

MEMORANDUM OF AGREEMENT

Extension Project

THE PUBLIC IS INFORMED:

This **MEMORANDUM OF AGREEMENT** entered by and between:

The UNIVERSITY OF CAMARINES NORTE (*formerly Camarines Norte State College*), a public higher educational institution created by virtue of Republic Act No. 11399, with principal address at F. Pimentel Avenue, Brgy. II, Daet and external campuses in Abaño, Mercedes, Labo, Jose Panganiban, and Entienza, all in the Province of Camarines Norte, Philippines represented by its SUC President III, **Atty. RYAN L. ESTEVEZ, DPA**, referred to as the “**UCN**”,

and

The **NAME OF ORGANIZATION/ASSOCIATION/NGA/GA**, with office address at **ADDRESS**, represented herein by its **MAYOR/PUNONG BARANGAY/PRINCIPAL/PRESIDENT, NAME OF REPRESENTATIVE** hereinafter referred to as the “**ACRONYM OF THE GROUP’S NAME**”

(**UCN** and **ACRONYM OF THE GROUP’S NAME** may be referred to individually as “**PARTY**” and collectively as “**PARTIES**”)

WITNESSETH:

WHEREAS, both **PARTIES** aim to empower communities which include its staff, cooperatives, people’s organizations, and the various sectors of the community to improve the quality of life through increasing income and resilience both economic and environment through asset based driven development and sustainable economic activities capacity–building and livelihood trainings, and environmental conservation programs;

WHEREAS, the **ACRONYM OF THE GROUP’S NAME** is willing to partner with the **UCN** in its capacity-building, livelihood training, and environmental conservation programs; **[Include the mandate of the partner agency]**. (The inclusion of the partner agency’s mandate ensures alignment between the objectives of the partnership and the agency’s legally defined functions, thereby establishing the basis, relevance, and authority of its participation in the collaboration.)

WHEREAS, the **UCN** through College of Arts and Sciences (CAS), College of Business and Public Administration (CBPA), College of Engineering (CoEng), College of Computing and Multimedia Studies (CCMS), College of Education (CoEd), College of Fisheries, Aquatic, and Technology (CFAST), College of Agriculture and Natural Resources (CANR), College of Trades and Technology (CoTT), Entienza Campus and Graduate School (GS)] is mandated to provide Research and Extension Services in accordance with the existing **UCN** research agenda and approved extension programs

such as LINGAP (Livelihood Initiatives for the Needy in the Grassroots to Alleviate Poverty) and KKK (Kolehiyo at Komunidad, Katuwang sa Pag-unlad) and PEACE Program (Promotion of Environmentally-Sustainable Activities Conserving the Ecosystem) under the DISKARTE 2.0 Agenda (Delivering Inclusive Services through Knowledge Sharing and Application of Research-based Technology to Empower Communities);

WHEREAS, the UCN through the project titled, “**PROJECT NAME**”, (approved under BOR Resolution No. ____, s. ____, (if already available)), [insert a brief description or gist of the project], is capable of providing technical assistance on basic literacy, health care, culture and the arts, livelihood skills development, entrepreneurship and environmental conservation programs.

WHEREAS, the Project titled “**PROJECT NAME**” is an offshoot of, and is anchored upon, the research study titled “**TITLE OF RESEARCH**,” which served as the basis for the conceptualization and development of the herein Extension Project, ensuring that its design, strategies, and interventions are grounded on research-based findings and evidence;

NOW, THEREFORE, for in consideration of the foregoing premises, the parties hereby bind themselves to undertake this Agreement under the following terms and conditions:

A. OBLIGATIONS OF THE UCN

1. Assist the SECOND PARTY in the identification of relevant training needs to improve their business acumen, self-sufficiency and well-being, focusing on their organizations, households and the rural sectors of the community;
2. Provide free technical assistance on basic literacy, health care, culture and the arts, and livelihood skills development for the SECOND PARTY and other identified the sectors of the community through KKK, LINGAP and PEACE Extension Programs;
3. Both Parties agree to ensure that the project integrates activities promoting environmental protection, climate resilience, and sustainability, consistent with the Philippine Development Plan/ UN Sustainable Development Goals, and the Institutional Extension Agenda. The inclusion of such activities—whether as advocacy, practice, or community engagement—shall form part of the project implementation and documentation.
4. For projects with livelihood components, the Parties shall be guided by the **Multi-Stakeholders Social Enterprise Optimization Model of UCN (BOT Resolution No. 21, s. 2025)**, which operationalizes the College’s commitment to promote sustainable livelihood and community enterprise development. This provision shall apply specifically to livelihood-aligned extension projects.
5. Maximize the use of Project TELL (Technology, Entrepreneurship, and Livelihood as Link to a Sustainable Community) V.2.0, a digital platform designed to connect local communities, entrepreneurs, and learners, in

conducting extension activities and training. The project team shall ensure effective management of learning by arranging synchronous training and integrating radio program components under Project TELL V.2.0;

6. Ensure the attainment of projects desired outcome through the conduct of but not limited to, skills/capacity enrichment activities either through training, workshop, monthly organizations, consultancy and advisory services others;
7. Spearhead research studies on the following but not limited to: environment, socio-economic, culture and linguistics, technology transfer and the scientific study of water systems in the community that may lead to the development of necessary livelihood programs, gender and social policy creation, and ultimately improve the quality of life in Camarines Norte communities; and
8. Designate a Project-in-Charge/Coordinator who shall maintain linkage with and provide technical assistance to the SECOND PARTY, through the following implementers, to wit: _____.
9. The Project-in-Charge/Coordinator shall likewise maintain records and all pertinent documents relating to the partnership. Copies of these documents shall be furnished to the **NAME OF ORGANIZATION/ASSOCIATION/NGA/GA.**

B. OBLIGATIONS OF THE **ACRONYM OF THE SECOND PARTY'S NAME**

1. Assist in the identification of relevant training needs and organize training participants, and provide proof of application on the trainings and the technology/technologies provided by UCN based on the principle of transparency, equitability, fair access and mutual benefits;
2. Actively participate and support the conduct of extension trainings done under synchronous mode (e.g. radio program under Project TELL V.2.0) and provide possible evaluation/feedbacks as regards the effectiveness of the management of learning;
3. Assist the FIRST PARTY in the identification of research studies on the following but not limited to: environment, socio-economic, culture and linguistics, technology transfer and the scientific study of water systems in the community that may lead to the development of necessary environmental conservation, climate change adaptation and livelihood programs, improvement of gender and social policies, which will lead to the conceptualization and implementation of environment conservation and climate change adaptation programs and allocate funds for requested trainings when necessary; and
4. Ensure that the documents relevant to the research and extension programs of UCN are safely kept for records and documentation purposes.

C. GENERAL PROVISION

1. Each Party shall bear its own expenses in the implementation of this Memorandum of Agreement (MOA), unless otherwise mutually agreed upon and outlined in a separate Project Proposal, which shall include a duly approved Work and Financial Plan.
2. Specific projects and activities to be undertaken pursuant to this Memorandum of Agreement (MOA) shall be mutually agreed upon by the Parties in writing prior to implementation. No activity shall commence unless duly documented and approved by the authorized representatives of both parties.
3. Derived from CMO no. 18, s. 2025, in relation to DBM-CHED Joint Circular No. 3 s. 2022, Article V Section 14.6, Informed Consent, the Parties agree to ensure that all participants involved in the extension project and client satisfaction survey are properly informed of the purpose, scope, and nature of the activity. Participation shall be voluntary, and prior informed consent shall be obtained from all respondents. The confidentiality and privacy of all information collected shall be strictly maintained, and data shall be used solely for evaluation, monitoring, and improvement of extension services in accordance with applicable data privacy laws and regulations.

D. OTHER STIPULATIONS

1. Term, Pre-termination, and Renewal. This agreement shall take effect upon its signing by the parties and will be valid for a period of **NUMBER () OF YEARS**, unless earlier revised, amended, modified, or terminated upon such grounds mutually agreed upon with at least thirty (30) days prior notice to either party.
2. Intellectual Property Rights. Any intellectual property that may accrue, be created, or generated from the undertaking shall be governed by the Intellectual Property Code, as amended, its implementing rules and regulations, and issuances of the Intellectual Property Office of the Philippines.
3. Dispute Resolution and Venue. The Parties manifest that they will meet and confer within sixty (60) days from receipt of notice for the purpose of exploring all avenues to amicably settle whatever dispute, controversy, claim or issue that may arise in connection with any of the terms and conditions of this agreement. No legal action may be instituted unless the negotiation has failed or been waived by both Parties. Any such suit shall only be filed in the appropriate court of Daet, Camarines Norte. The parties may, however, settle the matter between themselves at any time before final judgment.
4. Data Privacy. Both parties must maintain strict confidentiality at all times of the personal data gathered, adhering to the Data Privacy Act of 2012, its implementing rules and regulations and other pertinent issuances by the National Privacy Commission. Confidentiality obligations persist even after the termination of this agreement.

5. Confidentiality/ non-disclosure. The parties shall hold in strict confidentiality any data or information which they may obtain during the course of this agreement in relation to its preparation, negotiation, and execution. No disclosure, to any person, natural or juridical, is permitted without prior consent. The same prohibition on disclosure and condition for disclosure shall apply even after the termination of this agreement.

IN WITNESS WHEREOF, the **PARTIES** have set their hands and affixed their signatures on this _____ day of _____, 202_, at _____.

UNIVERSITY OF CAMARINES NORTE

SECOND PARTY'S NAME

ATTY. RYAN L. ESTEVEZ, DPA
SUC President III

NAME OF REPRESENTATIVE
Position/Designation

Signed in the presence of:

PROF. ROSALIE A. ALMADRONES, PhD
Vice President for Research and Extension

**NAME OF REPRESENTATIVE FROM
THE 2ND PARTY**
Position/Designation

GIRLY H. NAVAL, DBA
Director, Extension Services Division

NAME
Campus Director, (Delivery Unit)

NAME
Dean, (Delivery Unit)

NAME
Extension Project Implementer, (Delivery Unit)

ACKNOWLEDGMENT

REPUBLIC OF THE PHILIPPINES)
PROVINCE OF _____) S.S.

BEFORE ME, a Notary Public for and in the Municipality of _____, personally came and appeared the following persons in their official capacity whose respective Competent Evidence of Identities, dates, and places of issuance are indicated opposite their respective names:

ATTY. RYAN L. ESTEVEZ, DPA
SUC President III

Valid ID No. _____
Date Issued: _____
Place Issued: _____

NAME OF REPRESENTATIVE
POSITION/DESIGNATION

Valid ID No. _____
Date Issued: _____
Place Issued: _____

Known to me to be the same persons who executed the foregoing Memorandum of Agreement, consisting of _____ pages including this page where the Acknowledgment is printed and signed by the parties and their witnesses on each and every page thereof. They further acknowledged to me that they are duly empowered to enter into this agreement by the entities that they represent and that they have done so freely and voluntarily.

WITNESS MY HAND AND NOTARIAL SEAL this _____th day of _____, 202_ at the Municipality of _____.

NOTARY PUBLIC

Doc. No. ____
Page No. ____
Book. No. ____
Series of 202_.