

MEMORANDUM OF AGREEMENT

KNOW ALL MEN BY THESE PRESENTS:

This agreement is made and entered into this 15 MAR 2019 day of 2019, in the City of Baguio by and between:

The **Department of the Interior and Local Government Regional Office Cordillera Administrative Region** with principal office and address at Barangay Center, Upper Session Road, cor. North Drive, Baguio City, herein represented by **Regional Director MARLO L. IRINGAN**;

- and -

Mountain Province State Polytechnic College, a Local Resource Institute, with official address at Poblacion, Bontoc, Mountain Province, herein represented by **President REXTON F. CHAKAS**

WITNESSETH:

WHEREAS, the Department of the Interior and Local Government (DILG) is committed to aggressively scale up interventions towards a governance that values transparency, accountability, participation and performance;

WHEREAS, the DILG is mandated by law in ensuring the welfare of the citizens under Section 16 of R.A. No. 7160, otherwise known as the Local Government Code of 1991 (LGC), and in providing supervision in areas for improvement in the delivery of basic services under Section 17 of the LGC;

WHEREAS, the Civil Society Organization/Peoples Participation Partnership Program (CSO/PPPP), a social accountability mechanism that will foster a systematic and sustained engagement of CSOs and citizens in local governance, will be established;

WHEREAS, the Citizen Satisfaction Index System (CSIS) is an assessment tool for the service delivery performance of local governments based largely on the knowledge, experience and perception of the people who are recipients of such services using a client-oriented approach;

WHEREAS, the DILG Regional Office Cordillera Administrative Region needs the technical expertise and manpower in conducting the CSIS in the municipality of **Bauko, Mt. Province**;

WHEREAS, the **Mountain Province State Polytechnic College**, is an institution which extends its expertise on Education; Health, Nutrition, Sanitation and Food; Environment; Livelihood; Peace and Order Maintenance Systems; Information, Industry & Energy; Nursery Establishment and Development; and Governance (**EHELPING**), and its services to the public and other stakeholders;

NOW, THEREFORE, the two parties hereby agree to enter into this Contract under the following terms and conditions:



DILG Regional Office

1. Coordinate with **Mountain Province State Polytechnic College** on the CSIS implementation requirements;
2. Provide funding and administrative support during the CSIS training to be conducted for the project personnel of the **Mountain Province State Polytechnic College**;
3. Request LRIs to assist in communicating the CSIS survey activities to their students, faculty, and staff;
4. Evaluate the Citizen Satisfaction Report(s), Project Implementation Report(s) and other final outputs submitted by the **Mountain Province State Polytechnic College**;
5. Endorse to the BLGS the **FINAL** Citizen Satisfaction Report and Project Implementation Report on behalf of the LRI; and,
6. Provide the **Mountain Province State Polytechnic College** the amount of P250,000.00 for its budgetary requirements in conducting the CSIS and in generating the prescribed reports based on the fieldwork design to be released on the following payment schedules:

Stage	% of Total Project Cost
Upon signing of MOA	60%
Upon LRI's fulfillment of BOTH conditions: <ul style="list-style-type: none"> • Have presented during the Utilization Conference and organized/conducted an FGD with CSOs on the CSIS Results • Submitted the Final Citizen Satisfaction Report, Project Implementation Report and Report on FGD with CSOs 	40%

Payment for the **Mountain Province State Polytechnic College** shall be chargeable from the *CSO/Peoples Participation Partnership Program Fund*, sub-allotted to the Regional Office for the CSIS implementation.

Mountain Province State Polytechnic College

1. Mobilize a team of qualified personnel (project manager, field supervisors, and data processor) to attend the CSIS training conducted by the CSIS National Training Team;
2. Mobilize a team of qualified field interviewers to conduct the data collection for the CSIS;
3. Translate the questionnaire into the local dialect of the survey target area (if applicable);
4. Reproduce the fieldwork materials as per approval of the DILG;
5. Conduct data gathering in the target LGU with 150 respondents including 20% backchecking of successful interviews based on fieldwork manual provided by the CSIS National Training Team;
6. Process and analyze the data generated from the survey guided by the data entry CSIS Portal and the by analysis procedures prescribed in the Manual;

7. Provide custody of completed questionnaires, electronic data and other fieldwork materials for at least three (3) years following the end of the implementation of the project;
8. Submit an interim report to the Regional Office as soon as data gathering activities in the field have been completed;
9. Cause for the submission of the Final Citizen Satisfaction Report, Project Implementation Report and the Report on the FGD with CSOs to the Regional Office not later than _____;
10. Provide technical assistance in the preparation and conduct of CSIS Utilization Conference organized by the Regional Office;
11. Organize and/or conduct at least one (1) focus group discussion or similar activity with the civil society organizations (CSOs) who are currently, incoming or prospective members of the Local Special Bodies of the concerned LGU being covered;
12. Acknowledge that the DILG holds the ownership of the CSIS and its deliverables; and
13. Acknowledge that a written permission from the BLGS is needed to use, modify or replicate any part of the CSIS and its deliverables.

The **DILG** shall reserve the right to rescind this contract in case **Mountain Province State Polytechnic College** is unable to satisfy any of the key deliverables stated above. In any case, the **DILG** will not be obliged to pay the **Mountain Province State Polytechnic College** for the succeeding deliverables, which were not delivered or deemed unsatisfactory to the **DILG**, based on the abovementioned payment schedules.

The **Mountain Province State Polytechnic College** will do its utmost effort to provide the maximum level of efficiency, but is no way responsible for the delay with regard to its adherence to the terms and conditions in this contract, when such delays are a direct result of circumstances outside of the control of **Mountain Province State Polytechnic College**, in particular war, threat of war, civil or political unrest or demonstration, marches, natural disaster, fire, transportation accidents, epidemic outbreak, storms (threats of or actual), floods, terrorist activity, military activity, government activity, acts of God, failure or disruption to services provided by third parties or similar cases which are out of control of the **Mountain Province State Polytechnic College**.

In **WITNESS WHEREOF**, the parties have hereunto set their hands on the date and place above-written.

**DILG REGIONAL OFFICE - CORDILLERA
ADMINISTRATIVE REGION**


MARLO L. FRINGAN
Regional Director

**MOUNTAIN PROVINCE STATE
POLYTECHNIC COLLEGE**


REXTON F. CHAKAS
President

Signed in the presence of:
