



DOST-PCAARRD

Department of Science and Technology

PHILIPPINE COUNCIL FOR AGRICULTURE, AQUATIC AND NATURAL RESOURCES
RESEARCH AND DEVELOPMENT

OFFICE OF THE EXECUTIVE DIRECTOR

August 31, 2017

DIR. RICHARD P. BURGOS

Director
Science and Technology Information Institute
DOST Compound, General Santos Avenue
Bicutan, Taguig
Metro Manila 1631

Dear Dir. Burgos:

We are pleased to inform you that the DOST EXECOM during its meeting on June 14, 2017, approved STII's request for financial assistance of the project, "Developing the DOST-PCAARRD Innovation and Technology Center e-Library (DPITC e-Lib)."

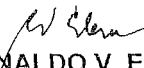
The approved project will be implemented from October 1, 2017 to March 31, 2019 (18 months) by STII under your leadership with a total budget from PCAARRD amounting to Seven Million Four Hundred Eighty Three Thousand One Hundred Four Pesos and 20/100 (P7,483,104.20).

The financial assistance shall be subject to availability of funds and the conditions stipulated in the attached Memorandum of Agreement (MOA) between PCAARRD and STII.

Attached, for your reference, is the approved line-item budget of the project.

Thank you.

Very truly yours,


REYNALDO V. EBORA
Acting Executive Director

STII RECORDS SECTION

Rec'd by:
Time:
Date: SEP 10 2017
Ref. No.: 17 1162



Republic of the Philippines
Department of Science and Technology
Philippine Council for Agriculture, Aquatic and Natural Resources Research and Development
Line Item Budget
CY 2017

Project Title: Developing the DOST-PCAARRD Innovation and Technology Center e-Library (DPITC e-Library)
Project Total Duration: October 1, 2017 - March 31, 2019 (18 months)
Current Duration: October 1, 2017 - September 30, 2018 (12 months)
Implementing Agency-Project Leader: Science and Technology Information Institute/Richard P. Burgos

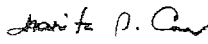
Particulars	Total
I. Personal Services (PS)	
<u>Direct Cost</u>	
Salaries	
(3) Computer Programmer II @ 31,430.40/mo x 12 mos	1,131,494.40
(2) Science Research Specialist I @ 26,793.60/mo x 12 months	643,046.40
(1) Science Research Specialist II @ 34,100.40/mo x 12 months	409,204.80
(1) Computer Operator I 17,197.20/mo x 12 months	206,366.40
(2) Project Assistant I 17,197.20/mo x 12 months	412,732.80
Honoraria	
Project Leader @ P8,800/mo x 12 mos	105,600.00
(1) Project Staff (L3) @ P7,500/mo @ 12 months	90,000.00
(3) Project Staff (L1) @ P4,800/mo @ 12 months	172,800.00
Sub-total for PS (P)	3,171,244.80
II. Maintenance and Other Operating Expenses (MOOE)	
<u>Direct Cost</u>	
Transportation and Delivery Service	26,000.00
Traveling Expenses (local)	25,000.00
Communication Expenses	36,000.00
Supplies and Materials Expenses	40,000.00
Representation Expenses	40,000.00
Other Professional Services	50,000.00
<u>Indirect Cost STII</u>	
Utility Expenses	80,000.00
Supplies and Materials Expenses	35,000.00
Printing and Publication	25,000.00
<u>Indirect Cost PCAARRD</u>	
Communication Expenses	25,000.00
Traveling Expenses (local)	40,000.00
Supplies and Materials Expenses	35,000.00
Representation Expenses	40,000.00
Sub-total for MOOE (P)	497,000.00
III. Equipment Outlay (EO)	
Two (2) Local Host Server for (SLIMS), 32TB @ 250,000/each	500,000.00
One (1) Network Attached Storage(NAS) 14 terabites @350,000/each	350,000.00
Seven (7) STARBOOKS Server with pod @51,000	357,000.00
One (1) unit Laptop@ 55,000/unit	55,000.00
(9) Desktop Computers, 4C CPU, 4C GPU, 8GB SDRAM, 240GB HDD, 22" LED Monitor @ 51,000/unit	459,000.00
Sub-total for EO (P)	1,721,000.00
TOTAL	5,389,244.80

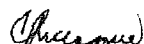
*Chargeable against the following:	STII	PCAARRD	TOTAL
CY 2017 DOST Diagggregated Funds:	5,249,244.80	140,000	5,389,244.80

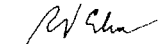
Endorsed by:

Certified Funds Available:

Approved:


MARITA A. CARLOS
Director


CAROLINA T. BOSQUE
Chief, Accounting Division


REYNALDO V. EBORA
Acting Executive Director

EXECOM Approval of Y1: June 14, 2017
GC Approval of Y1: June 1, 2017
DC Approval of Y1: May 16, 2017

MEMORANDUM OF AGREEMENT

ON

PROJECT TITLE: Developing the DOST-PCAARRD Innovation and Technology Center e-Library (DPITC e-Library)

KNOW ALL MEN BY THESE PRESENTS:

This agreement entered into by and among:

The PHILIPPINE COUNCIL FOR AGRICULTURE, AQUATIC AND NATURAL RESOURCES RESEARCH AND DEVELOPMENT hereinafter referred to as "PCAARRD," with principal office at Los Baños, Laguna and represented by its Acting Executive Director, **DR. REYNALDO V. EBORA;**

-and-

The SCIENCE AND TECHNOLOGY INFORMATION INSTITUTE, hereinafter referred to as "STII," with principal office at DOST Compound, General Santos Avenue, Bicutan 1631, Taguig, Metro Manila and represented herein by its director, **MR. RICHARD P. BURGOS;**

WITNESSETH


WHEREAS, the above mentioned project was approved by the DOST Executive Committee during its meeting on June 14, 2017 at DOST, Bicutan, Taguig;

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

I. OBJECTIVES OF THE PROJECT

Agriculture, aquatic, and natural resources (AANR) information are vital in today's government administration particularly on the agenda of poverty alleviation considering that many Filipinos are engaged in agriculture such as farming and fishing. Protecting and preserving our natural resources also need attention especially that we are often strike by calamities and threaten with natural disasters. To efficiently and promptly disseminate and share AANR and other S&T information 24/7 to the grass roots of the society, shifting traditional library operation to digital library is inevitable. Digital library operation will enable easier and faster dissemination of S&T information because it can be accessed in multi platforms; such as laptop, tablet, and mobile phones.

The project aims to establish a customized library system for the DPITC e-Library. This enables PCAARRD to build its own database and organize its e-library resources for easy dissemination, sharing, exchange, preservation, access, and retrieval. Converting the traditional library into information technology center/digital library facilitates resource sharing, networking, and exchange of resources leading to faster access and retrieval of S&T information in multi-platform. The project shall require the purchase of two servers to contain the bibliographic and full text data of the resources. One server will be housed at PCAARRD and a back-up file server will be housed at STII. To further promote access to the information contained in the database, the project will also consider using Cloud computing and storage solutions in consultation with the Advanced Science and Technology Institute of DOST. Cloud computing and storage solutions is internet-based and offers computer processing resources and data on demand to computers and other electronic devices. Though it has security and privacy concerns, it


RICHARD P. BURGOS
Director, STII


REYNALDO V. EBORA
Acting Executive Director, PCAARRD


ALAN C. TAULE
Chief, IRAD, STII


DANILLO C. CARDENAS
Deputy Executive Director for ARMSS

also has adequate advantages (cheap cost, high performance, easier maintenance, and accessibility) to consider its utility to the project. Assessing such utility will be the subject of the consultation with ASTI.

Purchase of nine (9) computer units and one laptop will be done to be used by the project personnel and will be turned-over to PCAARRD at the completion of the project. This project is to be completed in 18 months.

STII shall be at the forefront of implementing the project to ensure the customization of the Science Library Integrated Management System (SLIMS) for DPITC e-library as well as the conversion of its resources and PCAARRD publications into digital format. Generally it aims to:

1. Make PCAARRD the pioneering partner agency of STII in transforming traditional libraries into e-library/digital library in the DOST system;
2. To equip PCAARRD with customized digital tools and know-how on library resource management in establishing an operational DPITEC e-library.


Specifically it aims to:

1. Customize the current modules of the SciNET Integrated Library Management System (SILMS) of STII into Science Library Integrated Management System (SLIMS) to cater the specific needs and requirements of the DPITC e-library;
2. Set-up PCAARRD's digital library database using the customized SLIMS to:
 - a. Enable PCAARRD to process, manage and organize its DPITC e-library resources;
 - b. Provide content source for the Philippine e-Lib;
 - c. Provide avenue for faster and wider access of DPITC e-library resources across different platforms; and
 - d. Create archives of DPITC e-library digital resources.
3. Capacitate DPITC e-library personnel on the administration and utilization of the customized SLIMS.
4. Train DPITC e-library personnel on digitization process and technologies.
5. Establish digital archives for DPITC- e-library.
6. Capacitate DPITC e-library personnel on the data security, standardized classification, cataloging library resources, and content build-up to enable resource sharing and networking with other libraries in the DOST system.
7. Assess the technical and personnel library resources of PCAARRD regional consortium for potential deployment and implementation of SLIMS in their libraries in the future.


II. EXPECTED OUTPUTS OF THE PROJECT


At the end of the project duration, the following are the expected outputs:

1. A fully functional SLIMS website with customized modules for DPITC- e-library;
2. Established DPITC- e-library digital database;
3. Equipped DPITC-e-library staff who will manage and administer the digital assets and access of the e-library;
4. Digitized library resources for data banking and archiving;
5. Result of the library technical and personnel evaluation of PCAARRD regional consortium;


RICHARD P. BURGOS
Director, STII


REYNALDO V. EBORA
Acting Executive Director, PCAARRD


ALAN C. TAULIE
Chief, IRAD, STII


DANILO C. CARDENAS
Deputy Executive Director for ARMSS

6. Installed STARBOOKS with special content on Agriculture, Aquatic Natural Resources (AANR) resources at the DPITC-e-Library and seven more units in PCAARRD's adopted schools; and
7. Monitored and evaluated the SLIMS using the System Requirements Specification (SRS), System Design Specification (SDS) and User's Manual.


 RICHARD E. BURGOS
 Director, STII

III. OPERATION OF THE PROJECT

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

IV. PCAARRD ASSISTANCE

The PCAARRD support to the project shall be a total grant of **SEVEN MILLION FOUR HUNDRED NINETY-THREE THOUSAND, ONE HUNDRED FOUR PESOS and 20/100 PESOS (P7,483,104.20)** to be expended as allocated in the approved Project Line Item Budget (made part hereof as Annex "B"). The Guidelines Governing PCAARRD GIA and PCAARRD-Monitored DOST-GIA-Funded Programs and Projects (made part hereof as Annex "C") shall govern the implementation of the project.


 REYNALDO V. EBORA
 Acting Executive Director, PCAARRD

The activities, operation of books of accounts and records of the project shall be subject to reasonable inspection by an authorized representative of the monitoring division. PCAARRD reserves the right to discontinue the project or its assistance at any time 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 program/project, if any, and all unexpended balance shall be reported immediately and remitted to PCAARRD after the termination of the project.

V. PROJECT DURATION



 ALAN C. TAULE
 Chief, IRAD, STII

The project shall be completed within a period of 18 months covering the period September 1, 2017 to March 30, 2019. The project shall be implemented during the said period or immediately after the release of project funds.

VI. FUND RELEASE

Subject to the provisions of The Guidelines Governing PCAARRD GIA and PCAARRD-Monitored DOST-GIA-Funded Programs and Projects, the financial grant shall be released by **PCAARRD** to **STII** subject to availability of funds.

VII. ACCOMPLISHMENT AND FINANCIAL REPORTS


 DAN O.C. CARDENAS
 Deputy Executive Director for ARMSS

Subject to the provisions of the Guidelines Governing PCAARRD GIA and PCAARRD-Monitored DOST-GIA-Funded Programs and Projects, STII shall submit to PCAARRD, the technical terminal accomplishment and audited financial reports within three (3) months after the completion of the project. STII shall likewise acknowledge the assistance provided by PCAARRD to the project, whenever applicable.

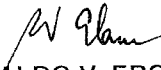
VIII. AMENDMENT CLAUSE

This MOA may be amended with the mutual written consent of both parties.

IN CONSIDERATION of the mutual covenant set forth above, witness our signatures
this ___ day of _____, 2017 at _____, Philippines.

**Philippine Council for Agriculture,
Aquatic and Natural Resources
Research and Development (PCAARRD):**


**Science and Technology
Information Institute (STII):**


REYNALDO V. EBORA,
Acting Executive Director



RICHARD P. BURGOS
Director

Witnesses:


DANILO C. CARDENAS
Deputy Executive Director for ARMSS


ALAN C. TAULE
Chief, Information Resources
and Analysis Division (IRAD)

Certified Funds Available:


CAROLINAT. BOSQUE
Chief Accountant, PCAARRD

ACKNOWLEDGMENT

Republic of the Philippines)
Municipality of Los Baños) S.S.

BEFORE ME, A NOTARY PUBLIC for and in Los Baños, Laguna, Philippines on this
____ day of AUG 23 2017, personally appeared:

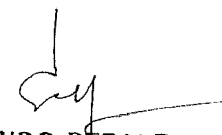
Name	Government Issued Identification	Date/Place Issued
Reynaldo V. Eborá	<u>Passport No. JE 0024199</u>	<u>March 2, 2015 / DFA Manila</u>
Richard P. Burgos	<u>Driver's License No. N03-97-238885</u>	<u>July 2017/Taguig City</u>

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

This instrument, consisting of five (5) 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.

Doc. No. 9
Page No. 6
Book No. 185
Series of 2017


ATTY. ELENO O. PERALTA
NOTARY PUBLIC UNTIL DECEMBER 31, 2017
CALAMBA CITY, LOS BAÑOS, BAY, CALABAN, LAGUNA
PTR NO. 2063507/01-03-17, ROLL NO. 33220/MAY 2017
REG. NO. 1052911/01-03-17, NOT. COM. 2016

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