAYAN
Chairperson, BSA Dept.

MAE B. ANANAYO
DTI-MP Representative

KYLEIGH ANDRES
DTI-MP Representative

EMERSON B. OLOD
Chairperson, BSBA Dept.

JOY FRANE M. NGODCHO
Director for Extension

EDGAR G. CUE
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Provincial Director

- c. *Business Taxation Training*
- d. *Smart Saving, Smart Borrowing and Budgeting Seminar*
- e. *Financial Markets: Forex Market*

Component 2. Organizational Development (OrgDEV)

- a. *Human Resource Development Training*
- b. *Employee Benefits and Services*
- c. *Job Application Process (Resume Making and Interview Guide)*
- d. *Leadership Skills Training*
- e. *Policy Development and Assistance*

Component 3. Edukasyon sa Barangay (EdBAR)

- a. *Exploring Gender and Development in Business Administration*
- b. *Consumer Empowerment I Consumer Rights and Protection*
- c. *Investment Awareness in the Digital Age*

Component 4. Sustainable Development Goals Integration

- a. *Green Marketing*
- b. *Social Responsibility, Good Governance and Ethics*

MPSPC Financial Mentoring Hub

1. Professionalization of Cooperatives

- a. *Fundamentals of Cooperatives*
- b. *Basic Bookkeeping for Non-Accountant*
- c. *Advanced Bookkeeping for Non-Accountants*
- d. *Financial Management*
- e. *Internal Audit*
- f. *Credit Management*
- g. *Risk Management*
- h. *Internal Control*
- i. *Cooperative Governance*
- j. *Cooperative Standards*
- k. *Cooperative Taxation*

2. Financial Education for NGO's and MSME's

- a. *Basic Bookkeeping for Non-Accountants*
- b. *Advanced Bookkeeping for Non-Accountants*
- c. *Financial Management*
- d. *Internal Audit*
- e. *Credit Management*
- f. *Risk Management*
- g. *Internal Control*
- h. *Taxation*
- i. *Feasibility/ Project Proposal Making*

Key Skills for Office Management (KSOM)

1. Records Management

- a. *Training on Traditional Records Management (Manual):*
 - *Filing*
 - *Indexing*
 - *Archives*
- b. *Electronic Records Management (Automated):*
 - *Filing*

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Chairperson, BSBA Dept.

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- Indexing
- Archives

2. CSW & Organization Management through HRC

- Trainings
- Advocacy/ies

WHEREAS, **MPSPC** specifically the Bachelor of Science in Business Administration, Bachelor of Science in Accountancy and Bachelor of Science in Office Administration through its Extension Program is engaged in the development of their clients by providing trainings and relevant activities in response to the needs and demands of its clients;

WHEREAS, the **DTI** is the primary agency that helps in the promotion and development of micro, small and medium enterprises through the provision of various assistance and interventions like financing, promotion, human resource development, product development, and advocacy;

WHEREAS, in pursuit of their respective mandates, the **MPSPC** and the **DTI-MP** both adhere to the significance of partnerships to the full, successful and legal conduct of research, and extension activities and programs;

WHEREAS, the Sustainable Development Goals adopted by the United Nations in 2015 as universal call to action to end poverty and hunger, ensure that all learners acquire the knowledge and skills for development, promote sustainable development and economic growth and ensure that by 2030, all people have an enhanced economic opportunities, productive employment, decent job, higher quality of education and that no one will be left behind which leads the involvement of MPSPC in extension programs to build a strong reputation along with the Sustainable Development Goals (SDG) pillars of Quality Education, Decent Work and Economic Growth and Partnership for the Goals;

NOW, therefore, the **MPSPC** and the **DTI-MP** agree on the following:

BOTH PARTIES shall:

1. Seek to identify a common working ground whereby sharing of resources and other collaborative means in order to advance their programs for improving school and teachers' professional growth and development and work efficiency through infusion of countless technologies and enhancement skills training, seminars and workshops;
2. Coordinate with each other as to the date and venue of trainings, seminars and workshops;
3. Issue training Certificates to participants and Certificates of Appreciation to trainer/resource persons duly signed by heads of all parties; and

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Provincial Director

4. Share responsibility on the funding on the identified needed activities and trainings and recommend measures for the improvement of the joint venture.

THE MPSPC shall:

1. Conduct participatory baseline surveys and needs analysis, and other researches as basis for crafting activities and interventions to clientele;
2. Prepare activity designs and conduct trainings, seminars or workshops based on identified problems and needs of the clientele;
3. Serve as resource speakers, trainers and facilitators during the seminar/training/workshop and/or related extension activity;
4. Grant service credits to faculty and staff who will serve as resource speakers and drivers from the College who are involved in the project;
5. Provide supplies and materials needed during seminars/trainings and workshops where they are involved; and
6. Conduct impact assessment studies on the training services provided by both parties in the schools

THE DTI-MP shall:

1. Identify their beneficiaries-clients for trainings and other related activities;
2. Assist in the determination of trainings needs of the clientele;
3. Integrate training programs based on identified needs in their Action Plan;
4. Provide training venue, other facilities and meals and snacks of participants during the conduct of activities; and
5. Assist in the monitoring and evaluation of trainings, seminars and workshops conducted.

TERM and TERMINATION

1. **Effective Date:** This Agreement shall take effect upon signing of the parties and shall remain valid and in full force and effect for five (5) years unless revoked or terminated by any of the parties.
2. **Termination:** Either party may terminate this agreement provided that the objectives of the project were met and a written Notice of Termination is delivered to the other party.
3. **Governing Law:** The validity, construction and interpretation of this Agreement and the rights and duties of all parties shall be governed by existing laws of the Republic of the Philippines.

TRINIDAD G. PASONG
Chairperson, BSOA Dept.

JENIFER N. DAMAYAN
Chairperson, BSA Dept.

MAN S. ANAYAYO
DTI-MP Representative

KYLEIGH ANDRES
DTI-MP Representative

EMERSON B. OLOD
Chairperson, BSBA Dept.


JOY FRANE M. NGODCHO
Director for Extension

EDGAR G. CUCUE
College President


MABEL F. BANGGAWAN
Provincial Director

IN WITNESS WHEREOF, the parties affixed their respective signatures this
____ day of 25 SEP 2023, 2023 at _____, Mountain Province.


**MOUNTAIN PROVINCE STATE
POLYTECHNIC COLLEGE**


EDGAR G. CUE
College President

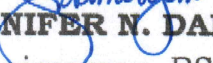
**DEPARTMENT OF TRADE AND
INDUSTRY- MOUNTAIN PROVINCE**


MABEL F. BANGGAWAN
Provincial Director


WITNESSES:



JOY FRAINE M. NGODCHO
Director for Extension


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ACKNOWLEDGEMENT

Republic of the Philippines)
Bontoc, Mt. Province s.s.

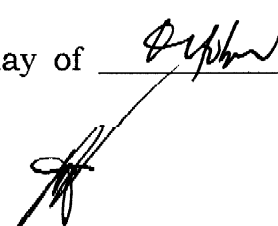
BEFORE ME, a Notary Public, for and in the Bontoc, Mt. Province Philippines, this 12 day of October 2023 personally known to me appeared the following persons with their identification cards, known to me to be the same persons who executed the foregoing instrument and they acknowledge to me that the same is their free, voluntary act and deed, and the free, voluntary act and deed of the corporations or entities herein represented to wit:

NAMES	GOVT ISSUED ID	Date and Place Issued
Edgar G. Cue	TIN: 168-061-074	January 1, 2001 Bontoc, Mountain Province
Mabel F. Banggawan	TIN: _____	

This document refers to a Memorandum of Agreement, consisting of six (6) pages, including this page in which this acknowledgement is written, signed on each and every page by the parties and their instrumental witnesses.

WITNESS MY HAND AND SEAL on this 13 day of October, 2023.

Doc. No. 780;
Page No. 56;
Book No. 10;
Series of 2023.


JOSE N. CO
Notary Public
BONTOC, MOUNTAIN PROVINCE
PUNED
TIN 168-040-301