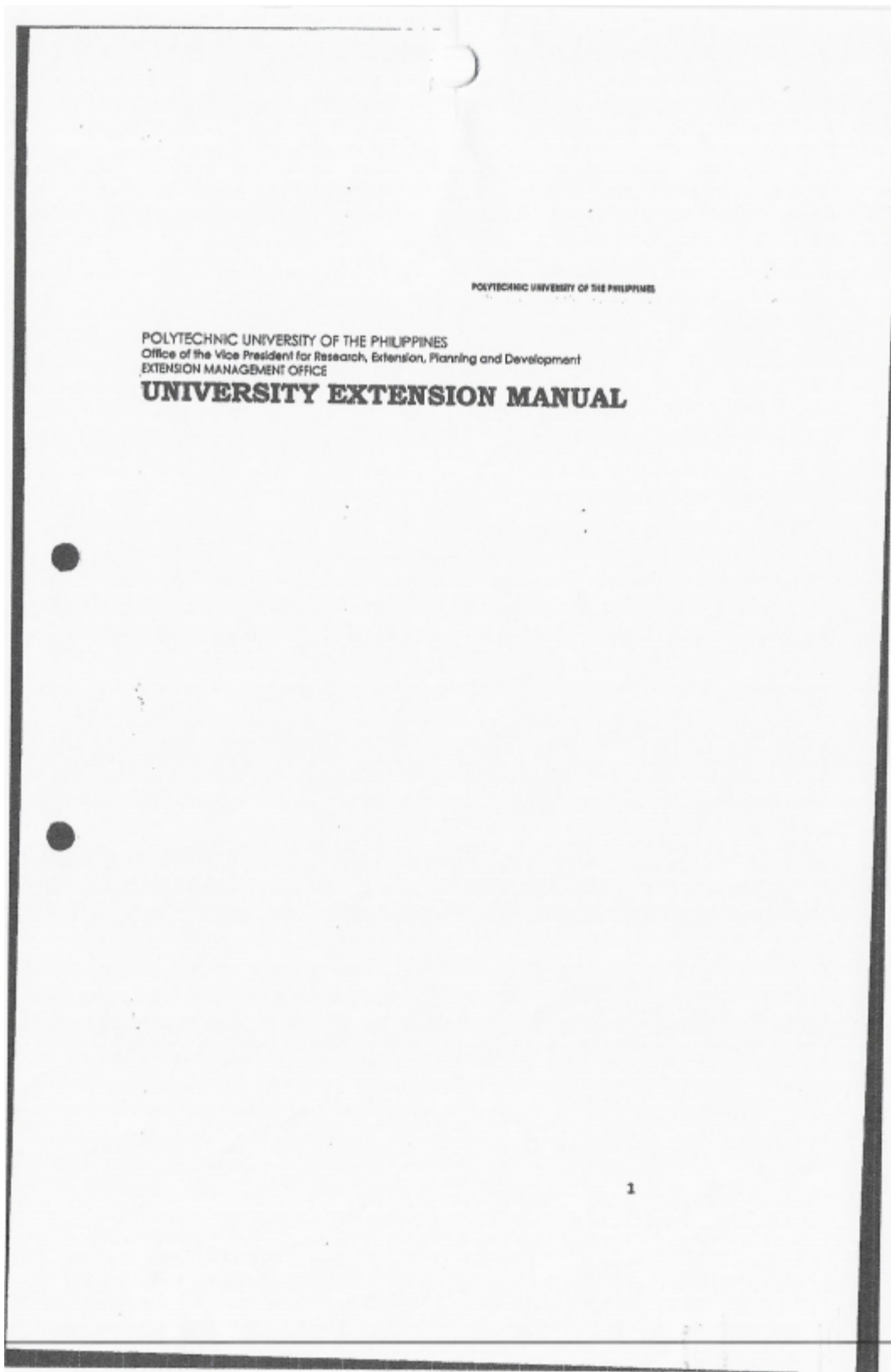




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Chapter 1
UNIVERSITY EXTENSION AGENDA

In view of the present administration's vision to clear the paths while laying new foundations to transform the Polytechnic University of the Philippines into an epistemic community, the suggested focus of the Extension Management Office (EMO) Manual will be anchored on one of its 8-Point University Agenda - "institutionalizing Civil Society Engagement and Involved Extension Service Programs" which specifically includes: (a) engaging social issues in both discourse and practice; (b) embedding a good social conscience in the sectors of PUP; (c) expanding extension and community involvement; (d) expanding academic and institutional linkages, and; (e) redefining our involvement in LGUs and their communities.

Hence, the great emphasis on putting such endeavor into a realization would be conspicuously seen by promoting strong commitment to create a positive social transformation by means of growth in self-reliance as well as knowledge and skills empowerment among the people in its immediate communities through various extension programs and expert services which serve as the fundamental goal of PUP.

This will mark a gradual pace of change in the University by placing high premium not merely on providing better quality education, but also on engaging in sustainable community development programs that will pave way to a greater university-community collaboration and innovative solutions which will help assuage deep-seated economic and social malaise. Such undertaking to genuinely embed corporate social responsibility is in line with the 10-Point Agenda of the government, emphasizing the need to maintain accelerated economic growth while ensuring that gains are broadly shared by the Filipino people. This goal of the present administration is anchored on the 'Ambisyon Natin 2040 Vision' of National Economic Development Authority (NEDA) stating that, "The Philippines shall be a country where all citizens are free from hunger and poverty, have equal opportunities, enabled by fair and just society that is governed with order and unity. A nation where families live together, thriving in vibrant, culturally diverse, and resilient communities."

In this regard, Extension, as one of the major thrusts of PUP underpins one of the Higher Education Reform Agenda (HERA) Strategic Directions which optimizes roles in poverty alleviation and social development. Furthermore, it also supports the Research, Development and Extension (RDE) program of Commission on Higher Education which aims to generate, adapt and transfer or apply new knowledge and technologies through transfer of technologies and community involvement in order to improve



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productivity and livelihood, promote peace, empower women, protect the environment, reduce disaster devastation, and alleviate poverty.

With this, PUP, in its more than a century of existence has provided high-need state scholars access to excellent education as it continuously strives to set and uphold the standards of a true academic-driven and civic-oriented institution.

"Extension" as defined in the University

As stipulated in the CHED Memorandum Order No. 52, Series of 2016 "HEI's are positioned to work in partnership with the communities, business and industry in facilitating the transfer of knowledge or technology on specific developmental areas that directly affect the lives of individual, families and communities".

Hence, extension, in this context, PUP adopt the definition as systematic transfer of technology, innovation or generation generated by the HEI's and its partners to seek solution to specific developmental concerns. According to CHED, it should be purpose-specific, target-specific, and need-specific program of action utilizing the best available data, science and evidence from a range of disciplines to inform systematic approaches to developmental solutions.

The University Extension Vision, Mission and Objectives

Vision

The Extension Management Office envisions itself to be the epitome of excellence in uplifting the citizenry's quality of life by fostering economic and social resilience through concrete, innovative, community outreach and research-based extension programs.

Mission

The Extension Management Office (EMO) is the lead unit of PUP in formulating and implementing of the extension policies, guidelines and programs in line with existing policies in CHED designed to ameliorate the pressing social needs by rendering various expert services to its target recipients and immediate communities. Hence, in order to carry out the mission to empower citizenry for sustainable development, the EMO commits itself to:

- 1) Engage in unified extension undertakings tapping the technical expertise of different colleges, branches, campuses and other offices;



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- 2) Promote high sense of volunteerism among the faculty, administrative staff and studentry towards service to the target recipients;
- 2) Reshape the community extension programs and services to better meet the actual needs of target recipients;
- 4) Rebuild and transform lives of partner communities and beyond for the greater good of mankind
- 5) Ensure active participation in intensified national advocacy for poverty reduction and social development

Objectives

EMO has arrived at similar specific objectives in order to fulfill its mission to:

- 1) Formulate appropriate quality extension services through community needs identification, project preparation and implementation.
- 2) Deliver greater access to education and digital information by making full use of vital resources and technologies.
- 3) Expand capacity development programs that cater the recurring needs of the immediate communities.
- 4) To provide avenues for the entire university to unite, collaborate, and participate in all extension-related undertakings to achieve the shared vision of sustainable development for a better future.
- 5) Establish linkages and connections with LGUs, NGOs, private sectors, target industry partners as well as national/international organizations/institutions/agencies to realize plans for expansion as well as generate financial support for university extension projects.

The University Extension Agenda

Extension service typology shall fall under the following categories:

- **Transfer of Expertise** – It shall be a series of faculty-led extension trainings and programs tapping the expertise of



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the concerned colleges /branches based on the needs assessment result of the target beneficiaries (example: welding, basic computer training, etc.)

- **Outreach Community** – It shall be a community service on a regular basis which focuses on immediate programs and short-term activities provided by either faculty, administrative staff or students of a particular college/branch (example: feeding, clean-up drive, etc.)
- **Voluntary Service** – It shall be a voluntary research-based or non-research-based extension services rendered to the target beneficiaries by the faculty, administrative staff and students from various colleges/branches of the university.

There shall be a formal form of partnership/collaboration between the community, institution, and the University on a sustained basis usually accompanied by a Memorandum of Agreement (MOA).

Scope / Major Areas of Concern of PUP Extension Programs

EMO offers extension services that will still largely depend on the needs assessment result of the target beneficiaries.

The provided list of specific extension activities is merely intended to guide each of the target beneficiaries in choosing the appropriate program that is deemed beneficial and suitable to their pressing needs.

Generally, EMO may incorporate some of the government's 10-point socio-economic agenda which will serve as important basis on providing extension services to its immediate communities, such as:

- (a) Promotion of rural and value chain development toward increasing agricultural and rural enterprise productivity and rural tourism;
- (b) Investment in human capital development, including health and education systems, and match skills and training to meet the demand of businesses and the private sector;
- (c) Promotion of science, technology, and the creative arts to enhance innovation and creative capacity towards self-sustaining, inclusive development; and
- (d) Strengthening the implementation of the Responsible Parenthood and Reproductive Health Law to enable especially



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poor couples to make informed choices on financial and family planning.

The entire extension-related projects which highlight outreach, research-based and non-research based extension programs of EMO is in accordance with the thrusts and agenda of the government which focus on sustained economic growth with equitable impact to all Filipinos.

For Community Outreach Programs, below-listed activities may be undertaken:

- Feeding
- Gift-Giving
- Seminars on Safety, Health, and Environmental Issues
- Dental and Medical Mission
- Clothing and Book Donations
- Tree Planting
- Clean-up Drive
- Short Consultancy Services
- Others

In terms of research-based extension program, the Salin Kaalaman, Tunga sa Kaunlaran – An Expert Transfer of Technology Project (both research-based and non-research based) comprises the following major areas of concern based on needs assessment:

1) Livelihood

- Wine mixing and bartending
- Meat processing
- Perfume making
- Basic welding
- Soap, conditioner and dishwashing making
- Handicraft seminar
- Empanada / pastries making
- Basic electrical wiring
- Orientation on starting business (Business permits and documentation requirements)
- Business finance, budgeting and bookkeeping
- Business taxation
- Product marketing, packaging, branding, etc.

2) Health & Wellness

- Food preparation and sanitation
- Proper grooming and personal hygiene
- Meal planning and table etiquette
- Sports clinic and fitness training

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- Sports officiating
- Latin aero dance (aerobics)
- Zumba
- Stress Management
- Laughter Therapy

3) Environment

- Urban gardening
- Solid waste management
- Recycling

4) Special Literacy

- Barangay governance and basic laws
- Basic English training for call center agents
- Campaign / Advocacy Training
- Teambuilding
- Reading & writing workshop for children
- Road safety campaign
- Basic housekeeping
- Cultural tourism
- Basic computer training
- Consumer electronics
- Business correspondence
- Disaster risk management seminar
- Basic software application
- Basic web designing
- IT literacy training parenting & values formation
- Dangerous drugs
- Cooperative organization and management
- Theater arts
- Dance workshop
- Visual arts & basic photography
- Music/ chorale
- Basic Ethics
- Basic Engineering
- Kuturang Filipino, Campaign / Advocacies, Ethics

5) Basic Literacy

Information Dissemination and Advisory Services as well as Linkages and Networking are also part of the central focus of PUP Extension Program.

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Chapter 2
**THE UNIVERSITY EXTENSION
ORGANIZATION**

The University Research and Development Council (UREDCO)

The University Research and Development Council (UREDCO) is constituted to serve as a policy recommending body for the University Research and Development (R&D) plans and programs, and the clearing house of ideas specifically in the priority-setting, implementation and evaluation of the R & D program of the university.

The UREDCO is headed by the University President, with the Vice President for Research, Extension, Planning and Development (VPREPD) as the Vice Chair and the Directors of the research institutes, Chief of offices and centers under the OVPREPD and the Deans of the Colleges and Branch and/or Campus Directors as Members. It shall meet once a year and may hold special meetings when necessary. (See Chapter 3)

The University Extension Project Proposal Evaluation Committee (UEPPEC)

The University Extension Project Proposal Evaluation Committee (UEPPEC) is an ad hoc committee that undertakes review of extension project proposals submitted for possible funding. The committee meets every quarter and holds special meetings when necessary.

The Office of the Vice President for Research, Extension, and Development (OVPRED)

The Office of the Vice President for Research, Extension, Planning and Development (OVPREPD) is the university's lead unit in formulating, implementing and recommending policies, guidelines and programs relevant to research and extension services. In addition, it is the overall in-charge of planning, coordination, supervision and management of any research and extension-related works/activities.

The Vice President for Research, Extension, Planning and Development (VPREPD) shall discharge the following duties and responsibilities:

1. Assists the University President in the direction, supervision and management of all matters pertaining to research, extension, planning and development policies;



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2. Coordinates the work of all research, extension, planning and development institutes and departments for harmonious functioning;
3. Represents the University President in official and/or social functions, as the case maybe;
4. Recommends and implements policies related to research, extension, planning and development
5. Submits regular reports to management and external bodies like DBM, COA, CHED, CSC and others; and
6. Performs such other duties that the President may assign from time to time.

The VPRED is supported by the Assistant to the Vice-President for Research, Extension, Planning and Development (AVPREPD) with the following functions:

1. Assists the Vice President for Research, Extension, Planning and Development in the direction, supervision and management of all matters pertaining to research, extension, planning and development policies;
2. Coordinates the work of all research, extension, planning and development departments for harmonious functioning;
3. Represents the Vice President for Research, Extension, Planning and Development in official and/or social functions, as the case maybe;
4. Recommends and implements policies related to research, extension, planning and development;
5. Recommends plans, programs, projects, and policies relative to research planning and program/project development to the VP for Research, Extension, Planning and Development;
6. Assists in the implementation of policies on research, planning and development programs of the University;
7. Oversees the operation of the Research, Extension, Planning and Development office;
8. Submits regular reports to the management; and
9. Performs other duties that the Vice President for Research, Extension, Planning and Development may assign from time to time.

Extension Management Office (EMO)

Extension Management Office (EMO) takes charge primarily on the implementation of university extension programs and activities. It gives support functions to OVPREPD as it initiates, coordinates, monitors and

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evaluates the community outreach programs and research-based extension projects. EMO provides technical assistance to the faculty from different colleges/branches of the university in formulating extension proposals. Building and securing linkages with public/private organizations for extensive community capacity building is also part of its core functions. The office is headed by a Director, assisted by a chief for extension support services as well as monitoring and evaluation services. Extension Coordinators (ECs) are also designated under this office to render service in support to extension and outreach endeavours.

The Extension Management Office shall ensure the system-wide compliance of the existing policies and regulations regarding extension. Thru its Centre's, the Office shall ensure that the University delivers well-defined, concrete, beneficial, practical and relevant extension projects to identify communities that necessitate these programs.

Moreover, EMO shall endeavour to inculcate culture of sharing, giving, and generosity through meaningful university-wide and system-wide program among the faculty, students and administrative employees of the University.

• **Extension Evaluation and Monitoring Center (EEMC)**

The Extension Evaluation and Monitoring Center (EEMC) as another important component of EMO shall be in-charge of the supervision of approved university/branch extension activities by keeping track on the project development, monitoring its efficiency and evaluating the extent to which the project is able to realize its general objectives. It shall also provide feedbacks and suggestions for the improvement of the implemented community and research-based extension programs and guidelines for the planning of future extension projects.

The EEMC specifically functions to:

- a. Conduct extension evaluation
- b. Monitor the implementation of the approved internal and external extension projects
- c. Conduct extension program dissemination (national and international conferences)
- d. Provide secretarial support to the University Extension Evaluation Committee (UEEC)



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- e. Facilitate application for Institutional Extension Grants
- f. Provide assistance to extension workers in terms of documentary and/or formal requirements and;
- g. Provide technical consultancy with extension workers.

- **Extension Support Center (ESC)**

The Extension Support Center (ESC) is a component of EMO which serves as the university's main pillar of extension services. It is directly responsible for (1) developing and implementing the university extension program; (2) coordinating the college/branch extension activities; (3) developing partnership and collaboration with industry; and (4) conducting extension-related activities. This is composed of a chief, extension coordinators, and administrative staff. Moreover, the Extension Support Center (ESC) mainly organizes community development trainings, seminars and workshops through the shared expertise of the interdisciplinary group.

Specifically, Extension Support Center (ESC) functions to:

- a. Forge extension linkages and partnership with the community, public and private institutions.
- b. Conduct capability-building activities such as seminars and workshops
- c. Coordinate with the Research Management Office (RMO) as to research-based needs assessment of communities and research utility/commercialization, identification of expertise, etc.;
- d. Facilitate/application/proposal for extension projects;
- e. Provide fund sourcing services, and
- f. Provide other support services.



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Chapter 3
**THE UNIVERSITY EXTENSION PROCESS, PROPOSAL
AND EVALUATION**

Higher Education Institutions are mandated to render extension service hand in hand with instruction, research and production. This is in recognition of the vital role of the colleges and universities play in the development of communities, especially the underserved and the depressed.

The Extension Project Proposal Evaluation Committee (EPPEC) is composed of five (5) members namely:

- Chair: The Vice President for Research, Extension, Planning and Development
Vice-Chair: The Director of Extension Management Office
Members: The Chief of the Extension Evaluation and Monitoring Center
Two (2) Faculty experts in Technology Transfer/Community Development

Proposals that have satisfactorily met the EPPEC standards based on the approved criteria will be endorsed by the Director to the OVPREPD for University funding.

Call for Extension Proposals

OVPREPD thru the EMO shall encourage and invite faculty and staff from colleges/branches to submit research proposals for possible funding through call for papers in university publications, PUP website and other means. Call for Extension Project Proposals starts on the 1st quarter of the year.

Researchers must have their proposals evaluated first at the college/branch levels for possible endorsement to the EMO. The EMO shall post acceptance of research proposals online through the official PUP website under the OVPREPD link and send an acceptance letter to the official email address of the proponent.

The project proponent/s is/are required to submit the research proposal following the prescribed format (See Appendix - PUP Extension Project Proposal Format). EMO will conduct initial technical evaluation of the submitted proposals based on the prescribed format before its endorsement to the EPPEC. If found not in compliance with the prescribed format, the proposal will be returned to the proponent/s.



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The proponent shall prepare the proposal and submit the same to the Extension Management Office (EMO) for evaluation. The proposal shall include endorsement from the Chair and the Dean of the College and/or Director of the Branch.

Part of the proposal to be submitted are the following which can be found in the appendices:

- A copy of action research output as basis for extension program
- A comprehensive assessment report and paraphernalia, e.j. survey questionnaire
- Line Item Budget
- Consent from the target beneficiaries
- Location map of the project site
- Copy of MOU/MOA with partners and sponsors, if any

Review and Evaluation

All proposals of Colleges/Branches seeking for funding from either local extension funds or from external sources (external funding institutions) shall adopt the following flow which is shown in Fig. 1.

- a. The proponent shall prepare the proposal and submit the same to the Extension Management Office (EMO) for evaluation. The proposal shall include endorsement from the Chair and the Dean of the College and/or Director of the Branch.
 - o The cover letter should address to the University President thru the Vice President for Research, Extension, Planning and Development and the Vice President for Finance.
- b. The Extension Management Office thru the Extension Evaluation and Monitoring Center shall evaluate the submitted proposal and send notice of evaluation to the proponents/s.
- c. The Chief of the Extension Evaluation and Monitoring Center shall lead the committee in evaluating and endorsing proposal to the Director of EMO otherwise, return the proposal to the proponent together with the comments/suggestions/recommendations.
 - o Extension Project Proposal shall only be endorse to the Director, when all the necessary comments/suggestions/recommendations complied and/or included in the proposal.



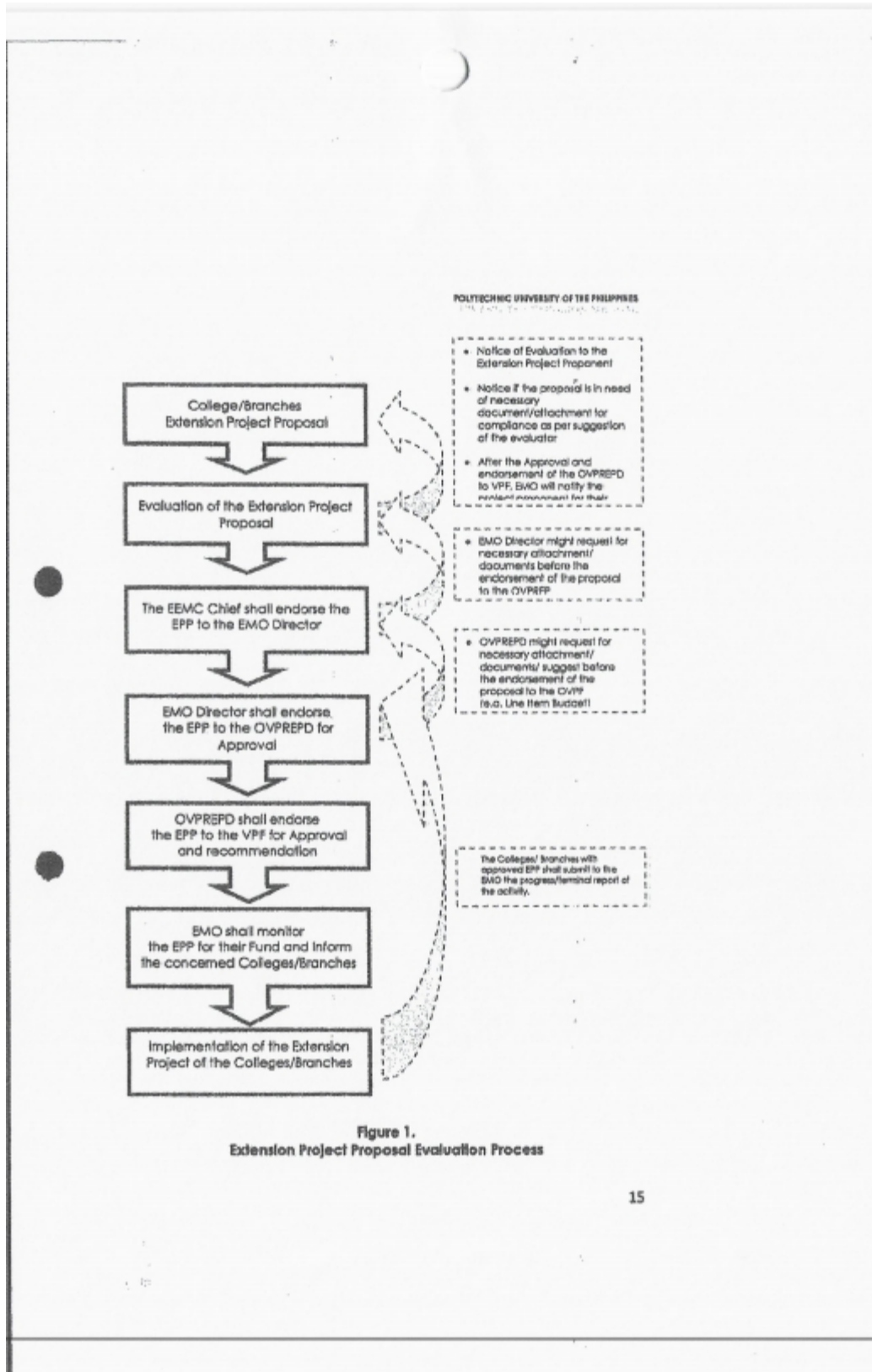
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- d. The EMC shall endorse the proposal to the Director. The Director will endorse the evaluated proposal to the Office of the Vice President for Research, Extension, Planning and Development (OVPREPD) for recommending approval.
 - o The proposal endorsed by the EMO to the OVPREPD might also be returned to the EMO, if the the proposal has merit but needs improvement, the VP for REPD shall return the proposal back to EMO and EMO to College (with proper communication). (If necessary)
- e. After all the comments/suggestions on the proposal with merit have been addressed, the proponent shall submit the proposal to the EMO and EMO to the OVPREPD.
- f. The OVPREPD shall endorse the proposal to the Office of the Vice President for Finance for the approval of the request for funding of the proposal of the College and/or Branch.
 - o The EMO shall notify the project proponent and/or the College/Branch Head when the proposal is already been forwarded to the OVF for the approval of the funding.
- g. The EMO-EMC shall monitor the status of the request for funding and notify the project proponent and/or College/Branch.



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Funding Sources

In view of the CHED Memorandum Order No. 20, S. 2011 entitled as "Policies and Guidelines for the Use of Income, Special Trust Fund and Programs of Receipts and Expenditures of the State Universities and Colleges (SUCs)", a budget allocation (10% of the tuition fees) for extension services shall be used for instructional materials necessary for effective technology transfer of research outputs to the community, skills training in livelihood relative to the research output, honoraria of trainers undertaking the technology transfer of research outputs to the community, travel, training and seminar of extension services personnel, trainers' industry immersion program, wages of contract of service personnel other services (job order). Expenses incurred in undertaking the secondary function of extension services which includes alternative learning system (outreach program), skills training, and development in consortium with local government units involving human resource development and other similar activities may likewise be included in the budget for this function. However, the budget allocation for extension services shall be fixed at ten percent (10%) of the tuition fees to ensure effective delivery of the programs involving technology transfer of research outputs to the community or locality in which the SUC is located.

Hence, with the aim to expand community extension programs it provides, the university highly considers external funding and/or cost-sharing partnership with potential partners to cover the costs of training activities. Thus, the Extension Management Office (EMO) continuously exerts maximum effort in inviting multi-sectoral groups to be project collaborators in order to achieve sustainable development.

As indicated in the Roadmap of Higher Education Reform Agenda (HERA), 2011-2016 which involves upgrading leading SUCs to international standards, Grants-in-Aid for Research, Development, Extension is clearly stated wherein the identified RDE Centers shall be eligible for grants for the conduct of basic and applied, interdisciplinary research aimed at intellectual property generation in their known field(s) of excellence and on identified priority areas; initiative collaborative R & D with foreign counterparts/regional or area partners and act as major linkage to international programs; and to provide high quality post graduate education and training environments for researchers. GIAs shall also be made available to capable public colleges and universities for Extension programs that are aimed at development/adaptation/transfer of technologies for enhancing productivity and quality of life, improving social services, and promoting environmental protection, climate change mitigation and disaster risk reduction.

The following are categories of University Extension Based on Fund Sources Terms of Support:



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- **University-Funded Extension**

It shall be extension projects that shall have been incorporated in the budget proposals for the year. The University Extension shall pass the University screening committee for funding purposes. The extension project shall be initiated by the colleges and campuses (or the combination of both), or even the Extension Management Office (EMO). To be eligible for direct University funding, the extension proponents shall submit to the Extension Proposal Evaluation Committee (EPEC) the extension proposals on the first week of December of the year prior to the preparation of the budget proposal for the next year. The actual funding for the approved project proposals shall be provided in the following fiscal year. All funds for the extension projects shall be subject to the University Accounting and Auditing Policy.

- **Externally Funded, University-Supported Extension**

The Extension Support Center (ESC) shall look for outside funding agencies to fund extension projects. In such cases, the project proposal shall be prepared by the proponent/s and submit it for review and evaluation to the Extension Proposal Evaluation Committee (EPEC) for endorsement by the EMO Director to the University President for approval through the Vice President for Research, Extension, Planning and Development (VPREPD). A Memorandum of Agreement between the parties concerned shall be executed for this purpose.

- **Commissioned Engaged Extension**

The University and outside funding agencies shall forge ties on extension projects deemed necessary for the rehabilitation, reconstruction, sustainability, and continuous improvement of a particular community where the University expertise shall be required. Commissioned/directed faculty/staff, along with EMO, shall prepare the necessary proposal and submit it to the Extension Proposal Evaluation Committee (EPEC) for evaluation and recommendation to both commissioning institutions. If the project is supported by funds coming from either or both agencies, the fund shall be kept by the Office of the Vice President for Research Extension, and Development (OVPREPD) Foundation for purposes of safekeeping. The fund management shall be subject to accounting and auditing rules. A MOA shall be sealed by both parties concerned. It shall be the EMO's responsibility to see if that the requirements set by the external funding agency is met before the University President endorses the project.



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"Advancing the Frontiers of Knowledge"

Criteria for Funding Prioritization

- 1) The extension program/project shall be within the priority areas as stated on R & D Agenda and Extension Project Proposal.
- 2) The extension program/project shall exhibit technical feasibility.
- 3) The proponent/s shall manifest capability to carry out the program/project.
- 4) The program/project shall exhibit the urgency and importance of the information/technology that shall be disseminated to the target area.
- 5) The program/project shall show practicability of timetable and budget.



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Chapter 4
**EXTENSION PROJECT IMPLEMENTATION,
MONITORING AND COMPLETION**

Planning and Implementation Process

The Extension Management Office (EMO) through the Extension Support Center (ESC) is in-charge of the extension programs and projects in coordination with Research Management Office (RMO).

The planning and implementation of extension projects are usually undertaken with the involved faculty experts and even students concerned from the colleges, branches or campuses, offices and departments that will render voluntary service.

The following must be considered in the formulation of an Extension Program Plan:

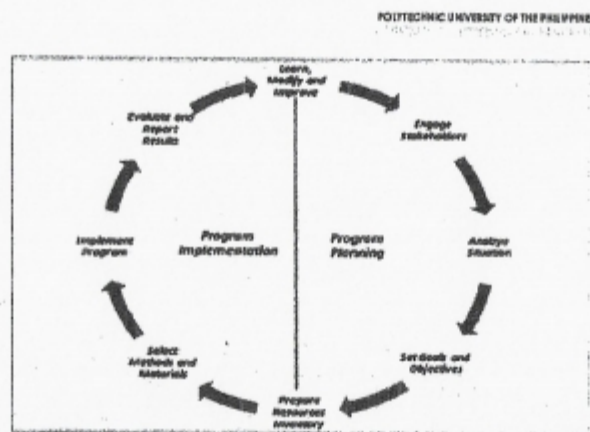
- A. Clear and measurable objectives
- B. Focus on needs of the target audience
- C. List of activities relevant to achieving the stated objectives
- D. Outline of inputs and resources (funding, staff, partners) required for the program
- E. Clear plan for implementation – when, where, how and to whom
- F. Plan for evaluation

Setting planning and implementation shall be initiated after the extension coordinators identified the needs of the target beneficiaries of the extension project. The needs assessment is the starting point of the project implementation which involves orientation and coordination meetings with the involved communities. MOU signing between the local officials of the concerned community and the University Officials will be organized to formally execute the extension activities.

Setting priorities in the extension project planning and implementation process are of significant importance in the formulation of clear and specific project implementation process, provided that it will still be still aligned on the existing thrusts of the university. The figure below is adapted from Diehl and Galindo-Gonzalez (2014) Eight-step Process for Planning and Refining an Extension Program.



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Monitoring and Evaluation of Extension Projects

The Extension Management Office (EMO), in collaboration with the concerned colleges/branches, will coordinate with the barangays and partner institutions on their concerns about the implementation of the project.

Monitoring and evaluation of ongoing and completed extension projects shall be important tools to ensure that resources invested to such projects shall be used efficiently and effectively. Evaluation activities shall be included at the various phases in the design and implementation, as well as the completion of a project funded by external or local sources. Evaluation activities shall be organized at the various phases of a project, namely:

- **Before Implementation** – to identify and define a potential project and appraise its likely results. This shall require the identification of a problem that the project shall aim to alleviate and an assessment of the environment where the project shall be implemented.
- **During Implementation** – to monitor project activities as they are being implemented or at least to make periodic checks that implementation is covering planned activities. Monitoring shall include field evaluation, agency in-house reviews, and integrated reviews.



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- **After Implementation** – to demonstrate that the objectives of the project have been achieved as planned or to verify whether the project led to the expected impact on the people who were to benefit from it.

The Extension Evaluation and Monitoring Center (EEMC) shall prepare an assessment study after the implementation of the project. The result shall help the university improve the delivery of its extension programs.

The following Guide Questions can be considered in conducting the evaluation and monitoring of Extension Projects:

EXTENSION PROGRAM EVALUATION TEMPLATE						
Outcome	Output	Relevance	Efficiency	Effectiveness	Impact	
		Do the objectives and goals match the problems or needs that are being addressed?	Is the project delivered in a timely and cost-effective manner?	To what extent does the intervention achieve its objectives? What are the supportive factors and obstacles encountered during the implementation?	What happened as a result of the project? This may include intended and unintended positive and negative effects.	Are there lasting benefits after the intervention is completed?

After taking into consideration the guidelines in conducting Monitoring and Evaluation, outcome and impact indicators shall be used to measure the quantity and quality of the results achieved through the provision of project goods and services. This is in consonance with the goal of government to ensure that programs or projects that cater the needs of the people will give an impact that is equitable to all Filipinos.

Preparing and Submitting Reports

Extension Project Proposal Lead Proponent/Project leader are required to submit reports during implementation and before the completion of the project.

During the Implementation of the Project

1. Progress Report
2. Financial Report of the Fund Released
3. Initial Data (if any)

Before the Termination of the Project

1. Terminal Report
2. Financial Reports of All Funds released
3. Five (5) copies of the completed extension project including the executive summary in hard and soft copies



POLYTECHNIC UNIVERSITY OF THE PHILIPPINES
COLLEGE OF ENGINEERING
COMPUTER ENGINEERING DEPARTMENT

MEMORANDUM OF UNDERSTANDING

KNOW ALL MEN BY THESE PRESENTS:

This Memorandum of Understanding (MOU) made and entered into by and between:

The POLYTECHNIC UNIVERSITY OF THE PHILIPPINES through the Office of the Vice President for Research, Extension and Development (OVPRED) with principal office address at A. Mabini Campus, Sta. Mesa, Manila represented its Vice President, DR. ANNA RUBY P. GAPASIN, herein referred to as "UNIVERSITY".

And

The Barangay 572 Zone 56, District VI, Sta. Mesa, Manila represented herein by its Barangay Captain, DAISY TEE, herein referred to as "BARANGAY".

WITNESSETH THAT:

WHEREAS, one of the objectives of the UNIVERSITY is to provide extension service programs to its target beneficiaries as it is dedicated to extend its expertise to the community through the Office of the Vice President for Research, Extension and Development through the EXTENSION MANAGEMENT OFFICE (EMO) to implement the project dubbed as *Salin-Kaalaman, Tungo sa Kaunlaran Program - An Expert Transfer of Technology*;

WHEREAS, the UNIVERSITY has chosen Barangay 572 Zone 56, Sta. Mesa, Manila as its extension partner through which Barangay 572 Zone 56 may tap qualified administrative staff and faculty members of the UNIVERSITY, where the latter will serve as consultants, resource speakers, and/or trainers to conduct trainings to help improve the quality of life of the constituents of said community;

WHEREAS, Barangay 572 Zone 56 has signified its intention to partner with the UNIVERSITY on collaborative undertakings and area where the expertise of the UNIVERSITY shall be utilized, subject to pertinent policy and guidelines of the UNIVERSITY and the terms and conditions provided herein.

NOW THEREFORE, for and in consideration of the foregoing premises, both Parties mutually agree as follows:

A. The UNIVERSITY shall:

1. Identify training needs of Barangay 572 Zone 56;
2. Design such program related to the needs of Barangay 572 Zone 56;
3. Conduct trainings necessary to the needs of the Barangay 572 Zone 56;
4. Work collaboratively with the organization through its Officials and designated representatives;
5. Make available the expert services of its qualified administrative staff and faculty members from its various Colleges, Offices and Unit to Barangay 572 Zone 56;
6. Provide training materials, venue and other resources needed in the conduct of the trainings, subject to government audit and accounting rules and regulations; and
7. Conduct monitoring, feedback and progress report which shall be provided to both Parties.

Witness

ASSO. PROF. ESTER Y. BILZON
Chief, EDC

DR. SUYUA C. AMBAG
Director, EMO

HON. DAISY TEE
Barangay Captain, Brgy. 572

DR. ANNA RUBY P. GAPASIN
VP for-RED



POLYTECHNIC UNIVERSITY OF THE PHILIPPINES
COLLEGE OF ENGINEERING
COMPUTER ENGINEERING DEPARTMENT

B. The Barangay 572 Zone 56 shall:

1. Work collaboratively with the UNIVERSITY on the sound implementation of the SALIN-KAALAMAN TUNGO SA KAUNLARAN Program;
2. Regularly coordinate with the UNIVERSITY on feedbacks of the community for a more sustainable program;
3. Ensure participation of the community stakeholders in the trainings, seminars and workshop provided by the UNIVERSITY; and
4. Provide the UNIVERSITY the right to conduct post-training evaluation and similar studies in the course of the implementation of the project.

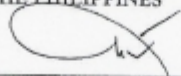
C. OTHER TERMS AND CONDITIONS

1. This Agreement shall take effect immediately upon signing hereof by the respective authorized representatives of the Parties, and shall continue to be effective until the accomplishment of the purpose stated herein.
2. Any of the terms and conditions in this Agreement may be amended through a written agreement mutually agreed by both Parties; *Provided further, that the Barangay 572 Zone 56 and the UNIVERSITY reserve the right to withdraw their participation in this Agreement upon a written notice to the other, and upon mutual terms and conditions agreed upon by the Parties herein.*
3. The UNIVERSITY shall own, solely and exclusively, the copyright and all copyrights to any written or otherwise copyrightable material developed under this MOU. Where the logos of the UNIVERSITY and Barangay 572 Zone 56 are used on the above-referenced signage, logos of each party will be of equal size.

IN WITNESS WHEREOF, the Parties herein set their hands and affixed their signatures on this _____ day of _____ 2018 at _____, Philippines.

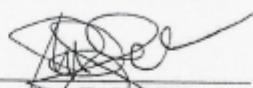
POLYTECHNIC UNIVERSITY
OF THE PHILIPPINES

By:

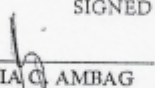

Dr. ANNA RUBY P. GAPASIN
Vice President for Research, Extension
and Development

Barangay 572 Zone 56

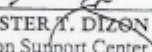
By:


Hon. DAISY TEE
Barangay Captain

SIGNED IN THE PRESENCE OF:


Dr. SILVIA C. AMBAG
EMO, Director

Witness


Assoc. Prof. ESTER T. DIZON
Chief, Extension Support Center



POLYTECHNIC UNIVERSITY OF THE PHILIPPINES
 COLLEGE OF ENGINEERING
COMPUTER ENGINEERING DEPARTMENT

ACKNOWLEDGMENT

REPUBLIC OF THE PHILIPPINES)
 CITY OF _____)

BEFORE ME, a Notary Public for and in the City of _____ personally appeared Dr. Anna Ruby P. Gapasin and Hon. Daisy Tee with _____ ID No. _____ issued at _____ on _____ and _____ ID No. _____ issued at _____ on _____, respectively, known to me and _____ to me known to be the same persons who executed this instrument and acknowledged to me that the same is their free and voluntary act and deed and those of the entities they respectively represent.

This document consists of three (3) pages including the page where this Acknowledgement is written and the parties signed at the left margin of each and every page hereof.

WITNESS MY HAND AND SEAL on March 25, 2018 at the City of _____, Philippines.

[Signature]
 ATTY. VIRGINIO L. VALLE
 NOTARY PUBLIC
 2020
 R.O. No. 1835
 F. No. 018
 M.C. No. 016
 PUP School Manila

Doc No. 455
 Page No. 1
 Book No. 1
 Series of 2018



POLYTECHNIC UNIVERSITY OF THE PHILIPPINES
COLLEGE OF ENGINEERING
COMPUTER ENGINEERING DEPARTMENT

Witness

MEMORANDUM OF UNDERSTANDING

KNOW ALL MEN BY THESE PRESENTS:

This Memorandum of Understanding (MOU) made and entered into by and between:

The POLYTECHNIC UNIVERSITY OF THE PHILIPPINES through the Office of the Vice President for Research, Extension and Development (OVPRED) with principal office address at A. Mabini Campus, Sta. Mesa, Manila represented its Vice President, DR. ANNA RUBY P. GAPASIN, herein referred to as "UNIVERSITY".

And

The Barangay 592 Zone 58, District VI, Sta. Mesa, Manila represented herein by its Barangay Captain, RHODEL RUBIO, herein referred to as "BARANGAY".

WITNESSETH THAT:

WHEREAS, one of the objectives of the UNIVERSITY is to provide extension service programs to its target beneficiaries as it is dedicated to extend its expertise to the community through the Office of the Vice President for Research, Extension and Development through the EXTENSION MANAGEMENT OFFICE (EMO) to implement the project dubbed as *Safin-Kaalaman, Tungo sa Kaunlaran Program – An Expert Transfer of Technology*;

WHEREAS, the UNIVERSITY has chosen Barangay 592 Zone 58, Sta. Mesa, Manila as its extension partner through which Barangay 592 may tap qualified administrative staff and faculty members of the UNIVERSITY, where the latter will serve as consultants, resource speakers, and/or trainers to conduct trainings to help improve the quality of life of the constituents of said community;

WHEREAS, Barangay 592 Zone 58 has signified its intention to partner with the UNIVERSITY on collaborative undertakings and area where the expertise of the UNIVERSITY shall be utilized, subject to pertinent policy and guidelines of the UNIVERSITY and the terms and conditions provided herein.

NOW THEREFORE, for and in consideration of the foregoing premises, both Parties mutually agree as follows:

A. The UNIVERSITY shall:

1. Identify training needs of Barangay 592 Zone 58;
2. Design such program related to the needs of Barangay 592 Zone 58;
3. Conduct trainings necessary to the needs of the Barangay 592 Zone 58;
4. Work collaboratively with the organization through its Officials and designated representatives;
5. Make available the expert services of its qualified administrative staff and faculty members from its various Colleges, Offices and Unit to Barangay 592 Zone 58;
6. Provide training materials, venue and other resources needed in the conduct of the trainings, subject to government audit and accounting rules and regulations; and
7. Conduct monitoring, feedback and progress report which shall be provided to both Parties.

ASSO. PROF. ESTER T. DIZON
Chief, ESC

DR. SILVIA C. AMBAG
Director, EMO

HON. RHODEL RUBIO
Barangay Captain, Brgy. 592

DR. ANNA RUBY P. GAPASIN
VP for RED



POLYTECHNIC UNIVERSITY OF THE PHILIPPINES
COLLEGE OF ENGINEERING
COMPUTER ENGINEERING DEPARTMENT

B. The Barangay 592 Zone 58 shall:

1. Work collaboratively with the UNIVERSITY on the sound implementation of the SALIN-KAALAMAN TUNGO SA KAUNLARAN Program;
2. Regularly coordinate with the UNIVERSITY on feedbacks of the community for a more sustainable program;
3. Ensure participation of the community stakeholders in the trainings, seminars and workshop provided by the UNIVERSITY; and
4. Provide the UNIVERSITY the right to conduct post-training evaluation and similar studies in the course of the implementation of the project.

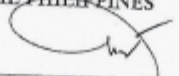
C. OTHER TERMS AND CONDITIONS

1. This Agreement shall take effect immediately upon signing hereof by the respective authorized representatives of the Parties, and shall continue to be effective until the accomplishment of the purpose stated herein.
2. Any of the terms and conditions in this Agreement may be amended through a written agreement mutually agreed by both Parties; *Provided further, that the Barangay 592 Zone 58 and the UNIVERSITY reserve the right to withdraw their participation in this Agreement upon a written notice to the other, and upon mutual terms and conditions agreed upon by the Parties herein.*
3. The UNIVERSITY shall own, solely and exclusively, the copyright and all copyrights to any written or otherwise copyrightable material developed under this MOU. Where the logos of the UNIVERSITY and Barangay 592 Zone 58 are used on the above-referenced signage, logos of each party will be of equal size.

IN WITNESS WHEREOF, the Parties herein set their hands and affixed their signatures on this _____ day of _____ 2018 at _____, Philippines.

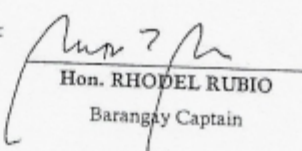
POLYTECHNIC UNIVERSITY
OF THE PHILIPPINES

By:



Dr. ANNA RUBY P. GAPASIN
Vice President for Research, Extension
and Development

Barangay 592 Zone 58

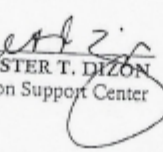
By:


Hon. RHODEL RUBIO
Barangay Captain

SIGNED IN THE PRESENCE OF:


Dr. SILVI C. AMBAG
EMO Director

Witness


Assoc. Prof. ESTER T. DIZON
Chief, Extension Support Center



POLYTECHNIC UNIVERSITY OF THE PHILIPPINES
COLLEGE OF ENGINEERING
COMPUTER ENGINEERING DEPARTMENT

ACKNOWLEDGMENT

REPUBLIC OF THE PHILIPPINES)
CITY OF _____)

BEFORE ME, a Notary Public for and in the City of _____ personally appeared Dr. Anna Ruby P. Gapasin and Hon. Rhodel Rubio with _____ ID No. _____ issued at _____ on _____, and _____ ID No. _____ issued at _____ on _____, respectively, known to me and _____ to me known to be the same persons who executed this instrument and acknowledged to me that the same is their free and voluntary act and deed and those of the entities they respectively represent.

This document consists of three (3) pages including the page where this Acknowledgement is written and the parties signed at the left margin of each and every page hereof.

WITNESS MY HAND AND SEAL on _____ 2018 at the City of _____, Philippines.

ATTY. MRS. EMILIA VALLE
NOTARY PUBLIC
REG. NO. 10835
MCLE 108-38216
DUP 108-38216

Doc No. 482
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Book No. 1
Series of 2018



POLYTECHNIC UNIVERSITY OF THE PHILIPPINES
COLLEGE OF ENGINEERING
COMPUTER ENGINEERING DEPARTMENT

MEMORANDUM OF UNDERSTANDING

KNOW ALL MEN BY THESE PRESENTS:

This Memorandum of Understanding (MOU) made and entered into by and between:

The POLYTECHNIC UNIVERSITY OF THE PHILIPPINES through the Office of the Vice President for Research, Extension and Development (OVPRED) with principal office address at A. Mabini Campus, Sta. Mesa, Manila represented its Vice President, **DR. ANNA RUBY P. GAPASIN**, herein referred to as "UNIVERSITY".

And

The Barangay 598 Zone 59, District VI, Sta. Mesa, Manila represented herein by its Barangay Captain, **PAULITO V. LINIS**, herein referred to as "BARANGAY".

WITNESSETH THAT:

WHEREAS, one of the objectives of the UNIVERSITY is to provide extension service programs to its target beneficiaries as it is dedicated to extend its expertise to the community through the Office of the Vice President for Research, Extension and Development through the EXTENSION MANAGEMENT OFFICE (EMO) to implement the project dubbed as *Salin-Kaalaman, Tungo sa Kaunlaran Program – An Expert Transfer of Technology*;

WHEREAS, the UNIVERSITY has chosen Barangay 598 Zone 59, Sta. Mesa, Manila as its extension partner through which Barangay 598 may tap qualified administrative staff and faculty members of the UNIVERSITY, where the latter will serve as consultants, resource speakers, and/or trainers to conduct trainings to help improve the quality of life of the constituents of said community;

WHEREAS, Barangay 598 Zone 59 has signified its intention to partner with the UNIVERSITY on collaborative undertakings and area where the expertise of the UNIVERSITY shall be utilized, subject to pertinent policy and guidelines of the UNIVERSITY and the terms and conditions provided herein.

NOW THEREFORE, for and in consideration of the foregoing premises, both Parties mutually agree as follows:

A. The UNIVERSITY shall:

1. Identify training needs of Barangay 598 Zone 59;
2. Design such program related to the needs of Barangay 598 Zone 59;
3. Conduct trainings necessary to the needs of the Barangay 598 Zone 59;
4. Work collaboratively with the organization through its Officials and designated representatives;
5. Make available the expert services of its qualified administrative staff and faculty members from its various Colleges, Offices and Unit to Barangay 598 Zone 59;
6. Provide training materials, venue and other resources needed in the conduct of the trainings, subject to government audit and accounting rules and regulations; and
7. Conduct monitoring, feedback and progress report which shall be provided to both Parties.

Witness

ASSO. PROF. ESTER T. DIZON
Chief, ESC

DR. SILVAN C. AMBAG
Director, EMO

HON. PAULITO V. LINIS
Barangay Captain, Regy. 598

DR. ANNA RUBY P. GAPASIN
VP for RED



POLYTECHNIC UNIVERSITY OF THE PHILIPPINES
COLLEGE OF ENGINEERING
COMPUTER ENGINEERING DEPARTMENT

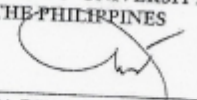
B. The Barangay 598 Zone 59 shall:

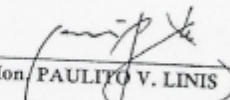
1. Work collaboratively with the UNIVERSITY on the sound implementation of the SALIN-KAALAMAN TUNGO SA KAUNLARAN Program;
2. Regularly coordinate with the UNIVERSITY on feedbacks of the community for a more sustainable program;
3. Ensure participation of the community stakeholders in the trainings, seminars and workshop provided by the UNIVERSITY; and
4. Provide the UNIVERSITY the right to conduct post-training evaluation and similar studies in the course of the implementation of the project.

C. OTHER TERMS AND CONDITIONS

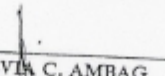
1. This Agreement shall take effect immediately upon signing hereof by the respective authorized representatives of the Parties, and shall continue to be effective until the accomplishment of the purpose stated herein.
2. Any of the terms and conditions in this Agreement may be amended through a written agreement mutually agreed by both Parties; *Provided further, that the Barangay 598 Zone 59 and the UNIVERSITY reserve the right to withdraw their participation in this Agreement upon a written notice to the other, and upon mutual terms and conditions agreed upon by the Parties herein.*
3. The UNIVERSITY shall own, solely and exclusively, the copyright and all copyrights to any written or otherwise copyrightable material developed under this MOU. Where the logos of the UNIVERSITY and Barangay 598 Zone 59 are used on the above-referenced signage, logos of each party will be of equal size.

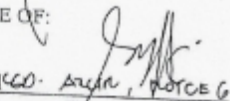
IN WITNESS WHEREOF, the Parties herein set their hands and affixed their signatures on this _____ day of _____ 2018 at _____, Philippines.

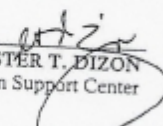
POLYTECHNIC UNIVERSITY
OF THE PHILIPPINES
By: 
Dr. ANNA RUBY P. GAPASIN
Vice President for Research, Extension
and Development

Barangay 598 Zone 59
By: 
Hon. PAULITO V. LINIS
Barangay Captain

SIGNED IN THE PRESENCE OF:


Dr. SILVIA C. AMBAG
EMC Director


KCO Arlyn, DORCE G.
Witness


Assoc. Prof. ESTER T. DIZON
Chief, Extension Support Center



POLYTECHNIC UNIVERSITY OF THE PHILIPPINES
 COLLEGE OF ENGINEERING
COMPUTER ENGINEERING DEPARTMENT

ACKNOWLEDGMENT

REPUBLIC OF THE PHILIPPINES)
 CITY OF Manila

BEFORE ME, a Notary Public for and in the City of _____ personally appeared Dr. Anna Ruby P. Gapasin and Hon. Paulito V. Linis, with _____ ID No. _____ issued at _____ on _____, and _____ ID No. _____ issued at _____ on _____, respectively, known to me and _____ to me known to be the same persons who executed this instrument and acknowledged to me that the same is their free and voluntary act and deed and those of the entities they respectively represent.

This document consists of three (3) pages including the page where this Acknowledgement is written and the parties signed at the left margin of each and every page hereof.

WITNESS MY HAND AND SEAL on Jan 26 2019 at the City of Manila-Philippines.

~~ATTY. NOTARY PUBLIC~~
 NOTARY PUBLIC UNTIL 01.25.2020
 ROLL NO. 20114 IPSLMBY 0095
 PR. NO. 1042 (27.12.2013)
 MOLE NO. 1001, 1002-1003
 PUP S.O. OFFICE MANILA

Doc No. 457
 Page No. 27
 Book No. 7
 Series of 2019



POLYTECHNIC UNIVERSITY OF THE PHILIPPINES
COLLEGE OF ENGINEERING
COMPUTER ENGINEERING DEPARTMENT

S. I. I.
Witness

ASSOC. PROF. ESTER T. DIZON
Chief, ESC

DR. MAYIA C. AMBAG
Director, EMO

HON. RESALDO RONQUILLO
Barangay Captain, Brgy. 621

DR. ANNA RUBY P. GAPASIN
VP for RED

MEMORANDUM OF UNDERSTANDING

KNOW ALL MEN BY THESE PRESENTS:

This Memorandum of Understanding (MOU) made and entered into by and between:

The POLYTECHNIC UNIVERSITY OF THE PHILIPPINES through the Office of the Vice President for Research, Extension and Development (OVPRED) with principal office address at A. Mabini Campus, Sta. Mesa, Manila represented its Vice President, DR. ANNA RUBY P. GAPASIN, herein referred to as "UNIVERSITY".

And

The Barangay 621 Zone 62, District VI, Sta. Mesa, Manila represented herein by its Barangay Captain, RESALDO "JUN" RONQUILLO, herein referred to as "BARANGAY".

WITNESSETH THAT:

WHEREAS, one of the objectives of the UNIVERSITY is to provide extension service programs to its target beneficiaries as it is dedicated to extend its expertise to the community through the Office of the Vice President for Research, Extension and Development through the EXTENSION MANAGEMENT OFFICE (EMO) to implement the project dubbed as **Salin-Kaalaman, Tungo sa Kaunlaran Program – An Expert Transfer of Technology;**

WHEREAS, the UNIVERSITY has chosen **Barangay 621 Zone 62**, Sta. Mesa, Manila as its extension partner through which **Barangay 621** may tap qualified administrative staff and faculty members of the UNIVERSITY, where the latter will serve as consultants, resource speakers, and/or trainers to conduct trainings to help improve the quality of life of the constituents of said community;

WHEREAS, **Barangay 621 Zone 62** has signified its intention to partner with the UNIVERSITY on collaborative undertakings and area where the expertise of the UNIVERSITY shall be utilized, subject to pertinent policy and guidelines of the UNIVERSITY and the terms and conditions provided herein.

NOW THEREFORE, for and in consideration of the foregoing premises, both Parties mutually agree as follows:

A. The UNIVERSITY shall:

1. Identify training needs of **Barangay 621 Zone 62;**
2. Design such program related to the needs of **Barangay 621 Zone 62;**
3. Conduct trainings necessary to the needs of the **Barangay 621 Zone 62;**
4. Work collaboratively with the organization through its Officials and designated representatives;
5. Make available the expert services of its qualified administrative staff and faculty members from its various Colleges, Offices and Unit to **Barangay 621 Zone 62;**
6. Provide training materials, venue and other resources needed in the conduct of the trainings, subject to government audit and accounting rules and regulations; and
7. Conduct monitoring, feedback and progress report which shall be provided to both Parties.



POLYTECHNIC UNIVERSITY OF THE PHILIPPINES
COLLEGE OF ENGINEERING
COMPUTER ENGINEERING DEPARTMENT

B. The Barangay 621 Zone 62 hall:

1. Work collaboratively with the UNIVERSITY on the sound implementation of the SALIN-KAALAMAN TUNGO SA KAUNLARAN Program;
2. Regularly coordinate with the UNIVERSITY on feedbacks of the community for a more sustainable program;
3. Ensure participation of the community stakeholders in the trainings, seminars and workshop provided by the UNIVERSITY; and
4. Provide the UNIVERSITY the right to conduct post-training evaluation and similar studies in the course of the implementation of the project.

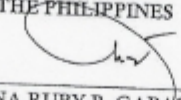
C. OTHER TERMS AND CONDITIONS

1. This Agreement shall take effect immediately upon signing hereof by the respective authorized representatives of the Parties, and shall continue to be effective until the accomplishment of the purpose stated herein.
2. Any of the terms and conditions in this Agreement may be amended through a written agreement mutually agreed by both Parties; *Provided further, that the Barangay 621 Zone 62 and the UNIVERSITY reserve the right to withdraw their participation in this Agreement upon a written notice to the other, and upon mutual terms and conditions agreed upon by the Parties herein.*
3. The UNIVERSITY shall own, solely and exclusively, the copyright and all copyrights to any written or otherwise copyrightable material developed under this MOU. Where the logos of the UNIVERSITY and Barangay 621 Zone 62 are used on the above-referenced signage, logos of each party will be of equal size.

IN WITNESS WHEREOF, the Parties herein set their hands and affixed their signatures on this _____ day of _____ 2018 at _____, Philippines.

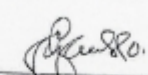
POLYTECHNIC UNIVERSITY
OF THE PHILIPPINES

By:

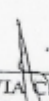

Dr. ANNA RUBY P. GAPASIN
Vice President for Research, Extension
and Development

Barangay 621 Zone 62

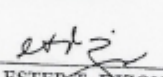
By:


Hon. RESALDO RONQUILLO
Barangay Captain

SIGNED IN THE PRESENCE OF:


Dr. SILVIA C. AMBAG
EMO, Director

Witness


Assoc. Prof. ESTER T. DIZON
Chief, Extension Support Center



POLYTECHNIC UNIVERSITY OF THE PHILIPPINES
 COLLEGE OF ENGINEERING
COMPUTER ENGINEERING DEPARTMENT

ACKNOWLEDGMENT

REPUBLIC OF THE PHILIPPINES)
 CITY OF _____)

BEFORE ME, a Notary Public for and in the City of _____ personally appeared Dr. Anna Ruby P. Gapsin and Hon. Resaldo Ronquillo with ID No. _____ issued at _____ on _____, and _____ ID No. _____ issued at _____ on _____, respectively, known to me and _____ to me known to be the same persons who executed this instrument and acknowledged to me that the same is their free and voluntary act and deed and those of the entities they respectively represent.

This document consists of three (3) pages including the page where this Acknowledgement is written and the parties signed at the left margin of each and every page hereof.

WITNESS MY HAND AND SEAL on _____ 2018 at the City of _____, Philippines.

[Handwritten Signature]

ATTY. MGENIO L. VALLE
 NOTARY PUBLIC 20-2020
 ROLL NO. 1174 (EXPIRES) 1985
 FTA NO. 1949-27 12 2 2018
 MCLENT. V-01 002-31216
 PUP STA. MESA MANILA

Doc No. *062*
 Page No. *914*
 Book No. *2*
 Series of 2018



POLYTECHNIC UNIVERSITY OF THE PHILIPPINES
COLLEGE OF ENGINEERING
COMPUTER ENGINEERING DEPARTMENT

Witness

MEMORANDUM OF UNDERSTANDING

KNOW ALL MEN BY THESE PRESENTS:

This Memorandum of Agreement (MOA) made and entered into by and between:

The POLYTECHNIC UNIVERSITY OF THE PHILIPPINES through the Office of the Vice President for Research, Extension and Development (OVPRED) with principal office address at A. Mabini Campus, Sta. Mesa, Manila represented its Vice President, **DR. ANNA RUBY P. GAPASIN**, herein referred to as "UNIVERSITY".

And

The **Barangay 629 Zone 63, District VI, Sta. Mesa, Manila** represented herein by its Barangay Captain, **LUISITO "HENRY" BUENAVENTURA**, herein referred to as "BARANGAY".

WITNESSETH THAT:

WHEREAS, one of the objectives of the UNIVERSITY is to provide extension service programs to its target beneficiaries as it is dedicated to extend its expertise to the community through the Office of the Vice President for Research, Extension and Development through the EXTENSION MANAGEMENT OFFICE (EMO) to implement the project dubbed as **Salin-Kaalaman, Tungo sa Kaunlaran Program – An Expert Transfer of Technology**;

WHEREAS, the UNIVERSITY has chosen **Barangay 629 Zone 63, Sta. Mesa, Manila** as its extension partner through which **Barangay 629** may tap qualified administrative staff and faculty members of the UNIVERSITY, where the latter will serve as consultants, resource speakers, and/or trainers to conduct trainings to help improve the quality of life of the constituents of said community;

WHEREAS, **Barangay 629 Zone 63** has signified its intention to partner with the UNIVERSITY on collaborative undertakings and area where the expertise of the UNIVERSITY shall be utilized, subject to pertinent policy and guidelines of the UNIVERSITY and the terms and conditions provided herein.

NOW THEREFORE, for and in consideration of the foregoing premises, both Parties mutually agree as follows:

A. The UNIVERSITY shall:

1. Identify training needs of **Barangay 629 Zone 63**;
2. Design such program related to the needs of **Barangay 629 Zone 63**;
3. Conduct trainings necessary to the needs of the **Barangay 629 Zone 63**;
4. Work collaboratively with the organization through its Officials and designated representatives;
5. Make available the expert services of its qualified administrative staff and faculty members from its various Colleges, Offices and Unit to **Barangay 629 Zone 63**;
6. Provide training materials, venue and other resources needed in the conduct of the trainings, subject to government audit and accounting rules and regulations; and
7. Conduct monitoring, feedback and progress report which shall be provided to both Parties.

ASST. PROF. ESTER R. DIZON
Chief/ESC

DR. SIMYIA C. AMBAG
Director, EMO

HON. LUISITO BUENAVENTURA
Barangay Captain, Brgy. 629

DR. ANNA RUBY P. GAPASIN
VP for RED



POLYTECHNIC UNIVERSITY OF THE PHILIPPINES
COLLEGE OF ENGINEERING
COMPUTER ENGINEERING DEPARTMENT

B. The Barangay 629 Zone 63 shall:

1. Work collaboratively with the UNIVERSITY on the sound implementation of the **SALIN-KAALAMAN TUNGO SA KAUNLARAN Program**;
2. Regularly coordinate with the UNIVERSITY on feedbacks of the community for a more sustainable program;
3. Ensure participation of the community stakeholders in the trainings, seminars and workshop provided by the UNIVERSITY; and
4. Provide the UNIVERSITY the right to conduct post-training evaluation and similar studies in the course of the implementation of the project.

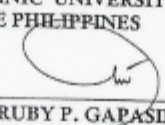
C. OTHER TERMS AND CONDITIONS

1. This Agreement shall take effect immediately upon signing hereof by the respective authorized representatives of the Parties, and shall continue to be effective until the accomplishment of the purpose stated herein.
2. Any of the terms and conditions in this Agreement may be amended through a written agreement mutually agreed by both Parties; *Provided further, that the Barangay 629 Zone 63 and the UNIVERSITY reserve the right to withdraw their participation in this Agreement upon a written notice to the other, and upon mutual terms and conditions agreed upon by the Parties herein.*
3. The UNIVERSITY shall own, solely and exclusively, the copyright and all copyrights to any written or otherwise copyrightable material developed under this MOU. Where the logos of the UNIVERSITY and Barangay 629 Zone 63 are used on the above-referenced signage, logos of each party will be of equal size.

IN WITNESS WHEREOF, the Parties herein set their hands and affixed their signatures on this _____ day of _____ 2018 at _____, Philippines.

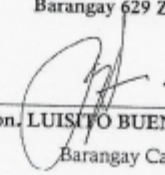
POLYTECHNIC UNIVERSITY
OF THE PHILIPPINES

By:



Dr. ANNA RUBY P. GAPAŠIN
Vice President for Research, Extension
and Development

Barangay 629 Zone 63

By:


Hon. LUISITO BUENAVENTURA
Barangay Captain

SIGNED IN THE PRESENCE OF:


Dr. SILVIA C. AMBAG
EMO Director

Witness


Assoc. Prof. ESTER V. DIZON
Chief, Extension Support Center



POLYTECHNIC UNIVERSITY OF THE PHILIPPINES
COLLEGE OF ENGINEERING
COMPUTER ENGINEERING DEPARTMENT

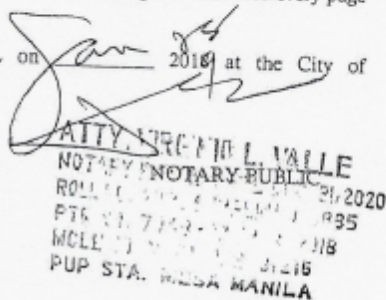
ACKNOWLEDGMENT

REPUBLIC OF THE PHILIPPINES)
CITY OF _____)

BEFORE ME, a Notary Public for and in the City of _____ personally appeared Dr. Anna Ruby P. Gapsin and Hon. Luisito Buenaventura with ID No. _____ issued at _____ on _____, and _____ ID No. _____ issued at _____ on _____, respectively, known to me and to me known to be the same persons who executed this instrument and acknowledged to me that the same is their free and voluntary act and deed and those of the entities they respectively represent.

This document consists of three (3) pages including the page where this Acknowledgement is written and the parties signed at the left margin of each and every page hereof.

WITNESS MY HAND AND SEAL on Jan 2018 at the City of _____, Philippines.



Doc No. 464
Page No. 1
Book No. 1
Series of 2018



POLYTECHNIC UNIVERSITY OF THE PHILIPPINES
COLLEGE OF ENGINEERING
COMPUTER ENGINEERING DEPARTMENT

Witness

MEMORANDUM OF UNDERSTANDING

KNOW ALL MEN BY THESE PRESENTS:

This Memorandum of Understanding (MOU) made and entered into by and between:

The POLYTECHNIC UNIVERSITY OF THE PHILIPPINES through the Office of the Vice President for Research, Extension and Development (OVPRED) with principal office address at A. Mabini Campus, Sta. Mesa, Manila represented its Vice President, DR. ANNA RUBY P. GAPASIN, herein referred to as "UNIVERSITY".

And

The Barangay 630 Zone 63, District VI, Sta. Mesa, Manila represented herein by its Barangay Captain, CRISTINA F. LARA, herein referred to as "BARANGAY".

WITNESSETH THAT:

WHEREAS, one of the objectives of the UNIVERSITY is to provide extension service programs to its target beneficiaries as it is dedicated to extend its expertise to the community through the Office of the Vice President for Research, Extension and Development through the EXTENSION MANAGEMENT OFFICE (EMO) to implement the project dubbed as *Salin-Kaalaman, Tungo sa Kaunlaran Program – An Expert Transfer of Technology*;

WHEREAS, the UNIVERSITY has chosen Barangay 630 Zone 63, Sta. Mesa, Manila as its extension partner through which Barangay 630 may tap qualified administrative staff and faculty members of the UNIVERSITY, where the latter will serve as consultants, resource speakers, and/or trainers to conduct trainings to help improve the quality of life of the constituents of said community;

WHEREAS, Barangay 630 Zone 63 has signified its intention to partner with the UNIVERSITY on collaborative undertakings and area where the expertise of the UNIVERSITY shall be utilized, subject to pertinent policy and guidelines of the UNIVERSITY and the terms and conditions provided herein.

NOW THEREFORE, for and in consideration of the foregoing premises, both Parties mutually agree as follows:

A. The UNIVERSITY shall:

1. Identify training needs of Barangay 630 Zone 63;
2. Design such program related to the needs of Barangay 630 Zone 63;
3. Conduct trainings necessary to the needs of the Barangay 630 Zone 63;
4. Work collaboratively with the organization through its Officials and designated representatives;
5. Make available the expert services of its qualified administrative staff and faculty members from its various Colleges, Offices and Unit to Barangay 630 Zone 63;
6. Provide training materials, venue and other resources needed in the conduct of the trainings, subject to government audit and accounting rules and regulations; and
7. Conduct monitoring, feedback and progress report which shall be provided to both Parties.

ASST. PROF. ESTER T. RIZON
Chief, ESC

DR. SILVIA C. AMBAG
Director, EMO

HON. CRISTINA F. LARA
Barangay Captain, Brgy. 630

DR. ANNA RUBY P. GAPASIN
VP for R&ED



POLYTECHNIC UNIVERSITY OF THE PHILIPPINES
COLLEGE OF ENGINEERING
COMPUTER ENGINEERING DEPARTMENT

B. The Barangay 630 Zone 63 hall:

1. Work collaboratively with the UNIVERSITY on the sound implementation of the SALIN-KAALAMAN TUNGO SA KAUNLARAN Program;
2. Regularly coordinate with the UNIVERSITY on feedbacks of the community for a more sustainable program;
3. Ensure participation of the community stakeholders in the trainings, seminars and workshop provided by the UNIVERSITY; and
4. Provide the UNIVERSITY the right to conduct post-training evaluation and similar studies in the course of the implementation of the project.

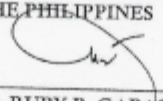
C. OTHER TERMS AND CONDITIONS

1. This Agreement shall take effect immediately upon signing hereof by the respective authorized representatives of the Parties, and shall continue to be effective until the accomplishment of the purpose stated herein.
2. Any of the terms and conditions in this Agreement may be amended through a written agreement mutually agreed by both Parties; *Provided further, that the Barangay 630 Zone 63 and the UNIVERSITY reserve the right to withdraw their participation in this Agreement upon a written notice to the other, and upon mutual terms and conditions agreed upon by the Parties herein.*
3. The UNIVERSITY shall own, solely and exclusively, the copyright and all copyrights to any written or otherwise copyrightable material developed under this MOU. Where the logos of the UNIVERSITY and Barangay 630 Zone 63 are used on the above-referenced signage, logos of each party will be of equal size.

IN WITNESS WHEREOF, the Parties herein set their hands and affixed their signatures on this _____ day of _____ 2018 at _____, Philippines.

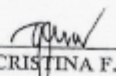
POLYTECHNIC UNIVERSITY
OF THE PHILIPPINES

By:



Dr. ANNA RUBY P. GAPASIN
Vice President for Research, Extension
and Development

Barangay 630 Zone 63

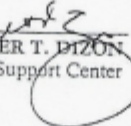
By:


Hon. CRISTINA F. LARA
Barangay Captain

SIGNED IN THE PRESENCE OF:


Dr. SILVIA C. AMBAG
EMO, Director


Witness


Assoc. Prof. ESTER T. DIZON
Chief, Extension Support Center



POLYTECHNIC UNIVERSITY OF THE PHILIPPINES
COLLEGE OF ENGINEERING
COMPUTER ENGINEERING DEPARTMENT

ACKNOWLEDGMENT

REPUBLIC OF THE PHILIPPINES)
CITY OF _____)

BEFORE ME, a Notary Public for and in the City of _____ personally appeared Dr. Anna Ruby P. Gapasin and Hon. Cristina F. Lara with _____ ID No. _____ issued at _____ on _____, and _____ ID No. _____ issued at _____ on _____, respectively, known to me and _____ to me known to be the same persons who executed this instrument and acknowledged to me that the same is their free and voluntary act and deed and those of the entities they respectively represent.

This document consists of three (3) pages including the page where this Acknowledgement is written and the parties signed at the left margin of each and every page hereof.

WITNESS MY HAND AND SEAL on Jan 18, 2018 at the City of _____, Philippines.

[Handwritten Signature]
ATTY NOTARY PUBLIC
NOTARIAL OFFICE
RIZAL AVENUE, SUITE 2020
FISHERS BUILDING 895
MACLEOD STREET, MANILA
PUP STATION AREA, MANILA

Doc No. 454
Page No. 12
Book No. 5
Series of 2018



POLYTECHNIC UNIVERSITY OF THE PHILIPPINES
COLLEGE OF ENGINEERING
COMPUTER ENGINEERING DEPARTMENT

Witness

MEMORANDUM OF AGREEMENT

KNOW ALL MEN BY THESE PRESENTS:

This Memorandum of Agreement (MOA) made and entered into by and between:

The POLYTECHNIC UNIVERSITY OF THE PHILIPPINES through the Office of the Vice President for Research, Extension and Development (OVPRED) with principal office address at A. Mabini Campus, Sta. Mesa, Manila represented its Vice President, DR. ANNA RUBY P. GAPASIN, herein referred to as "UNIVERSITY".

And

The Barangay 634 Zone 64, District VI, Sta. Mesa, Manila represented herein by its Barangay Captain, ADORACION P. ANDAYA, herein referred to as "BARANGAY".

WITNESSETH THAT:

WHEREAS, one of the objectives of the UNIVERSITY is to provide extension service programs to its target beneficiaries as it is dedicated to extend its expertise to the community through the Office of the Vice President for Research, Extension and Development through the EXTENSION MANAGEMENT OFFICE (EMO) to implement the project dubbed as *Salin-Kaalaman, Tungo sa Kaunlaran Program – An Expert Transfer of Technology*;

WHEREAS, the UNIVERSITY has chosen Barangay 634 Zone 64, Sta. Mesa, Manila as its extension partner through which Barangay 634 may tap qualified administrative staff and faculty members of the UNIVERSITY, where the latter will serve as consultants, resource speakers, and/or trainers to conduct trainings to help improve the quality of life of the constituents of said community;

WHEREAS, Barangay 634 Zone 64 has signified its intention to partner with the UNIVERSITY on collaborative undertakings and area where the expertise of the UNIVERSITY shall be utilized, subject to pertinent policy and guidelines of the UNIVERSITY and the terms and conditions provided herein.

NOW THEREFORE, for and in consideration of the foregoing premises, both Parties mutually agree as follows:

A. The UNIVERSITY shall:

1. Identify training needs of Barangay 634 Zone 64;
2. Design such program related to the needs of Barangay 634 Zone 64;
3. Conduct trainings necessary to the needs of the Barangay 634 Zone 64;
4. Work collaboratively with the organization through its Officials and designated representatives;
5. Make available the expert services of its qualified administrative staff and faculty members from its various Colleges, Offices and Unit to Barangay 634 Zone 64;
6. Provide training materials, venue and other resources needed in the conduct of the trainings, subject to government audit and accounting rules and regulations; and
7. Conduct monitoring, feedback and progress report which shall be provided to both Parties.

ASSO. PROF. ESTER T. DEZON
Chief, ESC

DR. SIMILA C. AMBAG
Director, EMO

HON. ADORACION P. ANDAYA
Barangay Captain, Brgy. 634

DR. ANNA RUBY P. GAPASIN
VP for RED



POLYTECHNIC UNIVERSITY OF THE PHILIPPINES
COLLEGE OF ENGINEERING
COMPUTER ENGINEERING DEPARTMENT

B. The Barangay 634 Zone 64 shall:

1. Work collaboratively with the UNIVERSITY on the sound implementation of the SALIN-KAALAMAN TUNGO SA KAUNLARAN Program;
2. Regularly coordinate with the UNIVERSITY on feedbacks of the community for a more sustainable program;
3. Ensure participation of the community stakeholders in the trainings, seminars and workshop provided by the UNIVERSITY; and
4. Provide the UNIVERSITY the right to conduct post-training evaluation and similar studies in the course of the implementation of the project.

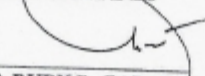
C. OTHER TERMS AND CONDITIONS

1. This Agreement shall take effect immediately upon signing hereof by the respective authorized representatives of the Parties, and shall continue to be effective until the accomplishment of the purpose stated herein.
2. Any of the terms and conditions in this Agreement may be amended through a written agreement mutually agreed by both Parties; *Provided further, that the Barangay 634 Zone 64 and the UNIVERSITY reserve the right to withdraw their participation in this Agreement upon a written notice to the other, and upon mutual terms and conditions agreed upon by the Parties herein.*
3. The UNIVERSITY shall own, solely and exclusively, the copyright and all copyrights to any written or otherwise copyrightable material developed under this MOA. Where the logos of the UNIVERSITY and Barangay 634 Zone 64 are used on the above-referenced signage, logos of each party will be of equal size.

IN WITNESS WHEREOF, the Parties herein set their hands and affixed their signatures on this _____ day of _____ 2018 at _____, Philippines.

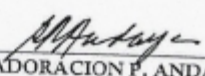
POLYTECHNIC UNIVERSITY
OF THE PHILIPPINES

By:

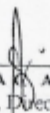

Dr. ANNA RUBY P. GAPASIN
Vice President for Research, Extension
and Development

Barangay 634 Zone 64

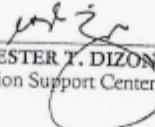
By:


Hon. ADORACION P. ANDAYA
Barangay Captain

SIGNED IN THE PRESENCE OF:


Dr. SILVIA K. AMBAG
EMO, Director

Witness


Assoc. Prof. ESTER T. DIZON
Chief, Extension Support Center



POLYTECHNIC UNIVERSITY OF THE PHILIPPINES
COLLEGE OF ENGINEERING
COMPUTER ENGINEERING DEPARTMENT

ACKNOWLEDGMENT

REPUBLIC OF THE PHILIPPINES)
CITY OF _____)

BEFORE ME, a Notary Public for and in the City of _____ personally appeared Dr. Anna Ruby P. Gapasin and Hon. Adoracion P. Andaya with ID No. _____ issued at _____ on _____, and _____ ID No. _____ issued at _____ on _____, respectively, known to me and to me known to be the same persons who executed this instrument and acknowledged to me that the same is their free and voluntary act and deed and those of the entities they respectively represent.

This document consists of three (3) pages including the page where this Acknowledgement is written and the parties signed at the left margin of each and every page hereof.

WITNESS MY HAND AND SEAL on _____ 2018 at the City of _____, Philippines.

[Signature]
ATTY. VIRGINIA PUWALE
NOTARY PUBLIC UNTIL DEC. 31, 2018
ROLL NO. 52374 ISPLM NO. 0885
PTR NO. 1943382-12-3-2018
MCLE NO. V-017853-31216
PUP STA. MESA MANILA

Doc No. *161*
Page No. *172*
Book No. *2*
Series of 2018



POLYTECHNIC UNIVERSITY OF THE PHILIPPINES
COLLEGE OF ENGINEERING
COMPUTER ENGINEERING DEPARTMENT

Witness

MEMORANDUM OF UNDERSTANDING

KNOW ALL MEN BY THESE PRESENTS:

This Memorandum of Understanding (MOU) made and entered into by and between:

The **POLYTECHNIC UNIVERSITY OF THE PHILIPPINES** through the Office of the Vice President for Research, Extension and Development (OVPRED) with principal office address at A. Mabini Campus, Sta. Mesa, Manila represented its Vice President, **DR. ANNA RUBY P. GAPASIN**, herein referred to as "**UNIVERSITY**".

And

The **Barangay 635 Zone 64, District VI, Sta. Mesa, Manila** represented herein by its Barangay Captain, **DANILO SAN BUENO** herein referred to as "**BARANGAY**".

WITNESSETH THAT:

WHEREAS, one of the objectives of the **UNIVERSITY** is to provide extension service programs to its target beneficiaries as it is dedicated to extend its expertise to the community through the Office of the Vice President for Research, Extension and Development through the **EXTENSION MANAGEMENT OFFICE (EMO)** to implement the project dubbed as **Salin-Kaalaman, Tungo sa Kaunlaran Program – An Expert Transfer of Technology**;

WHEREAS, the **UNIVERSITY** has chosen **Barangay 635 Zone 64, Sta. Mesa, Manila** as its extension partner through which **Barangay 635** may tap qualified administrative staff and faculty members of the **UNIVERSITY**, where the latter will serve as consultants, resource speakers, and/or trainers to conduct trainings to help improve the quality of life of the constituents of said community;

WHEREAS, **Barangay 635 Zone 64** has signified its intention to partner with the **UNIVERSITY** on collaborative undertakings and area where the expertise of the **UNIVERSITY** shall be utilized, subject to pertinent policy and guidelines of the **UNIVERSITY** and the terms and conditions provided herein.

NOW THEREFORE, for and in consideration of the foregoing premises, both Parties mutually agree as follows:

A. The **UNIVERSITY** shall:

1. Identify training needs of **Barangay 635 Zone 64**;
2. Design such program related to the needs of **Barangay 635 Zone 64**;
3. Conduct trainings necessary to the needs of the **Barangay 635 Zone 64**;
4. Work collaboratively with the organization through its Officials and designated representatives;
5. Make available the expert services of its qualified administrative staff and faculty members from its various Colleges, Offices and Unit to **Barangay 635 Zone 64**;
6. Provide training materials, venue and other resources needed in the conduct of the trainings, subject to government audit and accounting rules and regulations; and
7. Conduct monitoring, feedback and progress report which shall be provided to both Parties.

ASSO. PROF. ESTER T. DIZON
Chief/ESC

DR. SILVIA C. AMBAG
Director, EMO

HON. DANILO SAN BUENO
Barangay Captain, Brgy. 635

DR. ANNA RUBY P. GAPASIN
VP for RED



**POLYTECHNIC UNIVERSITY OF THE PHILIPPINES
COLLEGE OF ENGINEERING
COMPUTER ENGINEERING DEPARTMENT**

B. The Barangay 635 Zone 64 shall:

1. Work collaboratively with the UNIVERSITY on the sound implementation of the SALIN-KAALAMAN TUNGO SA KAUNLARAN Program;
2. Regularly coordinate with the UNIVERSITY on feedbacks of the community for a more sustainable program;
3. Ensure participation of the community stakeholders in the trainings, seminars and workshop provided by the UNIVERSITY; and
4. Provide the UNIVERSITY the right to conduct post-training evaluation and similar studies in the course of the implementation of the project.

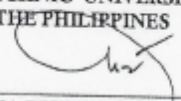
C. OTHER TERMS AND CONDITIONS

1. This Agreement shall take effect immediately upon signing hereof by the respective authorized representatives of the Parties, and shall continue to be effective until the accomplishment of the purpose stated herein.
2. Any of the terms and conditions in this Agreement may be amended through a written agreement mutually agreed by both Parties; *Provided further, that the Barangay 635 Zone 64 and the UNIVERSITY reserve the right to withdraw their participation in this Agreement upon a written notice to the other, and upon mutual terms and conditions agreed upon by the Parties herein.*
3. The UNIVERSITY shall own, solely and exclusively, the copyright and all copyrights to any written or otherwise copyrightable material developed under this MOU. Where the logos of the UNIVERSITY and Barangay 635 Zone 64 are used on the above-referenced signage, logos of each party will be of equal size.

IN WITNESS WHEREOF, the Parties herein set their hands and affixed their signatures on this _____ day of _____ 2018 at _____, Philippines.

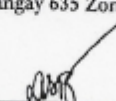
**POLYTECHNIC UNIVERSITY
OF THE PHILIPPINES**

By:



Dr. ANNA RUBY P. GAPASIN
Vice President for Research, Extension
and Development

Barangay 635 Zone 64

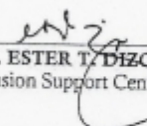
By:


Hon. DANILO SAN BUENO
Barangay Captain

SIGNED IN THE PRESENCE OF:


Dr. SILVIA C. AMBAG
EMO, Director

Witness


Assoc. Prof. ESTER T. DIZON
Chief, Extension Support Center



POLYTECHNIC UNIVERSITY OF THE PHILIPPINES
COLLEGE OF ENGINEERING
COMPUTER ENGINEERING DEPARTMENT

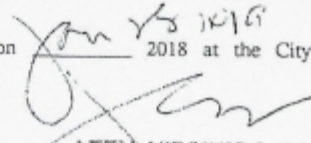
ACKNOWLEDGMENT

REPUBLIC OF THE PHILIPPINES)
CITY OF _____)

BEFORE ME, a Notary Public for and in the City of _____ personally appeared Dr. Anna Ruby P. Gapasin and Hon. Danilo San Bueno with _____ ID No. _____ issued at _____ on _____, and _____ ID No. _____ issued at _____ on _____, respectively, known to me and to me known to be the same persons who executed this instrument and acknowledged to me that the same is their free and voluntary act and deed and those of the entities they respectively represent.

This document consists of three (3) pages including the page where this Acknowledgement is written and the parties signed at the left margin of each and every page hereof.

WITNESS MY HAND AND SEAL on _____ 2018 at the City of _____, Philippines.


ATTY. VIRGILIO J. VALLE
NOTARY PUBLIC
NOTARY REGISTRATION NO. 21-2020
R.O.M. 100-100000-1-835
P.T. 100-100000-1-835
M.C.L.E. 100-100000-1-835
PUP STA. MESA MANILA

Doc No. 458
Page No. 27
Book No. _____
Series of 2018.



POLYTECHNIC UNIVERSITY OF THE PHILIPPINES
COLLEGE OF ENGINEERING
COMPUTER ENGINEERING DEPARTMENT

Witness

MEMORANDUM OF UNDERSTANDING

KNOW ALL MEN BY THESE PRESENTS:

This Memorandum of Understanding (MOU) made and entered into by and between:

The POLYTECHNIC UNIVERSITY OF THE PHILIPPINES through the Office of the Vice President for Research, Extension and Development (OVPRED) with principal office address at A. Mabini Campus, Sta. Mesa, Manila represented its Vice President, DR. ANNA RUBY P. GAPASIN, herein referred to as "UNIVERSITY".

And

The Barangay 636 Zone 58, District VI, Sta. Mesa, Manila represented herein by its Barangay Captain, EULIE C. ABELLAR, herein referred to as "BARANGAY".

WITNESSETH THAT:

WHEREAS, one of the objectives of the UNIVERSITY is to provide extension service programs to its target beneficiaries as it is dedicated to extend its expertise to the community through the Office of the Vice President for Research, Extension and Development through the EXTENSION MANAGEMENT OFFICE (EMO) to implement the project dubbed as *Salin-Kaalaman, Tungo sa Kaunlaran Program – An Expert Transfer of Technology*;

WHEREAS, the UNIVERSITY has chosen Barangay 636 Zone 58, Sta. Mesa, Manila as its extension partner through which Barangay 636 may tap qualified administrative staff and faculty members of the UNIVERSITY, where the latter will serve as consultants, resource speakers, and/or trainers to conduct trainings to help improve the quality of life of the constituents of said community;

WHEREAS, Barangay 636 Zone 58 has signified its intention to partner with the UNIVERSITY on collaborative undertakings and area where the expertise of the UNIVERSITY shall be utilized, subject to pertinent policy and guidelines of the UNIVERSITY and the terms and conditions provided herein.

NOW THEREFORE, for and in consideration of the foregoing premises, both Parties mutually agree as follows:

A. The UNIVERSITY shall:

1. Identify training needs of Barangay 636 Zone 58;
2. Design such program related to the needs of Barangay 636 Zone 58;
3. Conduct trainings necessary to the needs of the Barangay 636 Zone 58;
4. Work collaboratively with the organization through its Officials and designated representatives;
5. Make available the expert services of its qualified administrative staff and faculty members from its various Colleges, Offices and Unit to Barangay 636 Zone 58;
6. Provide training materials, venue and other resources needed in the conduct of the trainings, subject to government audit and accounting rules and regulations; and
7. Conduct monitoring, feedback and progress report which shall be provided to both Parties.

ASSO. PROF. ESTER J. DIZON
Chief, EMO

DR. SILVIA C. AMBAG
Director, EMO

HON. EULIE C. ABELLAR
Barangay Captain, Brgy. 636

DR. ANNA RUBY P. GAPASIN
VP for RED



POLYTECHNIC UNIVERSITY OF THE PHILIPPINES
COLLEGE OF ENGINEERING
COMPUTER ENGINEERING DEPARTMENT

B. The Barangay 636 Zone 58 shall:

1. Work collaboratively with the UNIVERSITY on the sound implementation of the SALIN-KAALAMAN TUNGO SA KAUNLARAN Program;
2. Regularly coordinate with the UNIVERSITY on feedbacks of the community for a more sustainable program;
3. Ensure participation of the community stakeholders in the trainings, seminars and workshop provided by the UNIVERSITY; and
4. Provide the UNIVERSITY the right to conduct post-training evaluation and similar studies in the course of the implementation of the project.

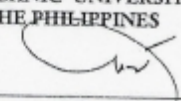
C. OTHER TERMS AND CONDITIONS

1. This Agreement shall take effect immediately upon signing hereof by the respective authorized representatives of the Parties, and shall continue to be effective until the accomplishment of the purpose stated herein.
2. Any of the terms and conditions in this Agreement may be amended through a written agreement mutually agreed by both Parties; *Provided further, that the Barangay 636 Zone 58 and the UNIVERSITY reserve the right to withdraw their participation in this Agreement upon a written notice to the other, and upon mutual terms and conditions agreed upon by the Parties herein.*
3. The UNIVERSITY shall own, solely and exclusively, the copyright and all copyrights to any written or otherwise copyrightable material developed under this MOU. Where the logos of the UNIVERSITY and Barangay 636 Zone 58 are used on the above-referenced signage, logos of each party will be of equal size.

IN WITNESS WHEREOF, the Parties herein set their hands and affixed their signatures on this _____ day of _____ 2018 at _____, Philippines.

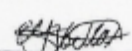
POLYTECHNIC UNIVERSITY
OF THE PHILIPPINES

By:


Dr. ANNA RUBY P. GAPASIN
Vice President for Research, Extension
and Development

Barangay 636 Zone 58

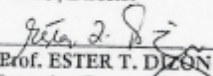
By:


Hon. EULIE C. ABELLAR
Barangay Captain

SIGNED IN THE PRESENCE OF:

Dr. SILVIA C. AMBAG
EMO, Director

Witness


Assoc. Prof. ESTER T. DIZON
Chief, Extension Support Center



POLYTECHNIC UNIVERSITY OF THE PHILIPPINES
COLLEGE OF ENGINEERING
COMPUTER ENGINEERING DEPARTMENT

ACKNOWLEDGMENT

REPUBLIC OF THE PHILIPPINES)
CITY OF _____)

BEFORE ME, a Notary Public for and in the City of _____ personally appeared Dr. Anna Ruby P. Gapsin and Hon. Eulie C. Abellar with _____ ID No. _____ issued at _____ on _____, and _____ ID No. _____ issued at _____ on _____, respectively, known to me and _____ to me known to be the same persons who executed this instrument and acknowledged to me that the same is their free and voluntary act and deed and those of the entities they respectively represent.

This document consists of three (3) pages including the page where this Acknowledgement is written and the parties signed at the left margin of each and every page hereof.

WITNESS MY HAND AND SEAL on _____ 2018 at the City of _____, Philippines.

[Signature]
ATTY. VIRGILIO L. VALLE
NOTARY PUBLIC
ROLL NO. 20714 EXPIRES 31/03/2020
PTR NO. 7949-07 12/3/2019
MCLENO 1-017823-3/216
PUP STA. MESA MANILA

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Series of 2018



POLYTECHNIC UNIVERSITY OF THE PHILIPPINES
COLLEGE OF ENGINEERING
COMPUTER ENGINEERING DEPARTMENT



MEMORANDUM OF AGREEMENT



KNOW ALL MEN BY THESE PRESENTS:

This Memorandum of Agreement (MOA) executed and entered into this 22nd of July 2015 by and between:

POLYTECHNIC UNIVERSITY OF THE PHILIPPINES (PUP), a state-university created by virtue and under the laws of the Republic of the Philippines, with principal address at A. Mabini Campus, Anonas Street, Sta. Mesa, Manila, represented by its *President*, DR. EMANUEL C. DE GUZMAN, and herein referred to as "UNIVERSITY";

and

BANGKO SENTRAL NG PILIPINAS EMPLOYEES ASSOCIATION, INC., an employee association created by virtue and under the laws of the Republic of the Philippines, with principal address at Room 303, EDPC Building, A. Mabini corner Pablo Ocampo Streets, Malate, Manila, represented herein by its *President*, ATTY. RAUL C. MONTERO, and herein referred to as "BSPEAI".

PUP and BSPEAI shall be collectively referred to as "PARTIES" and singularly as "PARTY".

WITNESSETH that:

WHEREAS, the UNIVERSITY, through the Office of the Vice President for Research Extension Planning and Development (OVPREPD), provides extension service programs to different beneficiaries to extend its expertise to the community;

WHEREAS, the UNIVERSITY's OVPREPD, through the Community Relations and Extension for Development Office (CREDO) and the Research and Extension Management Office (REMO) implemented the "SALIN-KAALAMAN, TUNGO SA KAUNLARAN PROJECT" under the "PUP LINGAP SA KOMUNIDAD PROGRAM";

WHEREAS, the BSPEAI, pursuant to its objective to promote the moral, social and economic well-being of its members intends to conduct capacity-building activities for its members and stakeholders;

WHEREAS, the UNIVERSITY has chosen BSPEAI to be its extension partner by which BSPEAI may tap qualified administrative staff and/or faculty members of the UNIVERSITY to conduct or provide technical, business and livelihood assistance and trainings for BSP employees and other BSPEAI stakeholders;

WHEREAS, the BSPEAI has signified its intention to enter into a partnership with the UNIVERSITY on collaborative undertakings and area where the expertise of the UNIVERSITY can be utilized, subject to pertinent policy, guidelines, rules and regulations of both PARTIES and the terms and conditions herein provided.

[Signature]

[Signature]

ATTY. RAUL C. MONTERO
BSPEAI President

DR. EMANUEL C. DE GUZMAN
PUP President

[Signature]

[Signature]

[Signature]

[Signature]



POLYTECHNIC UNIVERSITY OF THE PHILIPPINES
 COLLEGE OF ENGINEERING
COMPUTER ENGINEERING DEPARTMENT

- 2) In case of injury/ies and/or damage/s to persons and/or properties that occurred outside the premises under the management and control of both or either of the PARTIES but within the official discharge of the functions and/or stipulations herein provided, despite due diligence of both PARTIES to avoid the said injury/ies and/or damage/s; and
 - 3) In case of injury/ies and/or damage/s to persons and/or properties that occurred within the premises under the management and control of both or either of the PARTIES and within the official discharge of the functions and/or stipulations herein provided, when there is fault and/or contributory negligence on the part of both PARTIES.
- B. Negligent PARTY shall be solely responsible/liable for all costs and/or expenses resulting from injury/ies and/or damage/s to persons and/or properties provided the negligent PARTY solely acted without diligence to avoid the said injury/ies and/or damage/s to persons and/or properties, provided further that there is no fault and/or contributory negligence on the part of the other PARTY.
- C. Either PARTY shall not be responsible/liable:
- 1) In case of injury/ies and/or damage/s to persons and/or properties that resulted from the fault and/or negligence of individuals/persons performing their official functions beyond and/or not in conformity with the stipulations of this Agreement; and
 - 2) In case of injury/ies and/or damage/s to persons and/or properties that resulted from the fault and/or negligence of individuals/persons not officially authorized and/or designated to perform their official functions beyond and/or with the stipulations of this Agreement.
- III. OTHER TERMS AND CONDITIONS**
- 1) Each PARTY agrees to hold free and harmless, and indemnify the aggrieved PARTY and/or any of its employees, officers and/or representatives from any and all liabilities, claims, damages and suits of whatever nature arising from and/or connected with its failure to comply with the provisions of this Agreement and with all applicable national and local laws, ordinances, rules and regulations in the performance of their respective obligations under this Agreement;
 - 2) This Agreement shall take effect immediately upon signing hereof of the respective authorized representatives of both PARTIES, and shall continue to be effective until the accomplishment of the purpose/s stated herein;
 - 3) The terms and conditions of this Agreement shall be amended only in writing upon the agreement of both PARTIES;
 - 4) Both PARTIES reserve the right to terminate their respective participation in this Agreement provided a fifteen (15) day prior written notice is served to the other PARTY;
 - 5) The UNIVERSITY shall own, solely and exclusively, all copyrights to any written or otherwise copyrightable material/s developed under this Agreement;

[Handwritten signature]

[Handwritten signature]

[Handwritten signature]
 ATTY. RAUL C. MONTERO
 BSPEAI President

[Handwritten signature]
 DR. EMANUEL C. DE GUZMAN
 PUP President

[Handwritten signature]

[Handwritten signature]

[Handwritten signature]

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POLYTECHNIC UNIVERSITY OF THE PHILIPPINES
COLLEGE OF ENGINEERING
COMPUTER ENGINEERING DEPARTMENT

NOW THEREFORE, for and in consideration of the foregoing premises, both PARTIES mutually agree as follows:

I. OBLIGATIONS OF THE PARTIES

A. The UNIVERSITY shall:

- 1) Identify the training needs of BSPEAI and its stakeholders;
- 2) Design program and conduct lectures, trainings and seminars necessary to the needs of BSPEAI and its stakeholders;
- 3) Work collaboratively with the BSPEAI and/or its designated authorized representatives;
- 4) Make available the expert services of its qualified administrative staff and/or faculty members from its various Colleges, Offices and/or Units to BSPEAI;
- 5) Take charge of the printing and/or provision of training materials and supplies, publicity and documentation materials, venue and equipment/machine needed in the conduct of the said lectures, trainings, seminars and workshops subject to government audit and accounting rules and regulations;
- 6) Conduct monitoring, feedback and progress report which shall be provided to BSPEAI; and
- 7) Provide other services and/or facilities in connection with such lectures, trainings, seminars and workshops as agreed upon by both PARTIES and/or as the need arises.

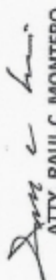
B. The BSPEAI obliges to:

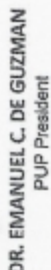
- 1) Work collaboratively with the UNIVERSITY on the sound implementation of the "SALIN KAALAMAN, TUNGO SA KAUNLARAN PROJECT";
- 2) Shoulder the expenses for the training materials and supplies, tarpaulins, tokens for the speakers/trainors, and meals during the lectures, trainings, seminars and workshops to be conducted by the UNIVERSITY;
- 3) Provide a venue as may be agreed upon by both PARTIES;
- 4) Regularly communicate with the UNIVERSITY the feedbacks from the BSPEAI and its stakeholders for a more sustainable program;
- 5) Ensure participation of the BSPEAI stakeholders in the lectures, trainings, seminars and workshops to be provided by the UNIVERSITY;
- 6) Allow the UNIVERSITY to conduct post-training evaluation and similar studies in the course of the implementation of the project; and
- 7) Provide other services and/or facilities in connection with such lectures, trainings, seminars and workshops as agreed upon by both PARTIES and/or as the need arises.

II. RESPONSIBILITIES OF BOTH PARTIES IN CASE OF INJURY/IES AND/OR DAMAGE/S

A. Both PARTIES shall be jointly responsible/liable:

- 1) In case of injury/ies and/or damage/s to persons and/or properties that occurred within the premises under the management and control of both or either of the PARTIES and within the official discharge of the functions and/or stipulations herein provided, despite due diligence of both PARTIES to avoid the said injury/ies and/or damage/s;


ATTY. RAUL C. MONTERO
BSPEAI President


DR. EMANUEL C. DE GUZMAN
PUP President



POLYTECHNIC UNIVERSITY OF THE PHILIPPINES
COLLEGE OF ENGINEERING
COMPUTER ENGINEERING DEPARTMENT

- 6) Where logos of both PARTIES are used on the above-referenced signage, logos of each PARTY will be that of equal size;
- 7) This Agreement constitutes the complete agreement and sets forth the entire understanding of the PARTIES as to the subject matter of this Agreement and supersedes all prior discussions and understandings with respect to the subject of this Agreement, whether written or oral; and
- 8) Failure of one PARTY to insist upon a strict performance of any of the terms, conditions and covenants provided in this Agreement shall not constitute a waiver of its rights and remedies herein contained, which shall be deemed in full force and effect.

IN WITNESS WHEREOF, both PARTIES have hereunto set their hands this 22nd of July 2015 at the City of Manila, Philippines.

POLYTECHNIC UNIVERSITY
OF THE PHILIPPINES (PUP)

BANGKO SENTRAL NG PILIPINAS
EMPLOYEES ASSOCIATION, INC.
(BSPEAI)

By:

By:

DR. EMANUEL C. DE GUZMAN
President

ATTY. RAUL C. MONTERO
President

Signed in the Presence of:

DR. MANUEL M. MUHI
*Executive Vice-President/
VP for Research, Extension, Planning and
Development*

DR. PATERSON L. ENCABO
*Managing Director
Management Service Sub-Sector
Bangko Sentral ng Pilipinas (BSP)*

DR. RACIDON P. BERNARTE
Director, REMO

GEMINIANO P. JOVES, JR.
*Vice President, BSPEAI
Assistant Manager, Financial Accounting
Department, BSP*

ASST. PROF. ZANDRO T. ESTELLA
*Chief, Center for Extension
Management Services*

ATTY. VERNICE LAUREN S. ROMAN
*Bank Officer III
Office of the Managing Director -
Management Services Sub-sector, BSP*



POLYTECHNIC UNIVERSITY OF THE PHILIPPINES
COLLEGE OF ENGINEERING
COMPUTER ENGINEERING DEPARTMENT

Republic of the Philippines)
City of Manila) S.S.

ACKNOWLEDGMENT

BEFORE ME, a Notary Public for and in the City of Manila, personally appeared the following:

Name	Competent Evidence of Identity	Place/Date of Issuance
DR. EMANUEL C. DE GUZMAN	PUP ID No. 91064	Manila 9/19/12
ATTY. RAUL C. MONTERO	BSP ID No. 3198	Manila 1/31/11

all known to me and to me known to be the same persons who executed this instrument and acknowledged to me that the same is their free and voluntary act and deed and those of the entities they respectively represent.

This document consists of five (5) pages including this page where this Acknowledgement is written and the parties and their instrumental witnesses signed at each and every page hereof.

WITNESS MY HAND AND SEAL this Aug 6, 2015 at the City of Manila, Philippines.

[Signature]
ATTY. VIRENIO L. VALLE

FOR MYSELF
PTR No. 383,98
PUP STA. MESA Manila 189-LN-889

Doc No.: 46
Page No.: 3
Book No.: XV11
Series of 2015.

[Signature]

[Signature]



POLYTECHNIC UNIVERSITY OF THE PHILIPPINES
COLLEGE OF ENGINEERING
COMPUTER ENGINEERING DEPARTMENT

MEMORANDUM OF AGREEMENT

KNOW ALL MEN BY THESE PRESENTS:

This MEMORANDUM OF AGREEMENT made and entered into this _____ day of _____ 2017 in _____ by and between:

TECHNICAL EDUCATION AND SKILLS DEVELOPMENT AUTHORITY – MANILA DISTRICT OFFICE a national government agency tasked to manage and supervise technical education and skills development (TESDA) duly organized and existing under and by virtue of the laws of the Republic of the Philippines, with office address located at Honorio M.C. Lopez Bldg, Tayuman St., Tondo, Manila hereinafter referred to as "TESDA", represented herein by its Provincial Regional Director III, ANTOINETTE MA S. CARDASTO.

-and-

POLYTECHNIC UNIVERSITY OF THE PHILIPPINES, a government educational institution governed by Republic Act Number 8292 known as the Higher Education Modernization Act of 1997 with postal address at Anonas St., Sta. Mesa, Manila hereinafter referred to as the "PUP" represented herein by its Vice President for Research, Extension and Development, Dr. JOSEPH MERCADO.

WITNESSETH THAT

WHEREAS, TESDA provides direction, policies, programs and standards towards quality technical education and skill development.

WHEREAS, one of PUPs objective is to provide extension service programs/projects to its target partner nearby communities as it is dedicated to extends its expertise to the community barangays through the Office of the Vice President for Research, Extension and Development-Extension Management Office.

WHEREAS, TESDA by the virtue of Republic Act No. 7796 otherwise known as Republic Act No. 7796 or the Technical Education and Skills Development Act of 1994 shall be the leading partner in the development of the Filipino workforce with world-class competence and to encourage the full participation of and mobilize the industry, labor, local government units and technical-vocational institutions in the skills development of the country's human resources.

WHEREAS, TESDA formulates manpower and skills plans, sets appropriate skills standards and tests, coordinates and monitors manpower policies and programs, and provides policy directions and guidelines for resource allocation for the TVET institutions in both the private and public sectors.

WHEREAS, PUP agreed to be one of the local producer of skilled-workers in the implementation of the capacity building aptly called Abot-Kasanayan at Dunong Project.

NOW, THEREFORE, for and in consideration of the foregoing premises, all parties hereby agree to cooperate among themselves to support the implementation of Abot-Kasanayan at Dunong Project of PUP.

1. This joint agreement refers to the implementation of **ABOT-KASANAYAN AT DUNONG PROJECT** for the Barangay beneficiaries of Polytechnic University of the Philippines;
2. Assessment shall be handled by an accredited assessment center assigned by TESDA-Manila;
3. Qualified assessor (NCII) loaded by TESDA-Manila shall handle the theoretical and actual/practical aspects of the assessment;
4. The reporting, monitoring, and evaluation components of the assessment program shall be complied using TESDA guidelines on the implementation of the Competency Assessment and Certification for Worker (CACW);



POLYTECHNIC UNIVERSITY OF THE PHILIPPINES
COLLEGE OF ENGINEERING
COMPUTER ENGINEERING DEPARTMENT

RESPONSIBILITIES OF PARTIES

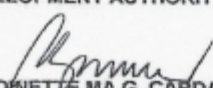
1. Responsibility of **TESDA-Manila**:
 - A. Provide training regulations as basis for the development of the training manuals/regulations/modules of the second party;
 - B. Waived the Assessment fee for the partner barangay beneficiaries (who is currently working and can provide certificate of employment) of the second party applying for certification through the Competency Assessment and Certification for Workers (CACW) Program.
2. Respondents of **PUP**:
 - A. Develop and provide free training manuals/regulations/modules training beneficiaries based on the training regulations of TESDA develop by the expert and/or qualified personnel and faculty members from various colleges, branches and offices;
 - B. Provide free trainings in terms of night classes parallel to the training regulations provided by TESDA;
 - C. Monitor and evaluate the performance of students/trainees in the classes during the duration of the training;
 - D. Provide assistance to the members of the partner barangay beneficiaries in the process of applying for certification;
 - E. Provide assistance the members of partner barangay beneficiaries in the preparation of the necessary documents (includes the application form, self-assessment form, etc.) in the process of applying for certification; and
 - F. Submit documentary requirements and/or terminal report of the conduct of the training courses provided to the first party.
3. To implement this MOA, specific undertakings/project/programs shall be appropriately covered by a separate Terms of Reference (TOR) and Memorandum of Agreement (MOA) that will define and detail the responsibilities and commitments of parties involved in such undertakings duly signed by the authorized signatories of each party. Specific undertakings/projects/programs under the TOR/MOA shall be implemented only after the required TOR/MOA is signed. Any expense that may be incurred for undertakings/project/programs shall be defined in the TOR/MOA.
4. This Memorandum of Agreement shall take effect immediately upon signing of the parties concerned and shall remain in force for a period of three (3) years.

Any party may terminate its participation in all undertakings related to this MOA by written notice to the other party at least thirty (30) days prior to the intended date of termination.


Any provision of this Agreement may be amended only with the written consent of both parties herein.

IN WITNESS WHEREOF, the parties have signed these presents on this _____ day of _____, 20__ at _____

For the **TECHNICAL EDUCATION AND SKILLS DEVELOPMENT AUTHORITY**


ANTONETTE MA G. CARDASTO
Provincial Director (Director III)
TESDA Manila District Office

For the **POLYTECHNIC UNIVERSITY OF THE PHILIPPINES**


Dr. JOSEPH MERCADO
Vice President for Research,
Extension and Development
Polytechnic University of the Philippines



POLYTECHNIC UNIVERSITY OF THE PHILIPPINES
 COLLEGE OF ENGINEERING
COMPUTER ENGINEERING DEPARTMENT

SIGNED IN THE PRESENCE OF:

Ma. Rita M. Bris
 Administrative Officer
 TFD - Manila District Office

Dr. Racidon F. Bernarte
 Dr. RACIDON F. BERNARTE
 Director, Extension Management Office
 Assistant to the Vice President
 for Research, Extension and Development

ACKNOWLEDGMENT

REPUBLIC OF THE PHILIPPINES)
) s.s.

John

BEFORE ME, a Notary Public for and in _____, personally appeared:

	CTC No.	Date and Place Issued
ANTONETTE MA. G. CARDASTO		
JOSEPH MERCADO		

Known to and to me known 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 respectfully represent.

This instrument consisting of three (3) pages, including the pages whereon the acknowledgment is written has been signed on the left margin of each and every page thereof by Dir. ANTONETTE MA. G. CARDASTO and Dr. JOSEPH MERCADO.

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

Doc. No. 245
 Page No. 40
 Book No. 1
 Series of 2017

Atty. Joaquin S. Anier, III
 ATTY. JOAQUIN S. ANIER, III
 Notary Public for Manila
 Notary Commission No. 8917-109
 Until December 31, 2018
 Attorney's Roll No. 61200
 IBP Lifetime Member No. 013129
 PTR No. 6945123, 1/6/17, Rizal
 MCLE Compliance No. V-0014644, February 29, 2016

D



POLYTECHNIC UNIVERSITY OF THE PHILIPPINES COLLEGE OF ENGINEERING COMPUTER ENGINEERING DEPARTMENT



Republic of the Philippines
POLYTECHNIC UNIVERSITY OF THE PHILIPPINES
Office of the Vice President for Research Extension and Development
EXTENSION MANAGEMENT OFFICE

BARANGAY	BARANGAY CHAIRMAN	BARANGAY SECRETARY	CONTACT	EMAIL ADDRESS
Brgy. 589, Zone 58 District VI	HON. RAFFY L. DIZON	LUISITO B. RODRIGUEZ	09493524805	
Brgy. 590, Zone 58 District VI	HON. MARIO J. DAUZ	ESTANISLANA C. REVILLEZA	09955747783/ 5223523	
Brgy. 596, Zone 59 District VI	HON. JOSE PALAJORIN	EMILY G. REMENTILLA	09309117303	emhsrementilla@gmail.com
Brgy. 621, Zone 62 District VI	HON. RESALDO "JUN" RONQUILLO	WILFREDO C. CABRERA	09194964196/ 7141450	Willfredocabrera31@yahoo.com
Brgy. 629, Zone 63 District VI	HON. LUISITO "HENRY" BUENAVENTURA	HERMINIA D. MARANGA	09060239291	
Brgy. 635, Zone 64 District VI	HON. DANILO SAN BUENO	CELESTE SAN BUENO	09951365526	celestesanbueno13@gmail.com
Brgy. 634, Zone 64 District VI	HON. ADORACION P. ANDAYA	ANDREW F. ALFONSO	09278677717/ 7115020	Andrew_alfonso@yahoo.com
Brgy. 636, Zone 64 District VI	HON. EULIE C. ABELLAR	MICHAEL ANTHONY SALAS	09157121221	
Brgy. 630, Zone 63 District VI	HON. CRISTINA F. LARA	RICARDO B. LOPEZ	09295594348/ 2881909	albravura@gmail.com
Brgy. 632, Zone 64 District VI	HON. VIRGILIO LLAMOSO	JOSEFINA R. MAMARADLO	09108483127	josiemamaradlo@yahoo.com
Brgy. 628, Zone 63 District VI	HON. RAUL "KID" MARASIGAN	MAE JOY A. BERONILLA	09178849471/ 9582024	yojeamabustan@yahoo.com
Brgy. 599, Zone 59 District VI	HON. JOSE LACATAN	JAIME J. CAY	2561019	
Brgy. 598, Zone 59 District VI	HON. PAULITO V. LINIS	RICSON JOHN G. DAVID	7149368	
Brgy. 578, Zone 56 District IV	HON. ROGELIO R. RAMOS	ANTHONY C. PATRICIO	09475086910	
Brgy. 579, Zone 56 District IV	HON. LOURDES LANTICAN	CYNTHIA M. MATTAO	09235083384	
Brgy. 591, Zone 58 District VI	HON. MARY ANTONETTE PARAISO	BARBARA GRACE M. SANTIAGO	09950045003/ 2618875	barbaragracesantiago@gmail.com
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