



BAGONG PILIPINAS

Republic of the Philippines
Province of Cagayan
TUGUEGARAO CITY

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SEP 04 2025

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OFFICE OF THE CITY MAYOR

03 September 2025

THE HONORABLE MEMBERS

Sangguniang Panlungsod
This City

Thru: HON. ROSAURO RODRIGO G. RESUELLO
Vice Mayor and Presiding Officer

Dear *Honorable Members of the Sanggunian*:

Herewith is the Memorandum of Agreement between the Department of Science and Technology-Regional Office II (DOST RO2), Tuguegarao City Government, Isabela State University (ISU), University of St. Louis Tuguegarao (USLT) and Ilocos Sur Polytechnic State College (ISPSC) relative to the Data- Driven Decision Support System towards Socio-Economic Development: Establishment of Cagayan Valley Digital Business Locator (DBL) for Smarter MSMEs in the Cagayan Valley Region , for your information and appropriate action.

Thank you!

In the name of public service,

MAILA ROSARIO S. TING-QUE
City Mayor

For and by authority of the City Mayor: ↗


JUANITO A. CALUBAQUIB
City Administrator

Copy furnished:

- City Legal Office
- DOST
- ISU
- USLT
- ISPSC



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MEMORANDUM OF AGREEMENT

This MEMORANDUM OF AGREEMENT (hereinafter referred to as "MOA") is made and entered into this ____ day of ____, ____, by and among:

THE DEPARTMENT OF SCIENCE AND TECHNOLOGY - REGIONAL OFFICE II ("DOST R02"), a government agency created and existing under the laws of the Republic of the Philippines, with official address at #2 Dalan na Paccurofun, Corner Matunung St., Regional Government Center, Carig Sur, Tuguegarao City, Cagayan, represented herein by its Regional Director, DR. VIRGINIA G. BILGERA, (hereinafter referred to as "DOST R02");

and -

THE LOCAL GOVERNMENT UNIT OF TUGUEGARAO CITY, a local government unit duly organized and existing under the laws of the Republic of the Philippines, with official address at Carig Sur, Tuguegarao City, Cagayan, Philippines, represented herein by its City Mayor, HON. MAILA ROSARIO T. QUE, (hereinafter referred to as the "LGU");

and -

ISABELA STATE UNIVERSITY (ISU), a higher education institution duly created and existing under the laws of the Republic of the Philippines, with official address at San Fermin, Cauayan City, Isabela, represented herein by its University President, DR. BOYET L. BATANG (hereinafter referred to as the "HEI");


and -

UNIVERSITY OF ST. LOUIS TUGUEGARAO (USL), a higher education institution duly created and existing under the laws of the Republic of the Philippines, with official address at Mabini St., Tuguegarao City, Cagayan, represented herein by its University President, REVEREND FATHER MACWAYNE NIMEZ MANIWANG (hereinafter referred to as the "HEI");

and -

ILOCOS SUR POLYTECHNIC STATE COLLEGE (ISPSC), a higher education institution duly created and existing under the laws of the Republic of the Philippines, with official address at San Nicolas, Candon City, Ilocos Sur, Philippines, represented herein by its University President, DR. MARIO P. OBRERO (hereinafter referred to as the "HEI");

(DOST R02, the LGU, and the HEIs are hereinafter collectively referred to as the "Parties").



WITNESSETH THAT:

WHEREAS, the Philippine government is committed to adopting the United Nations Sustainable Development Goals into its national development plans and policies, specifically SDG No. 11 on "Sustainable Cities and Communities" and other relevant SDGs;

WHEREAS, the Parties acknowledge the importance of data-driven decision support systems for socio-economic development and the strengthening of Micro, Small, and Medium Enterprises (MSMEs) towards smarter cities and communities;

WHEREAS, DOST R02, as an implementing agency, is mandated to provide scientific and technological interventions to foster regional development;

WHEREAS, the LGU is committed to enhancing its economic infrastructure and promoting business opportunities through innovative technological solutions for the benefit of its constituents and potential investors;

WHEREAS, the HEI, possesses expertise in research, development, and technology transfer, and is mandated to extend generated technologies to target technology adopters, including LGUs;

WHEREAS, the Parties desire to formally establish a collaborative partnership for the successful implementation of the "Data-Driven Decision Support System towards Socio-Economic Development: Establishment of Cagayan Valley Digital Business Locator (DBL) for Smarter MSMEs in the Cagayan Valley Region" project (hereinafter referred to as the "Project");

NOW, THEREFORE, for and in consideration of the foregoing premises and the mutual covenants and undertakings hereinafter set forth, the Parties hereby agree as follows:


ARTICLE I: PROJECT TITLE AND OBJECTIVES

Section 1. Project Title. The Project covered by this MOA shall be entitled: "Data-Driven Decision Support System towards Socio-Economic Development: Establishment of Cagayan Valley Digital Business Locator (DBL) for Smarter MSMEs in the Cagayan Valley Region."

Section 2. General Objective. The general objective of the Project is to establish an integrated investment information system for the three (3) cities in the Cagayan Valley Region using the Digital Business Locator (DBL).

Section 3. Specific Objectives. The specific objectives of the Project are:

- a. To customize and deploy the DBL to Tuguegarao City through the assistance of ISU-BIRDC;

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- b. To conduct capability building with partner Higher Education Institutions (HEIs) and Universities of each LGU; and
 - c. To assess the usability of DBL using ISO 25010 software quality standards.


ARTICLE II: SCOPE OF COOPERATION AND RESPONSIBILITIES OF THE PARTIES

The Parties hereby agree to undertake the following roles and responsibilities for the successful implementation of the Project for a period of twelve (12) months, from April 2025 to March 2026:

Section 1. Responsibilities of DOST R02:

- a) Serve as the overall lead in the implementation, coordination, and monitoring of the Project.
- b) Create and facilitate the Technical Working Group (TWG) with the LGU and partner HEIs to ensure effective project planning and execution.
- c) Lead discussions with the TWG regarding project rationale, beneficiaries, objectives, and milestones.
- d) Develop and implement a comprehensive Communications Plan for the Project.
- e) Provide necessary funds as outlined in the approved Project Proposal and manage the overall budget for the Project.
- f) Oversee the technology transfer process, including seeking endorsement from the Regional Development Council (RDC) for the utilization of DBL technology by other LGUs in the region.
- g) Provide the final user manual and operations manual of the DBL to the LGU beneficiaries.
- h) Conduct regular monitoring and evaluation of the Project's progress and effectiveness.

Section 2. Responsibilities of the LGU:

- a) Designate an official Project Coordinator and a Technical Working Group to collaborate closely with DOST R02 and the HEI.
 - b) Provide comprehensive five-year data relevant to the DBL, including but not limited to Residential, Business, Human Resource, Transportation, Power Supply Consumption, Water Supply Consumption, and Crime Profile data.
 - c) Collaborate with respective local agencies within the municipality (e.g., Philippine National Police (PNP), Electric Cooperative, Water Supplier Offices, Business Permits & Licensing Office) to gather the required data.
 - d) Provide barangay maps of the respective LGU in KML files or other suitable formats.
 - e) Submit gathered data to the partner HEI for data cleaning and uploading processes.
 - f) Submit timely periodic progress reports to DOST R02 as required.
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- g) Formulate and enact policies and guidelines relevant to the Project, including ordinances for the institutionalization and sustainability of the DBL.
- h) Ensure continuous updating of data within the DBL platform for real-time information.

Section 3. Responsibilities of the HEI:

- a) Provide technical assistance in the customization of the DBL tailored to the specific needs and processes of the identified LGUs.
- b) Assist in data migration and system integration for the DBL platform.
- c) Provide comprehensive training and capacity building to LGU staff and other partner HEIs on the DBL system's usage, maintenance, and administration.
- d) Conduct the data cleaning process on the raw data provided by the LGU.
- e) Upload the cleaned and validated data into the Digital Business Locator platform.
- f) Closely monitor and work with the partner LGU to facilitate efficient data gathering.
- g) Conduct training for the LGU personnel down to the barangay level to ensure widespread understanding and utilization of the DBL.
- h) Assess the DBL using ISO 25010 software quality standards to evaluate its usability and performance.
- i) Establish a system for regular monitoring and evaluation of the DBL for LGU beneficiaries to gather feedback and identify areas for improvement, even after the completion of the Project.

ARTICLE III: FUNDING AND RESOURCES

Section 1. **Project Funding.** DOST R02 shall provide the funding for the Project.

Section 2. **LGU Contribution.** The LGU commits to providing counterpart resources, including but not limited to, personnel for data gathering and office space and equipment for activities as outlined in Article II, Section 2.

Section 3. **HEI Contribution.** The HEI commits to providing its facilities, technical expertise, and personnel to fulfill its responsibilities as outlined in Article II, Section 3.

ARTICLE IV: MONITORING AND EVALUATION

Section 1. **Regular Monitoring.** The Parties shall jointly conduct regular monitoring and evaluation activities to assess the progress, effectiveness, and impact of the Project, in accordance with the methodologies outlined in the approved Project Proposal.

Section 2. **Reporting.** The Parties shall submit periodic and final reports to their respective heads and to relevant oversight bodies as required, detailing the accomplishments, challenges, and recommendations related to the Project.

ARTICLE V: CONFIDENTIALITY

Section 1. Data Sharing. All data, information, and insights shared among the Parties for the purpose of this Project shall be treated with utmost confidentiality and shall not be disclosed to third parties without the prior written consent of the providing Party, except as required by law.

Section 2. Data Privacy. The Parties shall ensure strict compliance with the Data Privacy Act of 2012 (Republic Act No. 10173) and its Implementing Rules and Regulations in the collection, processing, storage, and sharing of all personal and sensitive personal information related to the Project.

ARTICLE VI: TERM AND TERMINATION

Section 1. Term. This MOA shall take effect upon the date of its signing by all Parties and shall remain in full force and effect for the duration of the Project, or until March 2026, unless earlier terminated as provided herein.

Section 2. Termination. This MOA may be terminated by mutual written agreement of all Parties or by any Party upon sixty (60) days prior written notice to the other Parties, in the event of a material breach of its terms and conditions that is not remedied within the notice period.

ARTICLE VII: AMENDMENTS

Any amendment, modification, or supplement to this MOA shall be valid only if made in writing and signed by duly authorized representatives of all Parties.

ARTICLE VIII: SEPARABILITY CLAUSE

Should any provision of this MOA be declared null and void by a competent court or authority, the same shall not affect the validity and enforceability of the other provisions hereof.

ARTICLE IX: EFFECTIVITY

This Memorandum of Agreement shall take effect immediately upon the signing thereof by all Parties.

IN WITNESS WHEREOF, the Parties have hereunto affixed their signatures this ____ day of _____, _____, at _____, _____, Philippines.



DEPARTMENT OF SCIENCE AND TECHNOLOGY - REGIONAL
OFFICE II (Implementing Agency)

DR. VIRGINIA G. BILGERA
Regional Director

LOCAL GOVERNMENT UNIT OF TUGUEGARAO CITY

HON. MAILA ROSARIO T. QUE
City Mayor

ISABELA STATE UNIVERSITY
By:

DR. BOYET L. BATANG
President

UNIVERSITY OF ST. LOUIS

FR. MACWAYNE NIMEZ MANIWANG
President

ILOCOS SUR POLYTECHNIC STATE COLLEGE (ISPSC)


DR. MARIO R. OBRERO
President

WITNESSES:

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DEPARTMENT OF SCIENCE AND TECHNOLOGY - REGIONAL
OFFICE II

LOCAL GOVERNMENT UNIT OF TUGUEGARAO CITY

ISABELA STATE UNIVERSITY

UNIVERSITY OF ST. LOUIS

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