



University of Southeastern Philippines
Office of the President

REVISION
MEMORANDUM
No. 20210504-03

To : **ALL EMPLOYEES**
All Campuses, This University

Through : Vice Presidents
Chancellor
Campus and College/School Deans
Directors and Heads of Units

Subject : **MINIMUM REQUIREMENTS ON THE APPROVAL/
CONFIRMATION OF MEMORANDUM OF AGREEMENT (MoA)
AND MEMORANDUM OF UNDERSTANDING (MoU) AS
REQUIRED BY THE USEP GOVERNING BOARD**

Date : 04 May 2021

The University has an approved Procedure Manual on the Approval/Confirmation of Memorandum of Agreement (MoA) and Memorandum of Understanding (MoU) (PM-USEP-ACM) to ensure that all MoAs and MoUs to be engaged by the University with private and public agencies or individuals are reviewed and approved in accordance with the existing University policies and applicable laws, before these will be implemented.

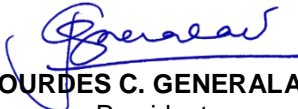
However, the newly-established Board Academic, Research, and Extension Committee (BAREC) of the USEP Board of Regents required additional documents for MoAs and MoUs which the University will be engaging with.

To better facilitate the 'Completed Staff Work' (CSW) for MoAs and MoUs, everyone is enjoined to continually refer to the following:

- The PM-USEP-ACM disseminated by the University Records Office (URO) via email last 29 December 2020;
- Advisories from the Office of Legal Affairs (OLA) regarding the review of MoAs/MoUs; and,
- BOR Resolution No. 162, s.2020 and BOR Resolution No. 04, s.2021 regarding the Board-approved Minimum MoA and MoU Requirements.

For easy tracking, attached is the checklist of the requirements to be complied by the proponent/s and the actor/s involved in the review process of MoAs/MoUs.

For your guidance and compliance.


LOURDES C. GENERALAO
President

Cc: *Administrative Council (AdCo) Members*
University Records Office

WE BUILD DREAMS WITHOUT LIMITS

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CHECKLIST OF SUPPORTING DOCUMENTS
REQUIRED BY THE USEP GOVERNING BOARD FOR THE APPROVAL/CONFIRMATION OF
MEMORANDUM OF AGREEMENT (MoA) AND MEMORANDUM OF UNDERSTANDING (MoU)

Required Documents	
1	Endorsement from the concerned Vice President (Certification of Completeness of Documentation/Completed Staff Work)
2	A Copy of the MoA/MoU
3	Documentation of the Review Process
3a	● FM-USEP-ACM-01 (Routing Slip)
3b	● FM-USEPACM-02 (MoA/Mou Review Form)
3c	● FM-USEP-ACM-03 (VPAd and ICU Certification)
3d	● FM-USEP-ACM-04 (OLA Certification) – Legal Review
4	Certificate of Availability of Funds (CAF) and/or Resources (for attribution) or CAFR
5	Board Resolution authorizing the representative to sign the MoA/MoU <i>(for representatives of Parties with Governing Boards)</i> Legislative Council Resolution authorizing the LCE or other representative of the LGU to sign the MoA/MoU <i>[for Local Chief Executives (LCE) or representatives of Local Government Units (LGUs)]</i>
6	Approved Project Proposal ● Detailed Work and the Financial Plan (WFP) ● Approved Line Item Budget (LIB) Important Reminder: In the proposal, the key implementing unit and the coordinating units should be specified/clarified.
7	List of the faculty and staff involved (along with the submission of the Special Orders) Important note: This List or the Special Order should show whether the personnel will be entitled to a deloading or other incentives for being part of the project.
8	Results of SDG Evaluation using SETI Scorecard
9	Results of Gender Analysis and Actions Taken with Certification
10	Certification from Editor and Actions Taken
11	For Supplementary/Amendatory MoA, matrix of existing and supplementary or amendatory provisions as well as justifications/explanation for supplementary provisions or amendments
12	If the MoA is for RENEWAL or has PREVIOUS PHASES <i>(e.g. if the MoA is implementing Phase 2 of the project)</i> , the proponent shall attach the: ● previously approved MoA, and ● evaluation report of the performance/deliverables indicated in the agreement.
13	Copy/ies of relevant policies (as legal basis) For example: ● CHED Memorandum Orders (CMOs) ● GAA for current FY of the partner showing the funding of the project or any document from the partner certifying fund source

14	Details of the Stakeholders Consultation with Documentation and Actions Taken
Other Supporting Documents	
15	Cost-benefit Analysis (CBA) <i>(for MoA which involves collection of fees or has income-generation implications for USEP)</i>
16	Securities and Exchange Commission (SEC) Registration for corporate partner

NOTES:

1. Approval of MoAs with institutional counterpart amounting to PHP 5 MILLION and below, MoAs with government agencies, and MoUs are within the authority of the University President per BOR Resolution No. 21, s.2021:

Memorandum of Agreement (MoA)s involving institutional funding above PhP 5,000,000.00	Approval of the BOR during a regular or special meeting
Memorandum of Agreement (MoA)s involving institutional funding of PhP 5,000,000.00 and below	Approval of the President and confirmation of the BOR during a regular or special meeting or through Ad referendum (direct to the Board without passing through anymore in the Board Finance Committee).
Memorandum of Agreement (MoA)s with government agencies	
Memorandum of Understanding (MoU) [generic and with no financial agreements yet]	

2. After the approval of a MoA/MoU within the authority of the University President, this will be forwarded to OSU-URO for confirmation/information in the Administrative Council. A MoA above PHP 5 Million will require AdCo endorsement for BFC review.

CSW to be done by the AdCo Secretariat:

- ✓ *AdCo Resolution*
- ✓ *Attendance of AdCo with signatures*

3. A MoA/MoU about RDE will require *URDEIC*ⁱ endorsement for BARECⁱⁱ review.

CSW to be done by the URDEIC Secretariat:

- ✓ *URDEIC Resolution*
- ✓ *Attendance of URDEIC with signatures*

ⁱ URDEIC – University Research and Development, Extension and Innovation Council

ⁱⁱ BAREC – Board Academic and Research and Extension Committee