



# BACHELOR OF SCIENCE IN ACCOUNTANCY

# COMPLIANCE

# REPORT

AREA VI  
EXTENSION AND COMMUNITY INVOLVEMENT

AACUP LEVEL III  
Accreditation



## EXTENT OF COMPLIANCE

**Extent of compliance with the Team Recommendations in the last survey visit**

RECOMMENDATION	ACTION TAKEN	PERCENT (%) OF COMPLIANCE	REMARKS
<b>AREA VI – EXTENSION AND COMMUNITY INVOLVEMENT</b>			
1.To ensure sustainability of the Extension programs/ projects, strengthening linkages and establishing networks are highly recommended. Funds or technical support may be sourced out from the local NGOs, private companies and individuals.	To ensure the sustainability of its extension programs and projects, the University of Southern Mindanao has established Memoranda of Agreement (MOA) with key development partners, including the Islamic Relief Worldwide – Philippines (IRW-PH), the Philippine Rural Reconstruction Movement (PRRM) and Dagupan Agrarian Reform Beneficiaries Multi-purpose Cooperative (DARB-MPC). The university also has a memorandum of agreement with LGU Kabacan, Barangay Dagupan, and Barangay Kayaga. These partnerships were formalized to strengthen institutional linkages and to provide technical and possible financial support for ongoing initiatives.	100%	Complied
2.It is encouraged that the Extension unit of the college/ department to design a monitoring scheme/ system and sustainability plan to ensure that the beneficiaries are equipped, capacitated, empowered, and prepared to manage, continue, and sustain extension programs/ projects after termination.	The Department is set to propose KABALANSE 2.0, an enhanced phase of the initial KABALANSE project. This version will include regular coaching and site visitations to partner organic farmers' associations as part of the monitoring mechanism. These activities aim to track progress, provide on-the-ground support, and address emerging challenges in financial management practices.  To strengthen sustainability, the Department will also	50%	Partially Complied



develop a customized Bookkeeping Manual tailored to the specific needs of organic farmers. This manual will serve as a user-friendly guide for accurate and consistent financial recordkeeping, ensuring that the beneficiaries are well-equipped and capable of independently managing their association's finances even after the conclusion of the project.

Through KABALANSE 2.0, the Department reaffirms its commitment to empowering communities and sustaining the outcomes of its extension programs.

## **AREA VI – EXTENSION AND COMMUNITY INVOLVEMENT**

### **Recommendation:**

To ensure sustainability of the Extension programs/ projects, strengthening linkages and establishing networks are highly recommended. Funds or technical support may be sourced out from the local NGOs, private companies and individuals.

### **Action Taken:**

To ensure the sustainability of its extension programs and projects, the University of Southern Mindanao has established Memoranda of Agreement (MOA) with key development partners, including the Islamic Relief Worldwide – Philippines (IRW-PH), the Philippine Rural Reconstruction Movement (PRRM) and Dagupan Agrarian Reform Beneficiaries Multi-purpose Cooperative (DARB-MPC). The university also has a memorandum of agreement with LGU Kabacan, Barangay Dagupan, and Barangay Kayaga. These partnerships were formalized to strengthen institutional linkages and to provide technical and possible financial support for ongoing initiatives.

Through these collaborations, the College of Business, Development Economics and Management, along with the Accountancy Department, has implemented joint projects that include literacy campaigns and bookkeeping seminars and workshops. These activities contribute to empowering community beneficiaries, enhancing their capacity to manage and sustain local enterprises even after project completion.

## MOA with Islamic Relief Worldwide – Philippines (IRW-PH)



### MEMORANDUM OF AGREEMENT

KNOW ALL MEN BY THESE PRESENTS:

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

The **ISLAMIC RELIEF WORLDWIDE - PHILIPPINES (IRW-PH)**, a faith inspired international humanitarian and development organization with a country office at 009 Rosales Street, Rosary Heights 6, Cotabato City 9600, Philippines, represented herein by its Interim Country Director, **YOUSUF KASUJEE**, herein referred to as "**FIRST PARTY**"

---and---

The **UNIVERSITY OF SOUTHERN MINDANAO**, a level IV State University, created and operating under the laws of the Republic of the Philippines, with principal office address in USM Avenue, Kabacan, Cotabato, represented herein by its President, **FRANCISCO GIL N. GARCIA, PhD**, herein referred to as "**SECOND PARTY**"

WITNESSETH: That –

**WHEREAS**, both parties are committed to recognizing the complementary nature of the programs of Islamic Relief Worldwide – Philippines and the University of Southern Mindanao to define the roles, responsibilities and procedures for collaboration and cooperation and terms of engagement between Islamic Relief Worldwide – Philippines and the University of Southern Mindanao for humanitarian and development projects intervention in Region XII and Bangsamoro Autonomous Region in Muslim Mindanao (BARMM), Philippines.

NOW THEREFORE, for and in consideration of the foregoing premises and strong commitment of the partners under the following terms and conditions with the following provisions, to wit:

#### I. ROLES AND RESPONSIBILITIES

The Islamic Relief Worldwide – Philippines shall:

- A. Lead in the conduct of social preparation and mobilization activities in targeted communities or project areas.
- B. Lead in the coordination of BLGU/MLGU/PLGUs and other organizations on the ground.
- C. Organize and support the assessments and evaluations of the project.
- D. Provide logistical arrangements i.e., transportation, accommodation, travel and fieldwork support, venue, meals and materials for capacity building activities and other necessary needs of the personnel of the Second Party who will be tapped in the projects.
- E. Lead, support and assist in the development and production of knowledge products.
- F. Implement, supervise, monitor, and assess the progress of the project.
- G. Conduct a series of meetings with partners for the updates and status of the project implementation.
- H. Share data, reports, and information with partners on the identified areas of the project implementation.
- I. Provide technical inputs for the partner project implementation and sustainability.
- J. Follow the IRW - PH's processes and procedures in the implementation of this cooperation engagement; and
- K. Support the finalization of project reports.



**YOUSUF KASUJEE**  
Interim Country Director

**FRANCISCO GIL N. GARCIA, PhD**  
President





Islamic Relief  
Philippines



**The University of Southern Mindanao (USM):**

The University of Southern Mindanao (USM) shall be working with the Islamic Relief team members and project rightsholders and provide technical support in the implementation of its development and humanitarian projects through the following engagements, to wit:

**The College of Agriculture (CA) shall:**

1. Provide resource persons/experts and other forms of assistance for the conduct of research and various technical training related to agriculture, fishery, poultry, and livestock production.
2. Support the yearly seasonal programmes (Ramadhan and Qurbani) of the First Party by providing technical guidance.

**The College of Business, Development Economics and Management (CBDEM) shall:**

1. Provide resource persons and consultants for the conduct of market study, training, and seminars on the following topics:
  - a. Enterprise development
  - b. Financial literacy and management
  - c. Business continuity and recovery plan; and
2. Assist in the organizational development & business enterprise coaching and mentoring of the seed capital/social enterprise rightsholders.

**College of Arts and Social Sciences (CASS) shall:**

1. Provide resource persons and consultants in the development of knowledge products; and
2. Assist in the media advocacy work and promotion of project materials.
3. Provide resource persons/experts and other forms of assistance for the conduct of research and various technical training related to conflict transformation.

**College of Medicine and Allied Health Sciences (CMAHS) shall:**

1. Provide resource persons/experts and other forms of assistance for the conduct of research and various technical training related to health, hygiene, and sanitation.

**College of Engineering and Information Technology (CEIT) shall:**

1. Provide resource persons/experts and other forms of assistance for the conduct of research and various technical training related to natural resource management & climate change adaptation.

**College of Science and Mathematics (CSM) shall:**

1. Provide resource persons/experts and other forms of assistance for the conduct of research and various technical training related to natural resource management & biodiversity conservation.

**Office of the Students Affairs (OSA) shall:**

1. Provide resource persons in capacity/capability building activities for children, youth, and women.

**Gender and Development (GAD) shall:**

1. Conduct research and assist in the implementation of GAD-related activities of the project.

YOUSUF KASUJEE  
Interim Country Director

FRANCISCO GIL GARCIA, PhD  
President



Extension Services Office (ESO) shall:

1. Provide resource persons/technical experts from other Colleges not mentioned above if needed in the implementation of research and extension activities.

## II. OWNERSHIP OF INTELLECTUAL PROPERTY

The **FIRST PARTY** and **SECOND PARTY** hereby agree and understand that intellectual property rights, ownership and enjoyment thereof arising from this project shall be governed by the applicable provisions of **RA 8293 as amended by RA 10372 (An Act Prescribing the Intellectual Property Code and Establishing the Intellectual Property Office, Providing for Its Powers and Functions, and for Other Purposes)** including its Implementing Rules and Regulations, as well as existing and future policies of the **FIRST PARTY** on Intellectual Property Rights such as but not limited to the following:

1. The title rights, copyrights and all other rights in any materials produced under the provisions of this Agreement shall be vested exclusively in the **FIRST PARTY**; provided that:
  - a. Any publication arising from the activities undertaken by virtue of and pursuant to this MOA shall clearly establish and identify the **FIRST PARTY** as the source of the grant and the **SECOND PARTY** as the source of the output.
  - b. All reports arising from activities undertaken by virtue of and pursuant to this MOA shall be made in the name of the Parties, specifically identifying the **FIRST PARTY** as the source of the grant and the **SECOND PARTY** as the source of the output. The names of the Program Leaders/Project Leaders shall be identified, recognized, and included in the reports.
2. All documentation involved in this activity will be copyright-protected and cannot be shared with other entities without prior approval from the **FIRST PARTY**.
3. The **FIRST PARTY** as Program Leaders/Project Leaders shall have the right to freely use all data and findings by virtue of and pursuant to this agreement for any of the purposes. The **SECOND PARTY** shall not communicate to any person, government, or any other body external to the **FIRST PARTY** any unpublished information made known to it by reason of or through this MOA or association with the **FIRST PARTY**, except as required pursuant to this MOA or upon written authorization from the **FIRST PARTY**.  
The **SECOND PARTY** shall not publicize or advertise his association with the **FIRST PARTY** under this Agreement, nor shall the name, emblem, or official seal of IRW be used for business and professional purposes or otherwise without the prior written approval of the **FIRST PARTY**. This provision shall survive even upon the expiration or termination of this MOA.
4. The **SECOND PARTY** shall ensure that the project and its outcome would not violate the intellectual property rights of any other party.

## III. ETHICAL CONDUCT OF RESEARCH AND EXTENSION ACTIVITIES

The **FIRST PARTY** has the responsibility of ensuring that the conduct of the activities is in accordance with ethical standards especially those affecting vulnerable and marginalized sectors and communities.



YOUSUF KASUJEE  
Interim Country Director



FRANCISCO GIL N. GARCIA, PhD  
President





Islamic Relief  
Philippines



**IV. DATA PRIVACY**

The collection, processing, and use of any personal information in relation to this agreement shall be undertaken in accordance with RA 10173 (*Data Privacy Act of 2012*), its Implementing Rules and Regulations, and issuances of the National Privacy Commission. The Parties shall enter into a separate Data Sharing Agreement as may be necessary to implement this requirement.

**V. TERMINATION AGREEMENT OR NOTICE**

Any party may issue a notice of intent to terminate the grant agreement for justifiable cause subject to the approval of all parties concerned.

**VI. SEPARABILITY CLAUSE**

In the event that one or more provisions contained herein shall be held invalid, illegal or unenforceable in any respect and for any reason, the remaining provisions shall **remain valid, legal and enforceable**.

**VII. DOCUMENTS COMPRISING THIS AGREEMENT**

All appendices hereto attached are hereby expressly made an integral part of this agreement by reference, excluding inconsistencies with any/ all parts, terms, and conditions contained in this Memorandum of Agreement.

**VIII. EFFECTIVITY OF THE AGREEMENT**

The agreement shall take effect after all the parties shall have affixed their signatures and shall remain in force and effect unless terminated or amended upon mutual consent among all parties.

**IN WITNESS WHEREOF**, the parties hereunto have affixed their respective signatures this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_, at \_\_\_\_\_, Philippines.

**IRW-PH**  
First Party

By: 

**YOUSUF KASUJEE**  
Interim Country Director

**USM - Kabacan**  
Second Party

By:

  
**FRANCISCO GIL N. GARCIA, PhD**  
SUC President IV *gjn*

*SIGNED IN THE PRESENCE OF:*

  
**RONALD D. CABALQUINTO, MS**  
Area Programme Manager, IRW-PH

  
**ZAYNAB A. AMPATUAN-ORDONA**  
Project Officer, IRW-PH

  
**MA. TEODORA N. CABASAN, PhD**  
Vice President, Research, Development and Extension

  
**MARY JOY S. CANOLAS, PhD**  
Director, Extension Services Office



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

**ACKNOWLEDGMENT**

**BEFORE ME**, this AUG 01 2023 in the City of Cotabato, 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
YOUSUF KASUJEE		
FRANCISCO GIL N. GARCIA, PhD	Passport No.: P2691644B	01 AUG 2019/ 31 JUL 2029

This document consists of three (3) pages including the page in which the acknowledgment is being written.

**WITNESS MY HAND AND NOTARIAL SEAL.**

*Agnes P. Paracha-Balleque*  
**ATTY. AGNES P. PARACHA-BALLEQUE**  
 Notary Public for Cotabato City & Maguindanao  
 Commission No. 18; Until December 31, 2023  
 Roll of Attorneys No. 32092  
 PTR No. 2238787, 01/03/23 at Cot. City  
 IBP Life Member No. 05109  
 166B Puretan Bldg., Sinsuat Ave., Cotabato City

Doc. No. 93 ;  
 Page No. 19 ;  
 Book No. 16 ;  
 Series of 2023

*Jlan*

# MOA with Philippine Rural Reconstruction Movement (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. DIONESIO T. ALAVE, JR**  
PRRM, Cotabato Chapter

Witness:  
**ROSANN P. ALAVE**  
Project Coordinator, PRRM-Cotabato



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, (BDRRMC), 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 X. Garcia*  
**FRANCISCO GIL X. GARCIA, PhD**  
SUC President IV

For PRRM:

*Edicio dela Torre*  
**EDICIO DELA TORRE**  
President, PRRM

Witness:

*Debbie Marie B. Verzosa*  
**DEBBIE MARIE B. VERZOSA, PhD**  
VP for Research, Development & Extension

*Debbie Marie B. Verzosa*

Witness:

*Glyn G. Magbanua*  
**GLYN G. MAGBANUA, PhD**  
Director, Extension Services Office

*Glyn G. Magbanua*

Witness:

*Atty. Dionasio T. Alave, Jr*  
**ATTY. DIONESIO T. ALAVE, JR**  
PRRM, Cotabato Chapter

*Atty. Dionasio T. Alave, Jr*

Witness:

*Rosanna P. Alave*  
**ROSANNA P. ALAVE**  
Project Coordinator: PRRM-Cotabato

*Rosanna P. Alave*



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.

*Attestation*

Name	Evidence of Identity	Issued On/Valid Until
EDICIO DELA 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.

*Signature*

**WITNESS MY HAND AND NOTARIAL SEAL.**

Doc. No. 48 ;  
 Page No. 11 ;  
 Book No. 3 ;  
 Series of 2024.



*Signature*  
**NOTARY PUBLIC**  
**MABELLE E. ACOSTA**  
 Notary Public  
 Until December 31, 2024  
 Roll No 75894  
 IBP No. 421-755, 1-15-2024, Pasig City  
 PTR No. 2882764, 1-3-2024, Kid City  
 Notarial Commission No. 154-2023

*Signature*



For USM:  
**Francisco Gil N. Garcia, PhD**  
 SUC President IV

For PRRM:  
**Edicio Dela Torre**  
 President, PRRM

1. Provide resource persons, experts and other forms of assistance for the conduct of capability building and various training related to institutional strengthening and sustainable development;
2. Provide resource persons and consultants for the conduct of market study, training, and seminars, such as but not limited to the following:
  - Enterprise development
  - Financial literacy and management
  - Business continuity and recovery plan
3. Assist in the organizational development & business enterprise coaching and mentoring of the seed capital/social enterprise rightsholders, through training and other capacity-building activities;
4. Provide resource persons and consultants in the development, management and institutionalization of knowledge products;
5. Promote the results of collaborative projects through the Second Party's social media platforms, RDE Exhibits or activities, or other appropriate media; and;
6. Assign student interns to the FIRST PARTY for the fulfillment of the former's curriculum and/or extra-curricular requirements.

**II. COPYRIGHT AND OWNERSHIP OF WORK**

The **FIRST PARTY** and **SECOND PARTY** hereby agree and understand that intellectual property rights, ownership, and enjoyment thereof arising from this project shall be governed by the applicable provisions of **RA 8293, as amended by RA 10372**. (*An Act Prescribing the Intellectual Property Code and Establishing the Intellectual Property Office, Providing for Its Powers and Functions, and for Other Purposes*), including its Implementing Rules and Regulations, as well as existing and future policies of the **PARTIES** on Intellectual Property Rights such as but not limited to the following:

1. The title rights, copyrights and all other rights in any materials produced under the provisions of this Agreement shall be co-owned, by both parties, with proper acknowledgement and citations.
  - a. Any publication arising from the activities undertaken by virtue of and pursuant to this MOA shall clearly establish and identify the contribution of both parties.
  - b. All reports arising from activities undertaken by virtue of and pursuant to this MOA shall be made in the name of the Parties, specifically identifying the contribution/s of each Party. The names of the Program Leaders/Project Leaders shall be identified, recognized, and included in the reports.

Witness:  
*Debbie Marie B. Verzosa*  
**DEBBIE MARIE B. VERZOSA, PhD**  
 VP for Research, Development & Extension

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

Witness:  
*Atty. Dionisio T. Alave, Jr.*  
**ATTY. DIONISIO T. ALAVE, JR.**  
 PRRM, Cotabato Chapter

Witness:  
*Rosanna P. Alave*  
**ROSANNA P. ALAVE**  
 Project Coordinator PRRM-Cotabato



For USM:  
**FRANCISCO GILN GARCIA, PhD**  
 SUCY President IV

For PRRM:  
**EDICIO DELA TORRE**  
 President, PRRM

2. All documentation involved in this activity will be copyright-protected and cannot be shared with other entities without prior approval of both parties.
3. The **FIRST PARTY** as Program Leaders/Project Leaders, shall have the right to freely use all data and findings by virtue of and pursuant to this agreement for any of the purposes. The **SECOND PARTY** shall not disclose any information in relation to this project. Any unpublished information without the consent of the **FIRST PARTY**.
4. The **PARTIES** shall not publicize or advertise their association with each other under this Agreement, nor shall use the name, emblem, or official seal of each other for any purpose without the prior written approval or consent of the concerned party. This provision with regard to the copyright shall survive even upon the expiration or termination of this MOA.
5. The **PARTIES** shall ensure that the project and its outcome does not violate the intellectual property rights of any other party.

**III. ETHICAL CONDUCT OF RESEARCH AND EXTENSION ACTIVITIES**

**BOTH PARTIES** have the responsibility of ensuring that the conduct of the activities is in accordance with ethical standards, especially those affecting vulnerable and marginalized sectors and communities.

**IV. DATA PRIVACY**

The collection, processing, and use of any personal information in relation to this agreement shall be undertaken in accordance with RA 10173 (*Data Privacy Act of 2012*), its Implementing Rules and Regulations, and issuances of the National Privacy Commission. The Parties shall enter into a separate Data Sharing Agreement as may be necessary to implement this requirement.

**SIGN HERE** **ARBITRATION CLAUSE**

The **PARTIES** shall endeavor in good faith to settle any claim, dispute, or controversy through compromise or amicable settlement. However, in the event that the parties fail to reach any settlement relating to this Agreement, all disputes arising thereby shall be settled or filed in Court of jurisdiction of Kabacan, Cotabato.

**VI. TERMINATION AGREEMENT OR NOTICE**

Any party may issue a notice of intent to terminate the grant agreement for justifiable cause subject to the approval of all parties concerned.

Witness:  
*Debbie Marie B. Verzosa*  
**DEBBIE MARIE B. VERZOSA, PhD**  
 VP for Research, Development & Extension

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

Witness:  
*Atty. Dionesio T. Alave, Jr.*  
**ATTY. DIONESIO T. ALAVE, JR**  
 PRRM, Cotabato Chapter

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



**VII. SEPARABILITY CLAUSE**

In the event that one or more provisions contained herein shall be held invalid, illegal or unenforceable in any respect and for any reason, the remaining provisions shall **remain valid, legal and enforceable.**

**VIII. DOCUMENTS COMPRISING THIS AGREEMENT**

All appendices hereto attached are hereby expressly made an integral part of this agreement by reference, excluding inconsistencies with any/ all parts, terms, and conditions contained in this Memorandum of Agreement.

**IX. EFFECTIVITY OF THE AGREEMENT**

The agreement shall take effect after all the parties shall have affixed their signatures and shall remain in force and effect unless terminated or amended upon mutual consent among all parties.

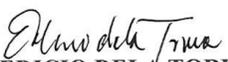
**IN WITNESS WHEREOF**, the parties hereunto have affixed their respective signatures this \_\_\_\_\_ day of \_\_\_\_\_ 2024, at \_\_\_\_\_, Philippines.

**PRRM**  
First Party

**USM - Kabacan**  
Second Party

By:

By:

  
**EDICIO DELA TORRE**  
PRRM President

**SIGN HERE**

  
**FRANCISCO GIL N. GARCIA, PhD**  
SUC President IV

*SIGNED IN THE PRESENCE OF:*

  
**ATTY. DIONESIO T. ALAVE, JR.**  
PRRM, Cotabato Chapter

  
**DEBBIE MARIE B. VERSOZA**  
Vice President, Research, Development  
and Extension

  
**ROSANNA P. ALAVE**  
Project Coordinator, PRRM-Cotabato

  
**GLYN G. MAGBANUA, PhD**  
Director, Extension Services Office

## Memorandum with Agreement with Dagupan Agrarian Reform Beneficiaries Multi-purpose Cooperative (DARB-MPC)

Republic of the Philippines  
University of Southern Mindanao  
College of Business, Development Economics and Management  
Kabacan, Cotabato

**MEMORANDUM OF AGREEMENT**

KNOW ALL MEN BY THIS PRESENTS:

JUN 15 2019

This Memorandum of Agreement is made and entered into this \_\_\_\_\_ day of \_\_\_\_\_ by and between:

The **DAGUPAN AGRARIAN REFORM BENEFICIARIES MULTI-PURPOSE COOPERATIVE (DARB-MPC)** with principal office address in Barangay Food Terminal, Purok Maligaya, Brgy Dagupan, Kabacan, North Cotabato Province, Philippines, represented herein by the Chairman, **DIONISIA B. MUTOC**, hereinafter referred to as "**DARB-MPC**";

and

The **UNIVERSITY OF SOUTHERN MINDANAO (USM)**, with principal office address at the Municipality of Kabacan, North Cotabato Province, Philippines, represented herein by its President, **FRANCISCO GIL N. GARCIA**, hereinafter referred to as "**USM**".

Jointly, the **DAGUPAN AGRARIAN REFORM BENEFICIARIES MULTI-PURPOSE COOPERATIVE (DARB-MPC)** and the **UNIVERSITY OF SOUTHERN MINDANAO (USM)** hereinafter referred to as "**PARTNERS**".

**WHEREAS**, DARB-MPC recognizes the need of technical assistance, particularly in the field of agriculture (crops, poultry and livestock) capability building for health, environment and livelihood skills within its area of responsibility;

**WHEREAS**, DARB-MPC through the office of the Barangay Captain, has sought the assistance of USM, which has adequate resources and technical capability;

**WHEREAS**, the USM is a government institution of higher learning with four (4) mandated functions, namely: instruction, research, extension and production;

**WHEREAS**, the USM through the University Extension Services Center and College of Business, Development Economics and Management (CBDEM) with five Departments (Accountancy, AgEconomics, Agribusiness Management, Business Administration, and Development Management) has technical experts and specialists who may undertake extension activities for the benefit of the people of Mindanao;

**WHEREAS**, USM as an academic institution, through the office of the University Extension Services Center, supports DARB-MPC through its competency-building program and information dissemination activities among others;

**NOW THEREFORE**, for and in consideration of the foregoing premises and strong commitment of the two parties for communities to advance economic well-being and quality of life, the parties hereby agree to join forces in the planning and management of an extension program that shall enhance the community assets and opportunities with the following provisions, to wit:

*[Handwritten signatures and initials are present on the document, including names like 'Francisco Garcia' and 'Dionisia B. Mutoc']*

Memorandum of Agreement with Local Government Unit of Kabacan

**MEMORANDUM OF UNDERSTANDING**

KNOW ALL MEN BY THIS PRESENTS:

This Memorandum of Understanding is made and entered into this \_\_\_\_ day of \_\_\_\_ by and between:

The UNIVERSITY OF SOUTHERN MINDANAO (USM), a level IV State University created under Republic Act No. 763, s. 1952, as amended and Presidential Decree No. 1312, s. 1978 with a principal office and postal address at Bal Mabab, Piang Avenue, Poblacion, Kabacan, Cotabato, Philippines, represented herein by its University President, FRANCISCO GIL N. GARCIA, Ph.D., hereinafter referred to as "USM";

and

The LOCAL GOVERNMENT UNIT OF KABACAN, a local government unit duly established under the laws of the Philippines, with principal office address in Kabacan, Cotabato Province, Philippines, represented herein by its Mayor, HON. EVANGELINE P. GUZMAN, and hereinafter referred as "LGU KABACAN";

Jointly, the UNIVERSITY OF SOUTHERN MINDANAO (USM) and the LOCAL GOVERNMENT UNIT OF KABACAN (LGU KABACAN) hereinafter referred to as "PARTNERS".

WHEREAS, the USM is a government institution of higher learning with four (4) mandated functions, namely: instruction, research, extension and production;

WHEREAS, the USM, through the University Extension Services Center and College of Business, Development Economics and Management (CBDEM) with five Departments (Accountancy, Agricultural Economics, Agribusiness, Business Administration, and Public Administration), has technical experts and specialists who may undertake extension activities for the benefit of the people of Mindanao;

WHEREAS, LGU KABACAN recognizes the need of technical assistance, particularly in the capability building activities in terms of training-workshop on financial literacy and business management; improvement of the Information, Education, and Communication Materials (IECMs); development of skills to produce standardized Maguindanon Delicacies; product demonstration; and development of a business plan specifying the aspects of marketing, technical, financial management and organization and management of Maguindanon Delicacy enterprise;

WHEREAS, LGU KABACAN through the Office of the Mayor, authorized to sign this agreement under Resolution No. \_\_\_\_\_, has sought the assistance of USM which has adequate resources and technical capability on financial literacy, business management and standardized production techniques for Maguindanon delicacies;

WHEREAS, USM, as an academic institution, through the University Extension Services Office, supports LGU Kabacan through its competency-building program and information dissemination activities among others;

NOW THEREFORE, for and in consideration of the foregoing premises and strong commitment of the two parties for communities to advance economic well-being and quality of life, the parties hereby agree to join forces in the planning and management of an extension program and/or research activities that shall enhance the community assets and opportunities with the following provisions, to wit:

**Section 1. Scope of Work/Description of the Project**

The parties hereby undertake the implementation of the Extension Project with the title "CBDEM - Delicacies: Capacity Building, Demonstration and Enterprise Development of Maguindanon Delicacies in Brgy. Cuyapon, Kabacan, Cotabato.

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

Witness:  
 HON. BENJ. GUZMAN  
 Municipal Administrator of Kabacan

Witness:  
 ANALYN K. GONZALES  
 Extension Coordinator & Component Leader, CBDEM

Witness:  
 ROY S. GACUIS  
 Project Leader, CBDEM

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

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

LGU-Kabacan by: HON. EVANGELINE P. GUZMAN  
 Kabacan Mayor

## Memorandum with Agreement with Barangay Local Government of Dagupan

Republic of the Philippines  
University of Southern Mindanao  
College of Business, Development Economics and Management  
Kabacan, Cotabato

### MEMORANDUM OF AGREEMENT

KNOW ALL MEN BY THIS PRESENTS:

This Memorandum of Agreement is made and entered into this JUN 15 2019 day of \_\_\_\_\_ by and between:

The **BARANGAY LOCAL GOVERNMENT UNIT OF DAGUPAN** with principal office address in Brgy Dagupan, Kabacan, North Cotabato Province, Philippines, represented herein by its Barangay Captain, **EDGAR V. SIENA** and hereinafter referred as "BLGU Dagupan";

and

The **UNIVERSITY OF SOUTHERN MINDANAO (USM)**, with principal office address at the Municipality of Kabacan, North Cotabato Province, Philippines, represented herein by its President, **FRANCISCO GIL N. GARCIA**, hereinafter referred to as "USM".

Jointly, the **BARANGAY LOCAL GOVERNMENT UNIT OF DAGUPAN (BLGU Dagupan)** and the **UNIVERSITY OF SOUTHERN MINDANAO (USM)** hereinafter referred to as "**PARTNERS**".

**WHEREAS, BLGU Dagupan** recognizes the need of technical assistance, particularly in the field of agriculture (crops, poultry and livestocks) capability building for health, environment and livelihood skills within its area of responsibility;

**WHEREAS, BLGU Dagupan**, through the office of the Barangay Captain, has sought the assistance of USM, which has adequate resources and technical capability;

**WEHEREAS, the USM** is a government institution of higher learning with four (4) mandated functions, namely: instruction, research, extension and production;

**WHEREAS, the USM** through the University Extension Services Center, has technical experts and specialists who may undertake extension activities for the benefit of the people of Mindanao;

**WHEREAS, USM** as an academic institution, through the office of the University Extension Services Center, supports BLGU Dagupan through its competency-building program and information dissemination activities among others;

**NOW THEREFORE**, for and in consideration of the foregoing premises and strong commitment of the two parties for communities to advance economic well-being and quality of life, the parties hereby agree to join forces in the planning and management of an extension program and/or research activities that shall enhance the community assets and opportunities with the following provisions, to wit:

*Edgar V. Siena*  
*Francisco Gil N. Garcia*

*Edgar V. Siena*  
*Francisco Gil N. Garcia*

## Memorandum of Agreement with Barangay Local Government Unit of Kayaga

**MEMORANDUM OF AGREEMENT**

KNOW ALL MEN BY THIS PRESENTS:

This Memorandum of Agreement is made and entered into this \_\_\_\_ day of \_\_\_\_ by and between:

The **BARANGAY LOCAL GOVERNMENT UNIT OF KAYAGA** with principal office address in Brgy Kayaga, Kabacan, North Cotabato Province, Philippines, represented herein by its Barangay Captain, **HON. AIKA M. BACANA**, and hereinafter referred as "**BLGU Kayaga**";

and

The **UNIVERSITY OF SOUTHERN MINDANAO (USM)**, a level IV state University, created and existing under and by virtue of the laws of the Republic of the Philippines, with office and postal address at Kabacan, Cotabato, herein represented by its President, **FRANCISCO GIL N. GARCIA, Ph.D.**, hereinafter referred to as "**USM**";

Jointly, the **BARANGAY LOCAL GOVERNMENT UNIT OF KAYAGA (BLGU Kayaga)** and the **UNIVERSITY OF SOUTHERN MINDANAO (USM)** hereinafter referred to as "**PARTNERS**".

**WHEREAS**, **BLGU Kayaga** recognizes the need of technical assistance, particularly in the field of promotion of halal food products; community organizing and capability building; enterprise development and budgeting; technology utilization; positioning; and bookkeeping and financial management within its area of responsibility;

**WHEREAS**, **BLGU Kayaga**, through the office of the Barangay Captain, has sought the assistance of **USM**, which has adequate resources and technical capability;

**WHEREAS**, the **USM** is a government institution of higher learning with four (4) mandated functions, namely: instruction, research, extension and production;

**WHEREAS**, the **USM** through the University Extension Services Center and College of Business, Development Economics and Management (CBDEM) with five Departments (Accountancy, Agricultural Economics, Agribusiness, Business Administration and Development Management) has technical experts and specialists who may undertake extension activities for the benefit of the people of Mindanao;

**WHEREAS**, **USM** as an academic institution, through the office of the University Extension Services Office, supports **BLGU Kayaga** through its competency-building program and information dissemination activities among others;

**NOW THEREFORE**, for and in consideration of the foregoing premises and strong commitment of the two parties for communities to advance economic well-being and quality of life, the parties hereby agree to join forces in the planning and management of an extension program and/or research activities that shall enhance the community assets and opportunities with the following provisions, to wit:

*i. The Local Government of Kayaga shall:*

1. *Work collaboratively with the USM to identify, develop and support USM Extension and Research and Development projects/activities;*

1

**Recommendation:**

It is encouraged that the Extension unit of the college/ department to design a monitoring scheme/ system and sustainability plan to ensure that the beneficiaries are equipped, capacitated, empowered, and prepared to manage, continue, and sustain extension programs/ projects after termination.

**Action Taken:**

The Department is set to propose KABALANSE 2.0, an enhanced phase of the initial KABALANSE project. This version will include regular coaching and site visitations to partner organic farmers' associations as part of the monitoring mechanism. These activities aim to track progress, provide on-the-ground support, and address emerging challenges in financial management practices.

To strengthen sustainability, the Department will also develop a customized Bookkeeping Manual tailored to the specific needs of organic farmers. This manual will serve as a user-friendly guide for accurate and consistent financial recordkeeping, ensuring that the beneficiaries are well-equipped and capable of independently managing their association's finances even after the conclusion of the project.

Through KABALANSE 2.0, the Department reaffirms its commitment to empowering communities and sustaining the outcomes of its extension programs.

Photo of Capsule Proposal of KABALANSE 2.0

	UNIVERSITY OF SOUTHERN MINDANAO Kabacan, Cotabato Philippines	
EXTENSION SERVICES OFFICE		
CAPSULE PROPOSAL FOR EXTENSION		

A. BASIC INFORMATION	
1. Project Title	KABALANSE 2.0: Kabuhayan Bookkeeping and Literacy Assistance for Neighborhood Sustainability and Empowerment Project 2.0
2. Proponent/s Indicate Name Designation, Office	SANDRA ANGELA A. BANGCAYA JARED VIRGIL A. BANGCAYA ALLEN SHANE C. GARCIA JAY-R G. VILDAC
2.1. Email Address	<a href="mailto:saabangcaya@usm.edu.ph">saabangcaya@usm.edu.ph</a>
2.2. Contact Number	09087616346
3. Lead Unit/College	ACCOUNTANCY DEPARTMENT / CBDEM
3.1. Collaborating Unit/College	
3.2. Partner Agency	
4. Thematic Area	<input type="checkbox"/> Quality Learning Skills Development and Literacy <input type="checkbox"/> Food Security and Poverty Reduction <input type="checkbox"/> Social Development, and Strong Institutions <input type="checkbox"/> Good Health and Well-being <input type="checkbox"/> Preservation of Culture <input type="checkbox"/> Innovations in Science, Engineering, and Technology <input type="checkbox"/> Environmental Protection, Conservation and Risk Reduction <input checked="" type="checkbox"/> Sustainable Entrepreneurship and Management
5. Sustainable Development Goals	<input type="checkbox"/> No Poverty <input type="checkbox"/> No Hunger <input type="checkbox"/> Good Health <input type="checkbox"/> Quality Education <input type="checkbox"/> Gender Equality <input type="checkbox"/> Clean Water and Sanitation <input type="checkbox"/> Renewable Energy <input checked="" type="checkbox"/> Good Jobs and Economic Growth <input type="checkbox"/> Innovation and Infrastructure <input type="checkbox"/> Reduced Inequalities <input type="checkbox"/> Sustainable Cities and Communities <input type="checkbox"/> Responsible Consumption <input type="checkbox"/> Climate Change <input type="checkbox"/> Life Below Water <input type="checkbox"/> Life on Land <input type="checkbox"/> Peace and Justice <input type="checkbox"/> Partnership for the Goals
6. Sector/Discipline	Accounting
7. Project Duration	2 years

USM-EXT-F04-Rev.4.2024.09.02

	<b>UNIVERSITY OF SOUTHERN MINDANAO</b> Kabacan, Cotabato Philippines	
<b>EXTENSION SERVICES OFFICE</b>		
<b>CAPSULE PROPOSAL FOR EXTENSION</b>		

<b>8. Project Service Area/s:</b>	Cuyapon, Kabacan, Cotabato
<b>9. Total Budget Requested (Php)</b>	150,000 pesos
<b>B. TECHNICAL DESCRIPTION</b>	
<p><b>1. Need-based Rationale</b> (State rationale based on current set-up, the need, your solution, and connect) Please refer to Magbanua, G.G. (n.d.) Writing a Need-based Rationale for Extension Proposal, TeknoGiya University of Southern Mindanao.</p> <p>Sustainable community development requires more than one-time interventions; it demands continuity, capacity-building, and community ownership. In the case of smallholder farmers, particularly those involved in organic agriculture, financial literacy and sound bookkeeping practices are crucial for ensuring the long-term viability of their livelihood and organizations. However, studies have shown that these sectors often lack access to financial education and post-training support, which limits their ability to maintain records, access funding, and make informed decisions (FAO, 2019).</p> <p>The initial implementation of the KABALANSE project by the Accountancy Department of the University of Southern Mindanao addressed this gap by training members of the organic farmers' associations in Cuyapon, Kabacan, Cotabato on basic bookkeeping and financial management. While the training was successful, field observations and feedback suggest that continuous support is needed to reinforce these skills and ensure practical application. According to Goyal and Joshi (2011), follow-up coaching and mentorship are essential for internalizing financial skills and for fostering behavioral change, especially in rural and agricultural contexts.</p> <p>Moreover, the development of a contextualized bookkeeping manual aligns with the recommendations of Escobar and Vredenburg (2011), who emphasized the importance of tailoring educational tools to the specific needs and capacities of local communities to improve relevance and adoption. By providing accessible, farmer-friendly reference materials and sustained mentoring, the proposed <b>KABALANSE 2.0</b> project aims to equip organic farmers not only with technical knowledge but also with the confidence and systems needed to independently manage their financial operations.</p> <p>Ultimately, empowering farmers with ongoing technical assistance and tools fosters organizational transparency, enhances decision-making, and contributes to the long-term sustainability of both their associations and local economies.</p>	
<b>2. Objectives</b> (State specific objectives based on Knowledge, Skills, and Attitude/Practice (KSA/P))	
<ol style="list-style-type: none"> <li>1. To conduct profiling of partner farmers' associations to gather updated data on their organizational structure, financial practices, and capacity needs, which will inform targeted interventions.</li> <li>2. To provide continuous coaching and mentoring to organic farmers' associations through regular site visitations aimed at reinforcing bookkeeping practices and addressing implementation challenges.</li> <li>3. To develop and distribute a contextualized bookkeeping manual specifically designed for the needs and capacities of organic farmers, serving as a practical reference for sustainable financial management.</li> </ol>	
<b>4. Expected Output/s</b> (State in quantifiable form)	
<ol style="list-style-type: none"> <li>1. Consolidated profiling report of all partner organic farmers' associations.</li> </ol>	

USM-EXT-F04-Rev.4.2024.09.02

	<b>UNIVERSITY OF SOUTHERN MINDANAO</b> Kabacan, Cotabato Philippines	
<b>EXTENSION SERVICES OFFICE</b>		
<b>CAPSULE PROPOSAL FOR EXTENSION</b>		

consistently, leading to improved transparency, accountability, and organizational trust. Regular monitoring and hands-on support will also foster a culture of financial discipline and empower farmer-leaders to make data-driven decisions for their associations.

The development and distribution of a contextualized bookkeeping manual will serve as a lasting resource for farmers, simplifying recordkeeping processes and enabling members to independently maintain their financial documents. This will also enhance their eligibility for future grants, partnerships, or accreditation by ensuring compliance with basic financial documentation standards.

Over time, these interventions are expected to contribute to the professionalization of grassroots farmer organizations, increased confidence in managing their enterprises, and ultimately, improved livelihoods. At a broader level, the project reinforces the University's role as a catalyst for rural development, translating academic expertise into practical solutions that directly benefit underserved communities.

**7. Estimated Budget**

PS	MOOE	Partner/agency counterpart	TOTAL
50,000	80,000	20,000	150,000

**B. Literature Cited**

References:

FAO. (2019). *Financial literacy and inclusion for smallholder farmers*. Food and Agriculture Organization of the United Nations.

Goyal, A., & Joshi, R. (2011). *Skills for Financial Literacy: The Importance of Training and Coaching*. *Journal of Rural Development*, 30(2), 173–182.

Escobar, M., & Vredenburg, H. (2011). *Tailoring Development Interventions: The Role of Local Context in Designing Effective Training Materials*. *Journal of International Development*, 23(3), 370–383.