

MEMORANDUM OF AGREEMENT (MOA)

This MEMORANDUM OF AGREEMENT made and entered into on 19 FEB 2025, in _____, by and between:

TACLOBAN CITY

The **EASTERN VISAYAS STATE UNIVERSITY (EVSU)**, a state university created by and under Republic Act No., 9311, with office address at Arch. Lino R. Gonzaga Avenue, Tacloban City, represented by its President, **DR. DENNIS C. DE PAZ**, hereinafter referred to as "EVSU".

- and -

The **St. Francis Community Vendors Association**, a livelihood association with address at Brgy. Suhi St. Francis Village, Tacloban City represented by its Association President, **JUVY J. VILLANUEVA**, hereinafter referred to as "**St. Francis Community Vendors Association**".

WITNESSETH:

WHEREAS, EVSU is a higher learning institution established under Republic Act 9311 and mandated to develop the potentialities of Region VIII;

WHEREAS, EVSU is mandated to provide relevant service along the four major functions: 1) instruction, 2) research, 3) production, and 4) extension services;

WHEREAS, EVSU is mandated to provide relevant services along its major functions, including extension services for its communities, development partners, and identified clients;

WHEREAS, EVSU, through the College of Business and Entrepreneurship (COBE), has created a program known as LIVELIHOOD EMPOWERMENT AND VALUES ENRICHMENT FOR LADIES IN THE URBAN POOR, otherwise known as the "LEVEL-UP Program".

WHEREAS, EVSU, through the College of Business and Entrepreneurship (COBE), has developed the Level-Up Program, aimed at delivering livelihood, marketing, accounting, organization skills training to the members of the St. Francis Community Vendors Association;

WHEREAS, St. Francis Community Vendors Association intends to be provided with meaningful livelihood education through this partnership with EVSU, focusing on technical assistance, livelihood skills training, and community empowerment;

WHEREAS, in line with the Ambisyon Natin 2040 and ASEAN Sustainable Development Goals, both parties have a shared commitment to promote sustainable livelihood, social reintegration, and poverty alleviation through entrepreneurial skills and community empowerment

NOW, THEREFORE, for and in consideration of the foregoing premises, the parties hereby agree as follows:

A. RESPONSIBILITIES OF EVSU

1. **Training Needs Assessment Activity.** *EVSU through the College of Business and Entrepreneurship shall initiate a Training Needs Assessment Activity for St. Francis Community Vendors Association to identify specific training needs of the community.*
2. **Livelihood Skills and Training Activities.** – *EVSU through the College of Business and Entrepreneurship shall provide St. Francis Community Vendors Association with various livelihood skills and training activities through the LEVEL-UP Program in response to the identified training needs of the community.*
3. **EVSU through the College of Business and Entrepreneurship shall promote service cooperative competence with the collaboration of the three Extension Projects namely.**
 - **Project SUKIE** (*Sustainable Undertakings towards Keen and Innovative Entrepreneurship*)
 - Training on Entrepreneurial Mind-Setting and Business Opportunity Identification
 - Training on Simplified Business Planning
 - Training on Business Registration and Processes
 - Training on Social Enterprise Development
 - Other Relevant Trainings as needed by the Partner
 - **Project LEARN** (*Launching Extensive Accounting Rudimentary Notions*)
 - Training on Financial Literacy
 - Training on Simplified Bookkeeping
 - Training on Basic Business Taxation and Management
 - Training on Basic Inventory Management
 - Other Relevant Trainings as needed by the Partner
 - **Project MARKET** (*MARKeting Kit for Entrepreneurial Thinking*)
 - Training on Basic Concepts of Marketing
 - Training on Customer Relation
 - Training on Product Packaging and Designs
 - Training on Developing Marketing Strategies
 - Training on Online and Digital Marketing
 - Other Relevant Trainings as needed by the Partner
 - **Project GRUPO** (*Gearing towards Recognized Understanding on Personal and Professional Orientation*)
 - Training on Organization, Leadership and Good Governance
 - Training on Business Events Management
 - Training on Basic Records Management
 - Training on Personality Development and Business Etiquette
 - Other Relevant Trainings as needed by the Partner
4. **Logistical Support.** – *EVSU through the College of Business and Entrepreneurship shall provide necessary logistical support, including trainers, materials, and facilities, for the conduct of the training.*
5. **Food and Snacks.** – *EVSU through the College of Business and Entrepreneurship shall provide a counterpart for food and snacks for participants attending training at EVSU.*
6. **Faculty Trainers and Facilitators.** – *EVSU through the College of Business and Entrepreneurship shall supply faculty trainers and facilitators who will serve as resource speakers and experts for the training activities.*
7. **Monitoring and Reporting.** – *EVSU through the College of Business and Entrepreneurship shall provide St. Francis Community Vendors Association with monitoring and evaluation reports on the outcomes of the training activities.*

B. RESPONSIBILITIES OF New Kawayan Farmers Association

1. **Program Coordination.** – **St. Francis Community Vendors Association** through the **College of Business and Entrepreneurship** shall coordinate with **EVSU**, through the **COBE**, in the overall implementation of the **LEVEL-UP** Extension Program.
2. **Venue and Supplies.** – **St. Francis Community Vendors Association** shall provide a suitable training venue and contribute (if available) necessary supplies (e.g., manila paper, pens, markers) for the training sessions.
3. **Participant Identification.** – **St. Francis Community Vendors Association** shall identify and validate project beneficiaries, ensuring their attendance and active participation in all training activities.
4. **Safety and Security.** – **St. Francis Community Vendors Association** shall ensure the safety and security of **EVSU** personnel during the implementation of all project-related activities.

C. TERMS AND CONDITIONS

1. It is expressly understood that there will be no employer-employee relationship between and among **EVSU** and **St. Francis Community Vendors Association**, including all program participants.
2. **EVSU** shall hold **St. Francis Community Vendors Association** harmless from any and all claims, injuries, damages, losses, or suits, including attorney's fees, arising out of or resulting from the acts or omissions of **EVSU** personnel in the performance of this Agreement.
3. In any situation not covered within this Agreement, both parties may mutually agree on a course of action consistent with the original intent and objectives of the **LEVEL-UP** Program.

D. EFFECTIVITY

This agreement shall be effective upon the signing thereof by both parties or by their authorized representatives and shall be renewable every two (2) years and shall continue to be effective, valid, and binding until written revocation thereof by any of the parties is transmitted to all other contracting parties at least 15 (fifteen) days prior to the date of intended revocation.

This is without prejudice to any revision or modification of any or some of the provisions which may hereinafter be agreed upon by the contracting parties, provided that such provision or modification is consistent with the original intent and purpose of this Agreement.

IN WITNESS WHEREOF, the parties hereto affix their signatures this _____ 2025, in Tacloban City.

EASTERN VISAYAS STATE UNIVERSITY,
represented by:

DENNIS C. DE PAZ, PhD
University President

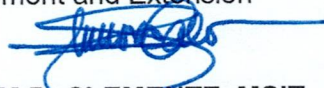
ST. FRANCIS COMMUNITY VENDORS ASSOCIATION,
represented by:

JUVY J. VILLANUEVA
Association President

SIGNED IN THE PRESENCE OF:


DR. ANALYN C. ESPAÑO

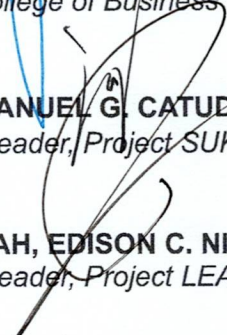
Vice-President, Office of Planning, Research
Development and Extension


RUSTOM D. CLEMENTE, MSIT

Director, Office of Extension Services


ROSE ANNA L. REFUERZO, DM

Dean, College of Business & Entrepreneurship


JOHN MANUEL G. CATUDAY, MM

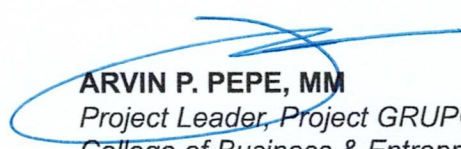
Project Leader, Project SUKIE

JEREMIAH, EDISON C. NICART, CPA

Project Leader, Project LEARN


RONNA MICHELLE G. EDROZO, MPRM

Project Leader, Project MARKET


ARVIN P. PEPE, MM

Project Leader, Project GRUPO
College of Business & Entrepreneurship
Extension Coordinator

Republic of the Philippines)
Tacloban City) SS



ACKNOWLEDGEMENT

BEFORE ME, a Notary Public for and in Tacloban City, Philippines, this _____ day of _____ 2024, personally appeared.

19 FEB 2025

NAME	EVIDENCE OF IDENTITY	DATE ISSUED PLACE OF ISSUANCE
DR. DENNIS C. DEPAZ	TIN NO. 162-770-446	
JUVY J. VILLANUEVA	NATIONAL ID NO. 3570-2651-9503 - 9671	

Known to me before the same persons who executed the foregoing document, consisting of four (4) pages including the page on which this acknowledgement is written, and they acknowledged to me that the same is their free act and deed.

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

Doc No. 15
Page No. 4
Book No. X
Series No. 275

ATTY. JERRY S. UY
Notary Public
Until December 31, 2025
Appointment No. NC 2024-01-65
168 M. H. Delos Santos St., Tacloban City
PTR No. 8663871, Apr. 3, 2025, Tacloban City
Roll of Attorney No. 38352, IBP Lifetime No. 06666
MCLE Comp. No. VIII- 0002733, Until April 14, 2026