

MEMORANDUM OF AGREEMENT

ON

**"Augmenting and Strengthening the eLibrary Services  
in the Regional R&D Consortia Base Agencies"**

**KNOW ALL MEN BY THESE PRESENTS:**

This agreement entered into by and among:

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

-and-

The **SCIENCE AND TECHNOLOGY INFORMATION INSTITUTE (STII)** hereinafter referred to as **"Implementing Agency,"** a government entity and an attached agency of the DOST, duly existing and created as the information and marketing arm of the DOST by virtue of Executive Order No. 128 with principal office address at DOST Compound, General Santos Avenue, Bicutan 1631, Taguig City, Metro Manila and represented herein by its director, **MR. RICHARD P. BURGOS;** for the implementation of the above-cited project.

WHEREAS, the abovementioned project was approved by the PCAARRD Directors' Council on August 17, 2022 at the DOST-PCAARRD, Los Baños, Laguna.

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

**WITNESSETH:**

**I. Purpose**

This agreement seeks to implement the project titled, **"Augmenting and Strengthening the eLibrary Services in the Regional R&D Consortia Base Agencies."**

**II. Objectives**


The general objective of the project is to augment and strengthen the eLibrary services in the regional consortia base agencies through the establishment of eLibrary system (SLIMS) subdomain and content build-up.


Specifically, the project aims to:

1. Update inventory of AANR resources at the regional R&D consortia base agency libraries;
2. Conduct training and provide resources;

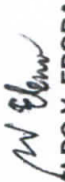
*DOST-PCAARRD and STII/ Augmenting and Strengthening the eLibrary Services in the Regional R&D Consortia Base Agencies /P4,999,672.00*

  
**ABEGAIL GRACE M. MARALIT**  
Accountant III  
PCAARRD

  
**ALAN C. TAULE**  
Project Leader  
STII

  
**MARITA A. CARLOS**  
ACD Director  
PCAARRD

  
**RICHARD P. BURGOS**  
Director  
STII

  
**REYNALDO V. EBORA**  
Executive Director  
PCAARRD

3. Prioritize and digitize the available AANR resources available at the regional R&D consortia base agency libraries;
4. Integrate the eight AANR eLibrary sub-domains in the DOST-PCAARRD eLibrary system; and
5. Promote utilization of eLibrary system.

### III. Expected Outputs

The expected outputs of the project are the following:

Products	Enhanced eLibrary system sustained at DOST-PCAARRD
Publication	IEC materials (social media campaign, audio-visual presentation)
People Services	Capacitated personnel of the regional R&D consortia base agencies on digitization
Places and Partnerships	Signed MOA between DOST-PCAARRD, DOST-STII, and regional R&D consortia base agencies
Policy	Policy Guidelines for the eLibrary system

### III. Duration of the Project

The project shall be implemented for 12 months covering the period September 1, 2022-August 31, 2023. The project shall commence immediately or within two (2) months after the release of funds. In case there is a change in actual date of implementation, it shall be requested from DOST-PCAARRD by STII.

### V. Rights and Obligations of the Parties

**DOST - PCAARRD shall:**

- a. Provide financial support for the project with a total grant of Four Million Nine Hundred Ninety-Nine Thousand Six Hundred Seventy-Two Pesos (PhP4,999,672.00)


For implementation, the total amount of PhP4,999,672.00 shall be remitted to STII, the line-item budget of which is attached as **Annex A** and made an integral part hereof.


Such grant for the project shall be led by STII and to be expended as allocated in the project's approved line-item budget and released subject to the terms and conditions specified in the "Revised Guidelines for the Grants-In-Aid Program of the Department of Science and Technology and Its Agencies (DOST A.O. No. 11, series of 2020), effective September 2, 2020 and PCAARRD Supplemental Provisions (PCAARRD AO No. 198-B, series of 2019), effective August 2, 2019 (see **Annex B**), not contradicting with the current guidelines, shall govern the implementation of the project.

Release of succeeding project funds shall be subject to review, evaluation and approval by DOST-PCAARRD approving bodies duly supported by the required financial and technical reports.

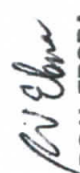
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 ACD Director  
 PCAARRD

  
**RICHARD P. BURGOS**  
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**REYNALDO V. EBORA**  
 Executive Director  
 PCAARRD

- b. Monitor and evaluate the implementation of the project in accordance with the objectives and the workplan;
- c. Conduct periodic field evaluation of the project to identify problems, solutions and remedial actions to avoid delays in implementation;
- d. Provide adequate coordinative and efficient administrative support and management system necessary for the smooth implementation of the project;
- e. Ensure that specific work plans agreed by all parties are adhered to including budgets necessary to implement such plans;
- f. Review periodic financial reports submitted by the implementing agency; and
- g. Appraise technical reports (semi-annual, annual, publishable report and terminal).

The implementing agency, STII, through its Director, bind itself to implement the project under an assigned Project Leader in accordance with the approved project proposal (made part hereof as **Annex C**) and shall be strictly implemented following the project's work and financial plan.

Among the responsibilities of the implementing agencies as provided for in these guidelines are as follows:


**STII shall:**


1. Exert all efforts (such as providing facilities and technical personnel with the required expertise) to attain the objectives stated in the proposal; and
2. Take the lead in the implementation of project activities and coordinate with other collaborating agencies;
3. Hire the required project personnel as indicated in the approved proposal in accordance with the existing hiring policies of the agency and the approved line-item budget; request approval from DOST-PCAARRD of any changes in the position/designation of the project personnel to be hired; and submit list of personnel engaged in the project following DOST Form 11.
4. Submit the following technical accomplishment reports duly endorsed by the Agency Head to DOST-PCAARRD:
  - 4.1 An acceptable semi-annual report using DOST Form 6 in two (2) hard copies and one (1) electronic copy within a month after the end of the project semester.
  - 4.2 An acceptable annual technical accomplishment report using DOST Form 7 in two (2) hard copies and one (1) electronic copy within two (2) months after the end of a project year. In case of a program, a consolidated annual program report shall be submitted in addition to the individual project reports.
  - 4.3 A quality terminal technical report following DOST Form 15 in three (3) hardcopies and one (1) electronic copy within three (3) months after project completion which shall be accompanied by two (2) hardcopies and one (1) electronic copy of publishable technical report. The publication of such paper in any existing scientific or professional journal should meet the standards set by said journal.
5. Disburse funds in accordance with the approved Line-Item Budget (LIB), subject to existing government accounting and auditing procedures, and make necessary reprogramming of funds for not more than three (3) times in each implementation year, following these rules:


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 Director  
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**REYNALDO V. EBORA**  
 Executive Director  
 PCAARRD

- 5.1 Approve, through Implementing Agency Head or his authorized representative, any reprogramming/transfer of funds of existing expense items (other than those enumerated in 5.2) budget as originally approved by the DOST-PCAARRD to augment direct and indirect cost under PS, MOOE and CO. A copy of approval shall be provided to DOST-PCAARRD within two (2) weeks for documentation/concurrence of the monitoring division, otherwise the approved reprogramming shall be null and void;
- 5.2. Exceptions to the provisions of 5.1 are the following:
  - 5.2.1 Budget for the Foreign Travel and Training
  - 5.2.2 Creation of new expense item, including increase/decrease of numbers of items (e.g., equipment, personnel) originally approved in the LIB and upgrading/downgrading of positions from the originally approved PS
  - 5.2.3 Increase in indirect cost budget exceeding the 7.5% ceiling for indirect cost
6. Submit at least three (3) copies of the following financial reports to DOST-PCAARRD:
  - 6.1. Semi-annual financial report using DOST Form 8, certified correct by the agency accountant and approved by the agency head within a month after each semester, supported by Report of Disbursement (ROD).
  - 6.2. Annual financial report using DOST Form 8 certified correct by the Agency Accountant and approved by the agency head within two (2) months after end of each implementation year.
  - 6.3. Terminal audited financial report (TFR) duly accepted by the COA, using DOST Form 16 within three (3) months after project completion. The reported unexpended balance shall be refunded back to DOST-PCAARRD.

Financial reports are accompanied by DOST Forms 9, 11, 12, and 13, whenever applicable.
7. Be accountable for equipment purchased for the project. Only equipment listed in the approved proposal shall be purchased by the agency following the government Procurement Reform Act. DOST-PCAARRD remains to be the owner of all equipment purchased out of its grant and shall have the right to transfer/assign/donate such to anyone after the project completion.
 

Enter all equipment purchased in the institution's books on inventory of equipment. Submit report on equipment purchased using DOST Form 12 with the corresponding Property Acknowledgement Receipts (PARs).
8. Make available to authorized officials of DOST-PCAARRD and the Commission on Audit during office hours, the records of project operations and books of accounts for inspection whenever necessary.
9. Present the project results in agency in-house reviews/program review and/or at least in one seminar or scientific meeting for the purpose of disseminating the information and technology generated from the project; without prejudice to the provision of Section VI hereof.

*DOST-PCAARRD and STII/ Augmenting and Strengthening the eLibrary Services in the Regional R&D Consortia Base Agencies /P4,999,672.00*

*[Signature]*  
**ABEGAIL GRACE M. MARALIT**  
 Accountant III  
 PCAARRD

*[Signature]*  
**ALAN C. TAULE**  
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*[Signature]*  
**MARITA A. CARLOS**  
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 PCAARRD

*[Signature]*  
**RICHARD P. BURGOS**  
 Director  
 STII

*[Signature]*  
**REYNALDO V. EBORA**  
 Executive Director  
 PCAARRD

**Project Leader, shall:**

- a. Coordinate with Project Staff to ensure that goals of the project are attained;
- b. Facilitate and monitor the implementation of project activities;
- c. Coordinate, facilitate and monitor the preparation of the project's accomplishments and financial reports;
- d. Consolidate project's accomplishment reports and prepare syntheses of accomplishment reports; and
- e. Maintain close communication and coordination with DOST-PCAARRD.

**Project Staff, shall:**

- a. Coordinate with Project Leader to ensure that goals of the project are attained;
- b. Facilitate and monitor the implementation of project activities;
- c. Facilitate the preparation and submission of the project's accomplishments and financial reports which shall be packaged by the Project Leader as a project output; and
- d. Maintain close communication and coordination with DOST-PCAARRD.

**VI. Ownership and Utilization of Information, Technologies, Inventions and Improvements**

The Implementing Agencies and the researchers recognize that results of the project and the rights to publication, except those that relate to intellectual property concerns, belong jointly to the researchers and implementing agencies. Ownership of intellectual property and intellectual property rights shall be governed by but not limited to, Chapter II, Rule 5 and Rule 6 of the Implementing Rules and Regulations of Republic Act (R.A.) 10055.

Full acknowledgments shall accordingly be given to DOST-PCAARRD in case the research results are published or presented in various forums, seminars, meetings. Such presentation should not prejudice the proprietary/confidential nature of the information as heretofore mentioned for purposes of intellectual property protection.

Subject to the limitations recognized by law, particularly those that relate to intellectual property, the implementing agencies reserve the right to use all data and findings by virtue of and pursuant to this agreement for the enhancement of its academic and research programs.

**VII. Discontinuance of Assistance**

DOST-PCAARRD reserves the right to:


- a. Discontinue any program/project of its assistance at any time with prior consultation with Implementing Agency for violation of this agreement or when it is determined that the results obtained or are reasonably expected to be obtained do not justify further activity for reasons attributable to the willful act of the project leader and/or implementing team; suspend the program/project and the disbursement of funds for violation of any part of this agreement;
- b. Terminate any project when funds are not available from the national government.

*DOST-PCAARRD and STII/ Augmenting and Strengthening the eLibrary Services in the Regional R&D Consortia Base Agencies /P4,999,672.00*

  
**ABEGAIL GRACE M. MARALIT**  
Accountant III  
PCAARRD

  
**ALAN C. TAULE**  
Project Leader  
STII

  
**MARITA A. CARLOS**  
ACD Director &  
PCAARRD

  
**RICHARD P. BURGOS**  
Director  
STII


  
**REYNALDO V. EBORA**  
Executive Director  
PCAARRD

Discontinuance of assistance, suspension or termination of this agreement shall be done by DOST-PCAARRD upon prior consultation with STII. In case of suspension, upon receipt of the written notice therefore, the implementing agency shall cease disbursement of project funds and shall resume only upon the written advice of PCAARRD. In case of termination, DOST-PCAARRD shall notify the Project Leader at least forty-five (45) days before the date of termination so that he could accordingly notify the project staff at least a month before the date of project termination.

  
ABEGAIL GRACE M. MARALIT  
Accountant III  
PCAARRD


**VIII. Indemnification**

Each party shall indemnify, hold free and harmless, and defend at its expense the other party/ies from and against all suits, claims, demands and liabilities of any nature or kind, arising out of acts or omissions of the former, in the performance of any activity in connection with the project, including those that may be initiated by its employees, workers, agents, subcontractors, or by other entity or persons against said party by reason of or in connection to the program/project..

  
ALAN C. TAULE  
Project Leader  
STII

**IX. Amendment Provision**

Any additional or amendments to the stipulations hereof shall be done through a supplementary agreement to be prepared by the party requiring such and shall be mutually consented by the parties. Notarization of such shall be taken care of by the party who prepared the amendments/additional provisions.


  
MARITA A. CARLOS  
ACD Director  
PCAARRD

**X. Repealing Clause**

Both parties agree that this MOA contains the full agreement of the parties and supersedes all previous agreements either written or oral if there are any.

**XI. Preferred Dispute Resolution (Government to Government)**

Should any disagreement arise out of the application, interpretation or implementation of this Agreement, the parties shall endeavor to exercise best efforts to amicably negotiate their difference. In case of failure, the rules under Administrative Code of 1987 on dispute between government agencies shall apply.

  
RICHARD P. BURGOS  
Director  
STII

**XII. Effectivity and Termination**

This Agreement shall take effect after the same is duly signed and notarized. It shall remain in force for until such time that the proponent/s have submitted all the requisite documents as stipulated in this agreement and cleared by the Funding Agency from all accountabilities.

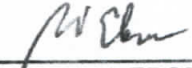
  
REYNALDO V. EBORA  
Executive Director  
PCAARRD

*DOST-PCAARRD and STII/ Augmenting and Strengthening the eLibrary Services in the Regional R&D Consortia Base Agencies /P4,999,672.00*

IN WITNESS WHEREOF, the parties hereto have hereunto set their hands, this \_\_\_\_\_ at \_\_\_\_\_.

**DOST-PCAARRD**

By:

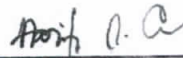
  
\_\_\_\_\_  
**REYNALDO V. EBORA**  
Executive Director

**DOST-STII**

By:

  
\_\_\_\_\_  
**RICHARD P. BURGOS**  
Director

WITNESSES:

  
\_\_\_\_\_  
**MARITA A. CARLOS**  
ACD Director, PCAARRD

  
\_\_\_\_\_  
**ALAN C. TAULE**  
Project Leader, STII

Certified Funds Available:

  
\_\_\_\_\_  
**ABEGAIL GRACE M. MARALIT**  
Accountant III, PCAARRD

*DOST-PCAARRD and STII/ Augmenting and Strengthening the eLibrary Services in the Regional R&D Consortia Base Agencies /P4,999,672.00*

**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  
personally appeared:

1 SEP 13 2022


<u>NAME</u>	<u>GOVERNMENT ISSUED IDENTIFICATION</u>	<u>DATE/PLACE ISSUED</u>
REYNALDO V. EBORA	Regular Passport P7587501A	June 19, 2018/ DFA, Manila
RICHARD P. BURGOS	Driver's License No. NO3-97-238885	June 20, 2018 Taguig City

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 represent.

This instrument, consisting of eight (8) pages, including this page whereon this Acknowledgement if written, signed by the parties together with their instrumental witnesses one each on every page thereof

TO THE TRUTH OF FOREGOING, witness now my hand and seal on the date and place first above written.

Doc No. 344  
Page No. 70  
Book No. 422  
Series of 2022

  
**ATTY. ELENO O. PERALTA**  
Notary Public Until December 31, 2023  
Calamba City, Los Baños Bay, Catauan, Laguna  
IBP No. 167389/01-14-2021, Laguna Chapter  
Not. Com. #14 2022-2 dated in 06-2022  
PTR No. 261415/01-03-2017, Los Baños, Laguna  
Roll No. 3586, May 1986

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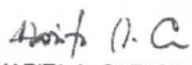


Republic of the Philippines  
Department of Science and Technology  
Philippine Council for Agriculture, Aquatic, and Natural Resources Research and Development  
**LINE ITEM BUDGET**  
Year 1 of 1 - CY 2022

**Project Title: Augmenting and Strengthening the eLibrary Services in the Regional R&D Consortia Base Agencies**  
Total Duration: Originally Approved: September 01, 2022 - August 31, 2023 (1 Year/s)  
Current Duration: September 01, 2022 - August 31, 2023 (Year 1 of 1)  
Implementing Agency: Science and Technology Information Institute  
Fund Source Agency: Philippine Council for Agriculture, Aquatic and Natural Resources Research and Development  
Project Leader: Alan C. Taule

PARTICULARS		Y1 APPROVED
<b>I. Personal Services (PS)</b>		
Direct Cost		
Salaries		
1	Clerk III @ 20,252.00/mo x 12 months	243,024.00
2	Project Assistant I @ 22,798.00/mo x 12 months	547,152.00
1	Computer Programmer II @ 42,116.00/mo x 12 months	505,392.00
1	Science Research Specialist II @ 45,780.00/mo x 12 months	549,360.00
Honorarium		
1	Project Leader @ 8,800.00/mo x 12 months	105,600.00
2	Project Staff Level 1 @ 4,800.00/mo x 12 months	115,200.00
1	Project Staff Level 2 @ 6,000.00/mo x 12 months	72,000.00
<b>Total Direct Cost PS</b>		<b>2,137,728.00</b>
Indirect Cost		
<b>Total Indirect Cost PS</b>		
		<b>TOTAL PS 2,137,728.00</b>
<b>II. Maintenance and other Operating Expenses (MOOE)</b>		
Direct Cost		
	Travelling Expenses   Local	465,000.00
	Communications Expenses   Telephone - Mobile	25,200.00
	Communications Expenses   Postage and delivery charges	3,500.00
	Transportation and Delivery Services	25,000.00
	Supplies and Materials   Office Supplies	50,000.00
	Supplies and Materials   Oil and Lubricants	20,000.00
	Rent Expenses   Vehicle	40,000.00
	Representation Expenses	40,000.00
	Subscription Expenses   ICT Software subscription (Adobe Acrobat Professional)	120,000.00
	Subscription Expenses   Other Subscription Expenses	126,000.00
	Other Maintenance and Operating Expenses	36,000.00
	Professional Services   Other Professional Services	607,744.00
	Professional Services   Legal Services	3,000.00
	Taxes, Insurance Premiums and Other Fees   Insurance Expenses	3,500.00
	Supplies and Materials Expenses   Semi-Expendable Machinery and Equipment Expenses (8 scanners)	280,000.00
<b>Total Direct Cost MOOE</b>		<b>1,844,944.00</b>
Indirect Cost		
<b>Total Indirect Cost MOOE</b>		
		<b>TOTAL MOOE 1,844,944.00</b>
<b>III. Equipment Outlay (EO)</b>		
Direct Cost		
1	EO Direct Cost   1 Server	250,000.00
1	EO Direct Cost   1 Laptop with Windows OS and MS Office	87,000.00
1	EO Direct Cost   8 Desktop computers with Windows OS and MS Office	680,000.00
<b>Total Direct Cost EO</b>		<b>1,017,000.00</b>
Indirect Cost		
<b>Total Indirect Cost EO</b>		
		<b>TOTAL EO 1,017,000.00</b>
		<b>GRAND TOTAL 4,999,672.00</b>

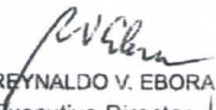
Endorsed By:

  
MARITA A. CARLOS  
ACD Director

Certified Funds Available:

  
ABEGAIL GRACE M. MARALIT  
Accountant III

Approved By:

  
REYNALDO V. EBORA  
Executive Director



REPUBLIKA NG PILIPINAS  
KAGAWARAN NG PANANALAPI  
KAWANIHAN NG INGATANG - YAMAN  
(BUREAU OF THE TREASURY)

Funding the Republic Region IVA - CALABARZON

**RICHARD P. BURGOS**  
STII, DIRECTOR

Cert. No. 0434-CY-2022-0002

Date: 10/21/2022

## CERTIFICATION

This is to certify that the following amount of national collection/s was/were verified to have been credited to the account of the Bureau of Treasury maintained with LAND BANK OF THE PHILIPPINES.

### National Government Agency Information

Agency Name: Department of Science and Technology (DOST) - Science and Technology Information Institute  
Organization Code: 190190000000

### Deposited Collections Information

Period Coverage: October 07, 2022  
Bank Branch: LBP LOS BANOS EXTENSION LAGUNA - 0884  
Bank Branch Code: 0884

General Fund		Special Account in the General Fund		Trust Fund	
UACS Funding Source Code	Amount	UACS Funding Source Code	Amount	UACS Funding Source Code	Amount
	P0.00		P0.00	07-308601	P4,999,672.00

Amount in Figures: P4,999,672.00

Amount in Words: FOUR MILLION NINE HUNDRED NINETY NINE THOUSAND SIX HUNDRED SEVENTY TWO PESOS ONLY

Nature of Transaction/s: Trust Fund

Purpose: Request for Notice of Cash allocation (NCA)

Signed by:

*Mariete P. Aguinaldo*  
**MARITE P. AGUINALDO**  
Regional Director

*10/22*

ISO 9001:2015 Quality Management System

Certificate No.: SCP000233Q

URL: [www.treasury.gov.ph](http://www.treasury.gov.ph)





Republic of the Philippines  
**DEPARTMENT OF SCIENCE AND TECHNOLOGY**  
**SCIENCE AND TECHNOLOGY INFORMATION INSTITUTE**



24 October 2022

**Sec. AMENAH F. PANGANDAMAN**  
Office of the Secretary  
Department of Budget and Management  
Malacañang, Manila

**Attention: ELENA REGINA S. BRILLANTES**  
Director  
Budget and Management Bureau - F

Dear Secretary Pangandaman:

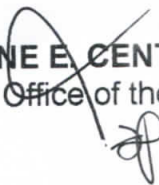
May we request for the issuance of the Notice of Cash Allocation (NCA) amounting to **Four Million Nine Hundred Ninety Nine Thousand Six Hundred Seventy Two Pesos Only (P4,999,672.00)** representing the funding requirement for the project, "Augmenting and Strengthening the eLibrary Services in the Regional R&D Consortia Base Agencies".

Enclosed are pertinent documents for your reference.

Thank you.

Very truly yours,

**ARLENE E. CENTENO**  
OIC – Office of the Director, DOST-STII

  
10/25/22

