

Republic of the Philippines
DEPARTMENT OF SCIENCE AND TECHNOLOGY
General Santos Avenue, Bicutan, Taguig City

MEMORANDUM OF INSTRUCTION

Program Title : **CY 2015 NSTW CELEBRATION**
Project Title : **Publicity, Souvenir Program and Special Events for the 2015 NSTW**

KNOWN ALL MEN BY THESE PRESENTS:

This MEMORANDUM OF INSTRUCTION is made and entered into by and between

The **DEPARTMENT OF SCIENCE AND TECHNOLOGY** hereinafter referred to as "**DOST**", a government entity existing and created under the laws of the Philippines with principal office address at DOST Complex, General Santos Avenue, Bicutan, Taguig City, Philippines, represented herein by its Undersecretary for R&D, **AMELIA P. GUEVARA**;

The **SCIENCE AND TECHNOLOGY INFORMATION INSTITUTE** hereinafter referred to as "**STII**", a government entity and an attached agency of DOST, duly existing and created under the laws of the Philippines with principal office address at DOST Complex, General Santos Avenue, Bicutan, Taguig City, Philippines, represented herein by Assistant Secretary and Chair, Committee on Promotions and Souvenir Program, **RAYMUND E. LIBORO**, for the implementation of the above-cited project;

-and-

The **NATIONAL RESEARCH COUNCIL OF THE PHILIPPINES** hereinafter referred to as "**NRCP**", a government entity and an attached agency of DOST, duly existing and created under the laws of the Philippines with principal office address at General Santos Avenue, Bicutan, Taguig City, Philippines, represented herein by its Executive Director, **CARINA G. LAO**, for the monitoring of the above-cited project;


WITNESSETH:

WHEREAS, the above-mentioned project was approved by the DOST Executive Committee on April 30, 2015;

NOW THEREFORE, for and in consideration of the foregoing premises, the PARTIES hereby agree to the following terms and conditions:


CARINA G. LAO
Executive Director, NRCPC


RAYMUND E. LIBORO
Assistant Secretary


AMELIA P. GUEVARA
Undersecretary for R&D

I. OBJECTIVES OF THE PROJECT

The project generally aims to provide support on publicity and promotions for the successful conduct of the 2015 NSTW celebration. Specifically, it seeks to:

1. Develop and package NSTW-related information
2. Disseminate NSTW information through various channels
3. Coordinate with different media establishments, individuals and other organizations for wider exposure of the event
4. Inform and motivate the general public to participate in the NSTW and other S&T celebrations through various channels; and
5. Print souvenir program


CARINA G. LAO
Executive Director, NRCF

II. OPERATION OF THE PROJECT

The project shall be undertaken by STII in accordance with the approved project proposal (made part hereof as Annex "A") and shall be monitored by NRCF.

II. FUNDING ASSISTANCE TO THE PROJECT


The DOST support to the Project shall be a total grant of **FOUR MILLION THIRTY NINE THOUSAND FOUR HUNDRED SIXTY THREE PESOS AND NINETY FIVE CENTAVOS (P4,039,463.95)**. The grant shall be expended as allocated in the approved Project Line-Item Budget (made part hereof as Annex "B"). The attached Revised Guidelines Governing the Grants-in-Aid Program of DOST (made part hereafter as Annex "C") shall govern the implementation of the Project.

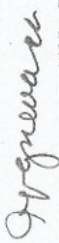
The activities, operation of books of accounts and records of the project shall be subject to reasonable inspection by an authorized representative of DOST. The DOST System reserves the right to discontinue the project or its assistance at anytime for violation of the Grants Agreements, fraud or falsity in proponent's warranties and representation or upon determining that the results which were obtained or reasonably expected do not justify further activity.

All income/interest derived from the project, if any, and all unexpended balance shall be reported immediately and remitted to DOST after the termination of the program/project.

IV. PROJECT DURATION

The Project shall be implemented for eight (8) months to cover the period 01 May 2015 to 31 December 2015. The Project shall be implemented during the said period or immediately after the release of the project funds


RAYMUND E. LIBORO
Assistant Secretary


AMELIA P. GUEVARA
Undersecretary for R&D

V. FUND RELEASE

Subject to the provisions of DOST M.C. No. 001 Series of 2011 entitled "Revised Guidelines on the Release of DOST Grant-In-Aid (GIA) Project Funds thru Issuance of ASA and Comprehensive NTA for Regional Offices, and Disbursement Voucher/Funding Check for Attached DOST Agencies", the project funds will be released directly by **DOST** to **STII** subject to fund availability and fund utilization.


CARINA G. LAO
Executive Director, NRCP
Carina

VI. PROJECT PROPERTIES

In addition to the requirements or subject to the provisions of Paragraph 8 of DOST A.O. 006 Series of 2004 entitled Guidelines for the Grants-In-Aid Funds of the Department of Science and Technology and Its Agencies, i.e, Purchase, Ownership, & Accountability of Project Equipment and Other Properties, supplies, materials, and equipment authorized to be purchased using project funds shall be the direct responsibility of the Implementing Agencies subject to existing government accounting and auditing rules. The Program/Project leader shall be accountable for the equipment duly receipted until the physical transfer/donation or disposition of ownership, as determined by the **DOST**.

Purchase Documents of Equipment: Copies of the purchase documents with the corresponding Memorandum of Receipts, Inventory Report Form A (Inventory Report of Equipment under DOST-GIA) and the Acknowledgement Receipt of Equipment shall be submitted by the Implementing Agencies to the **DOST** Property Officer upon completion of the program.


Records of Equipment: The Implementing Agencies, Property Officers shall maintain a complete and updated record of all equipment purchased out of the grant funds. Inventory of equipment shall be conducted jointly by **DOST** and **NAST** upon completion of the project.

Ownership of Equipment: All equipment purchased out of funds granted to the program shall exclusively belong to DOST as the Funding Agency. The said equipment may be donated subject to the conditions that **DOST** or person/entity designated by the **DOST** in its behalf shall have access to, and use such equipment for research, technical and administrative purposes. The maintenance cost of the donated equipment shall be shouldered by the receiving agency.


RAYMUND E. LIBORO
Assistant Secretary

VII. ACCOMPLISHMENT REPORT AND RECOMMENDATIONS

In addition or subject to the requirements provided under Paragraph 6.3.3 of DOST A.O. No. 004 Series of 2008 entitled, Amendment to A.O. No. 006, Series of 2004, otherwise known as the "Guidelines for the Grants-In-Aid Funds of the Department of Science and Technology and Its Agencies", the Implementing Agency shall acknowledge **DOST's** and **NRCP's** support and shall submit to **NRCP**, the technical terminal accomplishment and audited financial report within three (3) months after completion of the project. **NRCP** shall submit said reports to **DOST** within one (1) month after receipt thereof together with the appraisal/assessment

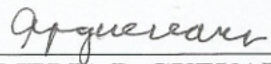

AMELIA P. GUEVARA
Undersecretary for R&D

report. All concerned entities shall ensure the confidentiality of information generated by the project.

IN CONSIDERATION of the mutual covenant set forth above, witness our signatures this _____ day of _____, 2015, at _____ Philippines.

Funding Agency:

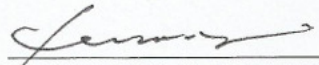
DEPARTMENT OF SCIENCE AND TECHNOLOGY



AMELIA P. GUEVARA
Undersecretary for R&D

Implementing Agency:

SCIENCE AND TECHNOLOGY INFORMATION INSTITUTE




RAYMUND E. LIBORO
Assistant Secretary and Chair,
Committee on Promotions and Souvenir Program

Monitoring Agency:

NATIONAL RESEARCH COUNCIL OF THE PHILIPPINES



CARINA G. LAO
Executive Director
Journal 

ACKNOWLEDGEMENT

REPUBLIC OF THE PHILIPPINES) S.S.
CITY OF MANILA

[Signature]
CARINA G. LAO
Executive Director, NRCPC
[Signature]

BEFORE ME, A Notary Public for and in CITY OF MANILA
this MAY 13 2015 day of _____ personally appeared:

Government Issued Identification Date/Place Issued

AMELIA P. GUEVARA

RAYMUND E. LIBORO

CARINA G. LAO

Known to me as the same persons who executed the foregoing instrument and they acknowledged to me that the same is their free and voluntary act and deed and that of the entities they respectively represent.

This instrument, consisting of four (4), including this page whereon this Acknowledgment is written, signed by the parties together with their instrumental witnesses one each every page thereof

WITNESS MY HAND AND SEAL on the date and place first above written.

[Signature]
RAYMUND E. LIBORO
Assistant Secretary

[Signature]
AMELIA P. GUEVARA
Undersecretary for R&D

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Book No. 95
Series of 2015

[Signature]
ATTY. ARWIN DUCO SINAGUIAN
NOTARY PUBLIC
UNTIL DECEMBER 31, 2015
TIN NO. 103-631-220
PTR NO. 3720015
ISSUED MANILA ON 12-12-14