UNIVERSITY OF SOUTHERN MINDANAO

COLLEGE OF BUSINESS, DEVELOPMENT ECONOMICS AND MANAGEMENT

ACCOUNTANCY DEPARTMENT

BACHELOR OF SCIENCE IN MANAGEMENT ACCOUNTING





AACCUP LEVEL 1 ACCREDITATION

AREA VI

EXTENSION AND COMMUNITY INVOLVEMENT

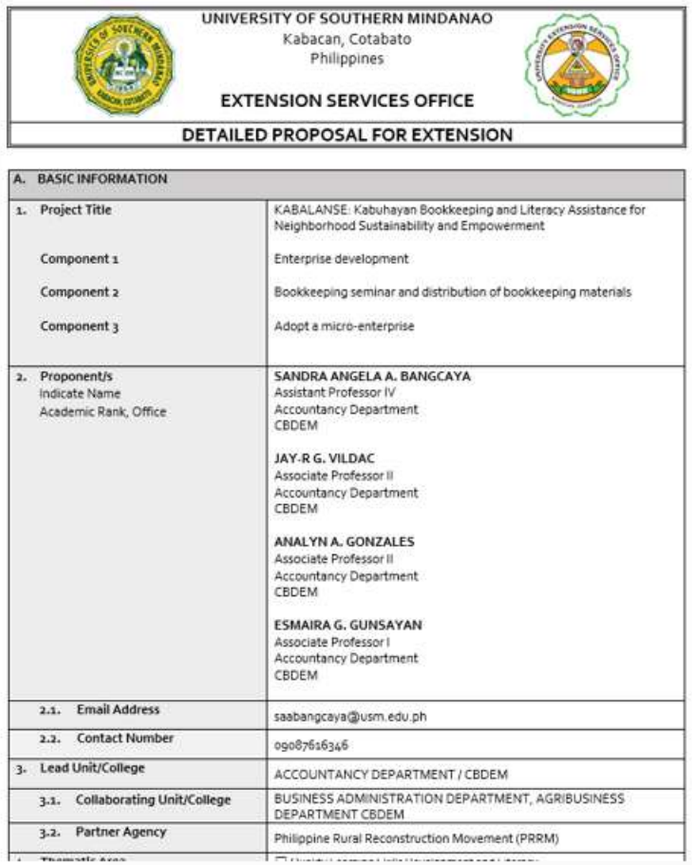
I.1. The College/Academic Unit is committed to the service and development of the community, and

1.1.1. initiates and maintains community development projects;

A. KABALANSE: Kabuhayan Bookkeeping and Literacy Assistance for Neighborhood Sustainability and Empowerment Project

KABALANSE is an ongoing extension project aimed at enhancing the financial literacy and bookkeeping capabilities of **organic farmers from associations assisted by the Philippine Rural Reconstruction Movement (PRRM)** in the municipalities of **Kabacan, Tulunan, and Mlang** in North Cotabato. The project title, KABALANSE, stands for Kabuhayan Bookkeeping and Literacy Assistance for Neighborhood Sustainability and Empowerment. The Philippine Rural Reconstruction Movement (PRRM) has a memorandum of agreement with the University of Southern Mindanao (USM).

Spearheaded by the Accountancy Department, the project seeks to address critical gaps in bookkeeping among smallholder organic farmers by equipping them with essential skills and tools for better income tracking, budgeting, and enterprise planning. Recognizing that many of these farmers operate with limited or informal financial systems, KABALANSE project provides provides practical, community-based learning opportunities tailored to to their needs and local context.



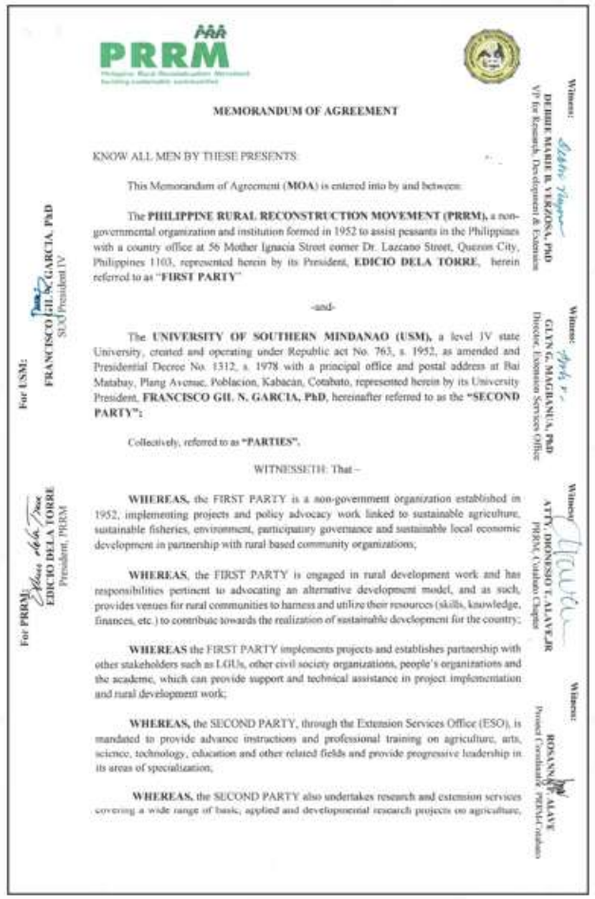
UNIVERSITY OF SOUTHERN MINDANAO
Kabacan, Cotabato
Philippines

EXTENSION SERVICES OFFICE

DETAILED PROPOSAL FOR EXTENSION

A. BASIC INFORMATION	
1. Project Title	KABALANSE: Kabuhayan Bookkeeping and Literacy Assistance for Neighborhood Sustainability and Empowerment
Component 1	Enterprise development
Component 2	Bookkeeping seminar and distribution of bookkeeping materials
Component 3	Adopt a micro-enterprise
2. Proponent/s Indicate Name Academic Rank, Office	SANDRA ANGELA A. BANGCAYA Assistant Professor IV Accountancy Department CBDEM JAY-R G. VILDAC Associate Professor II Accountancy Department CBDEM ANALYN A. GONZALES Associate Professor II Accountancy Department CBDEM ESMAIRA G. GUNSAYAN Associate Professor I Accountancy Department CBDEM
2.1. Email Address	saabangcaya@usm.edu.ph
2.2. Contact Number	09087616346
3. Lead Unit/College	ACCOUNTANCY DEPARTMENT / CBDEM
3.1. Collaborating Unit/College	BUSINESS ADMINISTRATION DEPARTMENT, AGRIBUSINESS DEPARTMENT CBDEM
3.2. Partner Agency	Philippine Rural Reconstruction Movement (PRRM)

MOA with Philippine Rural Reconstruction Movement (PRRM)



PRRM

MEMORANDUM OF AGREEMENT

KNOW ALL MEN BY THESE PRESENTS:

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

The **PHILIPPINE RURAL RECONSTRUCTION MOVEMENT (PRRM),** a non-governmental organization and institution formed in 1952 to assist peasants in the Philippines with a country office at 56 Mother Ignacia Street corner Dr. Lazcano Street, Quezon City, Philippines 1103, represented herein by its President, **EDICIO DELA TORRE**, herein referred to as "**FIRST PARTY**"

-and-

The **UNIVERSITY OF SOUTHERN MINDANAO (USM),** a level IV state University, created and operating under Republic act No. 763, s. 1952, as amended and Presidential Decree No. 1312, s. 1978 with a principal office and postal address at Bai Matabay, Plang Avenue, Poblacion, Kabacan, Cotabato, represented herein by its University President, **FRANCISCO GIL N. GARCIA, PhD**, hereinafter referred to as the **"SECOND PARTY":**

Collectively, referred to as **"PARTIES".**

WITNESSETH: That –

WHEREAS, the FIRST PARTY is a non-government organization established in 1952, implementing projects and policy advocacy work linked to sustainable agriculture, sustainable fisheries, environment, participatory governance and sustainable local economic development in partnership with rural based community organizations;

WHEREAS, the FIRST PARTY is engaged in rural development work and has responsibilities pertinent to advocating an alternative development model, and as such, provides venues for rural communities to harness and utilize their resources (skills, knowledge, finances, etc.) to contribute towards the realization of sustainable development for the country;

WHEREAS the FIRST PARTY implements projects and establishes partnership with other stakeholders such as LGUs, other civil society organizations, people's organizations and the academe, which can provide support and technical assistance in project implementation and rural development work;

WHEREAS, the SECOND PARTY, through the Extension Services Office (ESO), is mandated to provide advance instructions and professional training on agriculture, arts, science, technology, education and other related fields and provide progressive leadership in its areas of specialization;

WHEREAS, the SECOND PARTY also undertakes research and extension services covering a wide range of basic, applied and developmental research projects on agriculture,

For USM:
FRANCISCO GIL N. GARCIA, PhD
SUC President IV

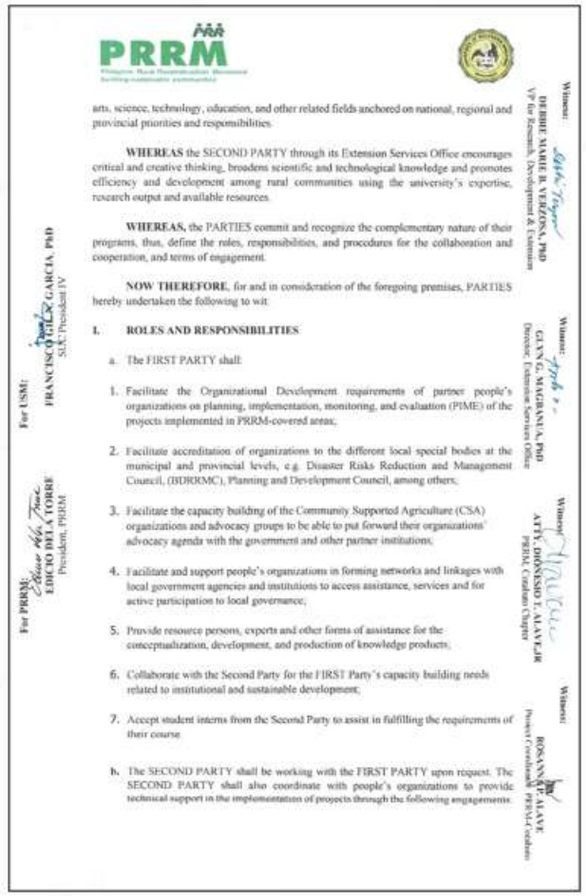
For PRRM:
EDICIO DELA TORRE
President, PRRM

Witness:
DEBBIE MARIE B. VERZOSA, PhD
VP for Research, Development & Extension

Witness:
GLYN G. MAGBANUA, PhD
Director, Extension Services Office

Witness:
ATTY. DIONISIO T. ALAVEZAR
PRRM, Cotabato Chapter

Witness:
ROSANNA P. ALAVE
Project Coordinator, PRRM-Cotabato



PRRM

arts, science, technology, education, and other related fields anchored on national, regional and provincial priorities and responsibilities.

WHEREAS the SECOND PARTY through its Extension Services Office encourages critical and creative thinking, broadens scientific and technological knowledge and promotes efficiency and development among rural communities using the university's expertise, research output and available resources.

WHEREAS, the PARTIES commit and recognize the complementary nature of their programs, thus, define the roles, responsibilities, and procedures for the collaboration and cooperation, and terms of engagement.

NOW THEREFORE, for and in consideration of the foregoing premises, PARTIES hereby undertaken the following to wit:

I. ROLES AND RESPONSIBILITIES

a. The FIRST PARTY shall:

1. Facilitate the Organizational Development requirements of partner people's organizations on planning, implementation, monitoring, and evaluation (PIME) of the projects implemented in PRRM-covered areas;
2. Facilitate accreditation of organizations to the different local special bodies at the municipal and provincial levels, e.g. Disaster Risks Reduction and Management Council, (ISDRRMC), Planning and Development Council, among others;
3. Facilitate the capacity building of the Community Supported Agriculture (CSA) organizations and advocacy groups to be able to put forward their organizations' advocacy agenda with the government and other partner institutions;
4. Facilitate and support people's organizations in forming networks and linkages with local government agencies and institutions to access assistance, services and for active participation to local governance;
5. Provide resource persons, experts and other forms of assistance for the conceptualization, development, and production of knowledge products;
6. Collaborate with the Second Party for the FIRST Party's capacity building needs related to institutional and sustainable development;
7. Accept student interns from the Second Party to assist in fulfilling the requirements of their course

b. The SECOND PARTY shall be working with the FIRST PARTY upon request. The SECOND PARTY shall also coordinate with people's organizations to provide technical support in the implementation of projects through the following engagements:

For USM:
FRANCISCO GIL N. GARCIA, PhD
SUC President IV

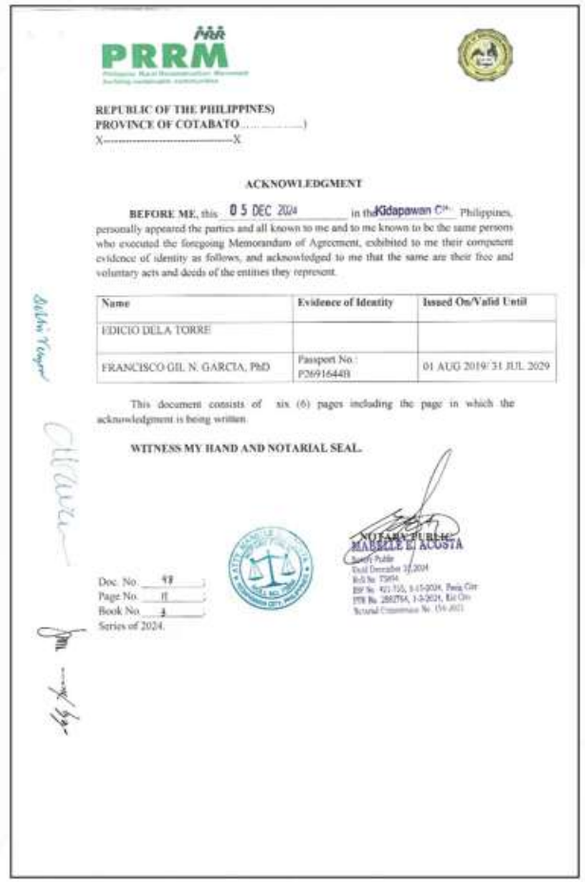
For PRRM:
EDICIO DELA TORRE
President, PRRM

Witness:
DEBBIE MARIE B. VERZOSA, PhD
VP for Research, Development & Extension

Witness:
GLYN G. MAGBANUA, PhD
Director, Extension Services Office

Witness:
ATTY. DIONISIO T. ALAVEZAR
PRRM, Cotabato Chapter

Witness:
ROSANNA P. ALAVE
Project Coordinator, PRRM-Cotabato



PRRM

REPUBLIC OF THE PHILIPPINES)
PROVINCE OF COTABATO .....)
X----------X

ACKNOWLEDGMENT

BEFORE ME, this 05 DEC 2024 in the Kidapawan City, Philippines, personally appeared the parties and all known to me and to me known to be the same persons who executed the foregoing Memorandum of Agreement, exhibited to me their competent evidence of identity as follows, and acknowledged to me that the same are their free and voluntary acts and deeds of the entities they represent.

Name	Evidence of Identity	Issued On/Valid Until
EDICIO DULA TORRE		
FRANCISCO GIL N. GARCIA, PhD	Passport No.: P2691644B	01 AUG 2019/ 31 JUL 2029

This document consists of six (6) pages including the page in which the acknowledgment is being written.

WITNESS MY HAND AND NOTARIAL SEAL.

NOTARY PUBLIC
MARIELLE L. ACOSTA
Notary Public
Until December 31,2024
Roll No. 73956
IBP No. 421765, 1-15-2024, Pasig City
PTR No. 2802754, 1-3-2024, Kid City
Notarial Commission No. 154-2023

Doc. No. 98
Page No. 11
Book No. 1
Series of 2024.

The detailed program for the extension activities for components 1 and 2 is provided below.

PROGRAM

KABALANSE: Kabuhayan Bookkeeping and Literacy Assistance for Neighborhood Sustainability and Empowerment

Beneficiaries: Philippine Rural Reconstruction Movement (PRRM) Member Organizations
Venue: Spottswood Methodist Center, Quezon Boulevard, Kidapawan City
Date: September 11-12, 2024

DAY 1 - September 11, 2024
Enterprise Development Seminar and Workshop

Time	Duration	Topic	Peron/s in charge
07:00-08:30 AM	1 hour	Arrival and Registration	PRRM Secretariat
08:30-09:00 AM	30 mins	Opening Program, Setting of Expectations, Pre-test	PRRM Secretariat / Resource Persons
09:00-10:00 AM	1 hour	Lecture 1: Overview and Significance of KABALANSE	Dr. Irving T. Fajarito, Jr.
10:00-10:20 AM	20 mins	Inspiring Stories of Successful Social Entrepreneurs	PRRM Secretariat / Resource Persons
10:20-11:10 AM	50 mins	Lecture 2: The Social Entrepreneur	Dr. Jeannie U. Duka
11:10-12:00 PM	50 mins	Lecture 3: The Life Forces and Life Cycle of a Social Enterprise	Dr. Esmaira G. Gunsayan
12:00-01:00 PM	1 hour	Lunch Break	
01:00-02:00 PM	1 hour	Lecture 4: Business Planning Using Business Model Canvas	Dr. Analyn A. Gonzales
02:00-03:30 PM	1 hour and 30 mins	Workshop on Planning & Developing a Social Enterprise BMC	Resource Persons and Participants
03:30-05:00 PM	1 hour and 30 mins	Presentation of Business Model Canvas Outputs	Resource Persons and Participants

PROGRAM

KABALANSE: Kabuhayan Bookkeeping and Literacy Assistance for Neighborhood Sustainability and Empowerment

Beneficiaries: Philippine Rural Reconstruction Movement (PRRM) Member Organizations
Venue: Spottswood Methodist Center, Quezon Boulevard, Kidapawan City
Date: September 11-12, 2024

DAY 2 - September 12, 2024
Bookkeeping Seminar and Workshop

Time	Duration	Topic	Peron/s in charge
07:00-08:30 AM	1 hour	Arrival and Registration	PRRM Secretariat
08:30-09:00 AM	30 mins	Opening Program, Recap for Day 1, Overview of Day 2, Pre-test	PRRM Secretariat / Resource Persons
09:00-09:30 AM	30 mins	Lecture 1: Introduction to Bookkeeping	Dr. Mitzi Aileen M. Alba
09:30-10:00 AM	30 mins	Workshop	Resource Persons and Participants
10:00-12:00 PM	2 hours	Lecture 2: Simple Enterprise Recordkeeping	Prof. Sandra Angela A. Bangcaya
12:00-1:00 PM	1 hour	Lunch Break	
1:00-2:00 PM	1 hour	Lecture 3: Basic Financial Statement Preparation	Prof. Sandra Angela A. Bangcaya
2:00-3:00 PM	1 hour	Lecture 4: Management Advisory Services: Cost Function & Behavior	Dr. Jay-r G. Vildac
3:00-4:00 PM	1 hour	Workshop	
4:00-4:30 PM	30 mins	Presentation	Resource Persons and Participants
4:30*5:00 PM	30 mins	Closing ceremonies	PRRM Secretariat, Resource Persons and Participants