



# MARIANO MARCOS STATE UNIVERSITY

## MMSU's Partnership with Jollibee Group Foundation

The Jollibee Group Foundation (JGF) Inc. has partnered with Mariano Marcos State University for the Farmer Entrepreneurship Program (FEP) meant to empower smallholder farmers and foster sustainable agro-enterprises.

The partnership was formalized at the Center for Flexible Learning with a Memorandum of Agreement (MoA) signed by MMSU President Shirley C. Agrupis and Ms. Ma. Gisela Tiongson, President of JGF. The partnership primarily focuses on enhancing the capacity of Local Implementing Partners (LIPs) to support Farmer Groups through an agro-enterprise clustering approach. This approach emphasizes good agricultural practices, agricultural technology, and related expertise. Farmer groups will receive direct coaching to position themselves as preferred suppliers for institutional markets such as Jollibee Foods Corporation.

MMSU, being one of the LIPs, will follow a set of key responsibilities. These include the co-implementation of various activities for the program and the establishment of an Onion Demonstration Farm at MMSU main campus through the University's research and extension directorates. This aims to showcase various onion varieties, determining the most suitable options for both lowland and upland ecosystems.

Dr. Agrupis expressed her gratitude to JGF for partnering with MMSU. "We are honored for the trust and confidence of Jollibee, one of the most trusted brands in the Philippines."

For her part, Ms. Tiongson also thanked MMSU for joining JGF in its goal to empower farmers. She expressed confidence that the collaboration will bear impactful results.

The MOA signing was attended by signatories Dr. Nathaniel Alibuyog, vice president for research, development, and innovation, and Ms. Arianne Aldeza, FEP manager. It was witnessed by Engr. Chonito Baldovi, provincial coordinator for high value crops development program, Norman Bolusan, Ayat ti Pasuquin Farmers and Irrigators Association president, Jan Paolo Vicente, FEP senior program officer, Frances Mae Mata, FEP program officer, Dr. Marilou Lucas, director for extension, Dr. Dionisio Bucao, director for research, Prof. Emil James Tanagon, director for student affairs and services, Ms. Bella Gervacio, MMSU-Extension Directorate chief for training and continuing education, and other university personnel.

Source: <https://www.mmsu.edu.ph/news/jollibee-group-ties-up-with-mmsu-for-agri-entrepreneurship-program>

MEMORANDUM OF AGREEMENT



The FOUNDATION and LOCAL IMPLEMENTING PARTNER, named hereunder agree to enter and be bound by this Memorandum of Agreement dated December 18, 2023 ("Agreement") containing the following terms and conditions mutually agreed upon by the parties:

Preamble	
1	The Parties recognize the need to assist farmers increase their income by becoming agro-entrepreneurs and collectively market their produce.
2	The FOUNDATION a private non-stock, non-profit corporation, duly organized and existing under and by virtue of Philippine laws. FOUNDATION aims to help increase the income of farmers by linking them to institutional markets. The FOUNDATION sees the importance in helping the farmers sustain and strengthen their group as a supplier of Jollibee Foods Corporation (JFC) and any of its subsidiaries and affiliates through the Farmer Entrepreneurship Program (FEP).
3	The LOCAL IMPLEMENTING PARTNER (LIP) has expressed interest and willingness to continue its partnership with the FOUNDATION in implementing the Program and has committed to provide necessary support to serve as the lead implementing agency for their identified farmer group in Site.
4	The Parties agree to share with one another their respective capabilities and resources to provide the necessary support to implement the Program as specified in this Agreement.

Part I - SUMMARY OF BASIC PROVISIONS

The Basic Provisions of this Agreement are:

<b>A. FOUNDATION</b>	
1. FOUNDATION	<b>JOLLIBEE GROUP FOUNDATION, INC.</b>
2. Address of FOUNDATION	6 <sup>th</sup> Floor Jollibee Plaza, 10 F. Ortigas Jr. Avenue, Ortigas Center, Pasig City
3. FOUNDATION's Authorized Representative	<b>MA. GISELA H. TIONGSON</b> <i>President</i>
<b>B. Local Implementing Partner (LIP)</b>	
1. LOCAL IMPLEMENTING PARTNER	<b>MARIANO MARCOS STATE UNIVERSITY</b>
2. Address of LOCAL IMPLEMENTING PARTNER	16 Quiling Sur, City of Batac, Ilocos Norte
3. LOCAL IMPLEMENTING PARTNER'S Authorized Representative	<b>DR. SHIRLEY C. AGRUPIS</b> <i>President</i>  A copy of the authority of the Authorized Representative to represent LIP in this Agreement is hereto attached as <b>Annex A</b> .
4. Email Address of LOCAL IMPLEMENTING PARTNER	<a href="mailto:op@mmsu.edu.ph">op@mmsu.edu.ph</a>
<b>C. Program</b>	
1. Program	Implementation of the Farmer Entrepreneurship Program and Trial Production of White Onion
2. Site	Pasuquin, Ilocos Norte and Batac, Ilocos Norte
3. Period	December 1, 2023 – June 30, 2024
4. Program Annual Timetable of Activities	Annual Timetable of Activities will be determined every April of the current year. For 2023-2024, see attached <b>Annex B</b> .
<b>D. Program Financing for the First Year of Program Period (December 1, 2023 – June 30, 2024)</b>	
1. Total Program Cost	<b>Php 545,920.00</b> ( <i>Five Hundred Forty-Five Thousand and Nine Hundred Twenty Pesos Only</i> )
2. FOUNDATION's share in Total Program Cost	Total FOUNDATION's share in the total cost is <b>Php 215,000.00</b> ( <i>Two Hundred Fifteen Thousand Pesos Only</i> )

Memorandum of Agreement	
Initials	
	
FOUNDATION	PARTNER



3. LIP's share in Total Program Cost	Total LIP's share in the total cost is <b>Php 330,920.00</b> ( <i>Three Hundred Thirty Thousand Nine Hundred and Twenty Pesos Only</i> )  This amount can come from LIP's own funding allocation and/or funding raised from local stakeholders who are supportive of the cause of the Program, such as, but not limited to the Local Government Units, Civic Organizations, as well as private companies and individuals. The counterpart can be in the form of cash or non-cash contributions (labor component, agricultural inputs, etc.).			
4. Breakdown of Total Program Cost	<b>LINE ITEM</b>	<b>FOUNDATION</b>	<b>LIP</b>	<b>TOTAL</b>
	<i>A. Production Trial of White Onion</i>	50,0000	190,920.00	240,920.00
	Support for production trial of white onions (seeds, inputs)	50,000.00*	-	50,000.00
	Personnel Salaries/Cost	-	186,420.00	186,420.00
	Land area for trial production	-	4,500.00	4,500.00
	<i>B. Grant Support as an LIP</i>	165,000.00	140,000.00	305,000.00
	Mobilization Grant ( <i>for communications, transportation and meetings with farmers</i> )	60,000.00	75,000.00	135,000.00
	Production Grant	30,000.00	-	30,000.00
	Test Marketing Grant	75,000.00	65,000.00	140,000.00
	<b>TOTAL</b>	<b>PhP 215,000.00</b>	<b>PhP 330,920.00</b>	<b>Php 545,920.00</b>
	*JGF will provide onion seeds worth P27,922.50, remaining balance amounting to P22,077.50 will be downloaded to LIP.			
	5. Schedule of FOUNDATION's Fund Release ( <i>Per Program component</i> )	<b>REQUIREMENTS</b>	<b>DUE ON</b>	<b>FUNDING RELEASE</b>
Signed Memorandum of Agreement		Not later than December 30, 2023	Mobilization Grant Php 60,000.00 Support for Trial Production P22,077.50	
FEP Performance Plan ( <b>Annex C</b> )		Upon submission of FEP Performance Plan	Production Grant and Test Marketing Grant Php 105,000.00	
Mid-Year Accomplishment and Financial Report ( <b>Annex D&amp;E</b> )		Not later than March 30, 2024	N/A	
Submission of Year End Accomplishment and Financial Report ( <b>Annex D&amp;E</b> )		Not later than June 30, 2024	N/A	
6. Program Financing for the other years of Program Period	To be agreed upon by the Parties not later than the last week of March of the preceding year using the form provided in Annex F			
7. Other provisions	Other activities related to the program may also be funded by the FOUNDATION, subject to the approval of the activity plan and budget which are to be submitted by the LIP to the FOUNDATION at least (30) working days before the actual conduct of the activity. Any funding by the FOUNDATION of other additional activities shall be embodied in writing and agreed by all Parties.			

Each reference in this Agreement to any of the Basic Provisions shall be understood to include all the additional terms set forth in detail in Part II (Functions and Responsibilities), Part III (Terms and Conditions), and all the annexes hereof.

*[Part II – Functions and Responsibilities follows.]*

Memorandum of Agreement

Initials

ir

FOUNDATION

PARTNER



Part II – FUNCTIONS AND RESPONSIBILITIES

A. PROGRAM


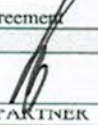
1. **Description.** The Program aims to develop and strengthen clusters of smallholder farmers to engage in agricultural (Agro-enterprise) and link them to institutional markets such as Jollibee Foods Corporation (JFC) and its subsidiaries and affiliates. This will be done through enhancing the capacity of the LIPs in helping the Farmer Groups using the agro-enterprise clustering approach, good agricultural practices, agricultural technology, and other related expertise that will help the Farmer Group sustain their enterprises. The program employs different strategies such as intensive capacity building to LIP personnel (training and coaching), provision of grants (cash or in-kind) and support to disaster response through the Farmer Livelihood Recovery Project or FLRP, as well as directly coaching Farmer Group to become preferred suppliers of institutional markets such as JFC. Moreover, the Program also contributes to the development of other farmers and interested individuals through the agro-enterprise resource center by providing training and other capacity development activities in agro-entrepreneurship.

Additionally, the Program will establish an onion demonstration farm within the Mariano Marcos State University (MMSU) Main campus. This will showcase varieties of onion to determine the best variety that suits the lowland and upland ecosystem. This will be a collaborative project between MMSU and JGF through the University's Research and Extension Directorates.

2. **Period.** Program Period shall be from December 1, 2023 up to June 30, 2024 and extendible upon written mutual agreements by the Parties.
3. **Financing Arrangement.** Program Financing of the Total Program Cost shall be undertaken by FOUNDATION and LIP. FOUNDATION shall contribute its share based on the Schedule of FOUNDATION's Fund Release and FOUNDATION's share in the Total Cost. On the other hand, LIP shall contribute to the Program Total Cost in the form of cash or non-cash support. Total Program Cost shall be used according to the Program Budget.

B. DUTIES AND RESPONSIBILITIES OF THE PARTIES



1. **FOUNDATION.** FOUNDATION shall:
- 1. Provide funding for the Program according to the terms of this Agreement;
  - 2. Provide capacity-building trainings on agro-entrepreneurship for the LIP and Farmer Group;
  - 3. Mobilize resource persons who will provide input to the Program;
  - 4. Conduct capacity-building interventions for the LIP and Farmer Group in support of their Program functions;
  - 5. Share existing materials, resources, and templates relevant to course development;
  - 6. Identify and mobilize other service providers that maybe identified in the course of implementation;
  - 7. Assist in liaising with government and non-government agencies and insitutions that will be identified by the Program Sponsors as necessary to ensure accomplishment of objectives;
  - 8. Review Program status reports and provide input and advice, as needed.
  - 9. Review and approve proposal and activity plans that will be submitted by the LIP; and
  - 10. Acknowledge LIP and Farmer Group as donor and partner in the Program.
2. **LOCAL IMPLEMENTING PARTNER.** LIP shall co-implement the following Programs with the FOUNDATION:
- a. Serve as the LIP of the FOUNDATION responsible for implementation of related activities and will serve as the lead institution of the Site;
  - b. Provide coordinative work amongst the FOUNDATION, organized cluster of farmer group in the Site and other key stakeholders;
  - c. Participate in meetings, seminars, and field visits to further advance the goals of this MOA;
  - d. Assign and supervise staff or personnel who will undergo the capacity-building trainings on agro-entrepreneurship provided by the FOUNDATION;

Memorandum of Agreement	
Initials	
	
FOUNDATION	PARTNER

- e. Assign a full time Farmer Entrepreneurship Program (FEP) Facilitator who will serve as the FOUNDATION's main contact person for data management and day-to-day concerns of the organized cluster of farmer groups in the Site;
- f. Ensure the attendance of the FEP Facilitator in trainings related to FEP implementation;
- g. Cover the expenses that will be incurred by the FEP Facilitator during attendance to trainings, and/or activities that will not be covered by the FOUNDATION;
- h. Conduct capacity-building interventions for the Local Implementing Partners and farmer group in support of their Program functions;
- i. Provide funding and logistics (such as food, transportation, and accommodation/venue) for the following activities: field visits, farmers training (production and marketing-related), learning visits and other FEP activities;
- j. To enable it to meet its duty to provide funding and logistics support, the LIP may solicit from its other partner institutions, under such internal arrangements as may be agreed upon between the LIP and such institutions;
- k. Conduct field monitoring visits at least once a month (or more frequently, depending on the needs of the Farmer Group as jointly determined by FOUNDATION and the LIP);
- l. Regularly monitor the progress of the Program. Any unforeseen changes in conditions affecting the implementation of the Program shall be recorded and reported immediately to the FOUNDATION.
- m. Ensure that the Program objectives and work plans are being met and submit regular status reports to the FOUNDATION;
- n. Generate and submit necessary reports/information required by the FOUNDATION that will serve as basis for planning and evaluating the Program;
- o. Acknowledge the FOUNDATION as donor and partner in the Program;
- p. Be financially accountable to the FOUNDATION for its contribution to the Program Total Cost; and
- q. Issue official receipts to the FOUNDATION.

*[Part III – Terms and Conditions follows.]*

Memorandum of Agreement

Initials	
	
FOUNDATION	PARTNER



### Part III – TERMS AND CONDITIONS

1. **FOUNDATION's Right to Monitor and Audit.** In order to ensure proper use of resources and/or services provided by the FOUNDATION, the FOUNDATION or its nominees shall have the right to monitor the activities of LIP in relation to the Program.

- a. LIP shall use all funds disbursed by the FOUNDATION (cash or non-cash) only for the purposes of and in connection with the Program in accordance with this Agreement and shall not use the funds directly or indirectly for any other purpose.
- b. LIP shall adhere to FOUNDATION's systems and procedures, including without limitation those relating to financial accountability, as prescribed by the FOUNDATION from time to time and shall comply with such internal financial procedures and documentation as are reasonably acceptable to the FOUNDATION.
- c. FOUNDATION may, at its discretion, by itself or through its nominees, conduct, with or without notice, review/inspection of the Program's financial and administrative records at any time during, and up to three months after the end of the Program Period. This shall include without limitation the right to review documents and take copies, as necessary.
- d. If, following an inspection of Program and/or the LIP's offices and/or records, the FOUNDATION has reasonable cause to suspect that LIP failed to comply with the terms and conditions required by this Agreement, the FOUNDATION may suspend its funding or participation in the Program pending further investigation.
- e. The FOUNDATION may terminate this Agreement with immediate effect and without need of any notice in the event of fraud or misappropriation by the LIP involving the funds or by an employee of LIP who is involved in handling the FOUNDATION's contributions and require the return of the unutilized funds including the amount misappropriated or disallowed as established in the audit investigation. This is without prejudice to filing a case (administrative or criminal) depending on the findings of the audit investigation.

2. **Branding and Communications.** Partner shall comply with the respective regulations and policies of the FOUNDATION on Branding and Communications of the Program.

- a. LIP may not use for any purpose the name, logos, or other identifying marks of the FOUNDATION, Program, JFC or any of its subsidiaries and affiliates, without the FOUNDATION's prior written consent.
- b. In case of public announcement of the existence of this Agreement or any of its contents, such announcement shall be made with prior written consent of the FOUNDATION.
- c. All Program materials developed specifically for the Program (e.g., manuals, fact sheets), quoted or otherwise, in written or other format, shall be properly attributed to the Program.
- d. FOUNDATION shall be provided the copies of advertisement, press release, publicity or other publicly distributed materials that use the name, trademark or logo of the FEP and any of the Parties related to the Program.
- e. Parties hereby adopt the Program descriptions as specified in Part II. A1 hereof, to be used for any publications, digital or otherwise, in describing the Program and the Parties.



3. **Ethics and Integrity.** The Parties (including its key officers and staff) shall observe the highest standards of ethics and integrity, avoid corrupt, fraudulent or otherwise improper or unseemly practices or the appearance thereof, and immediately dissociate itself from and take corrective action regarding any such practices that may nevertheless occur. Safeguards shall be established to prohibit the mentioned individuals from using their position for personal gain or from being affected by personal or organizational conflict of interest or personal gain. If an issue arises as to any of the foregoing, LIP shall promptly inform the FOUNDATION in writing of the issue, pertinent facts and conclusions, and any corrective actions proposed.

4. **No Employer-Employee Relationship.** In no way shall the FOUNDATION be construed as the employer of either LIP's employees (including the FEP Facilitator), agents, workers, representatives, or of any of the participants of the Program, because of the mentioned individuals (referred herein as "Personnel") are and should be under the sole control and supervision of the LIP nominating them to participate in the Program.

5. **Others.** Any information related to business transactions, such as price agreements between and among the farmers and the suppliers, are strictly confidential information that should not be made available outside of the transacting parties.

6. **"Hold-harmless" Clauses and Exemption from Liability.** LIP shall hold the FOUNDATION free and harmless from, and shall fully indemnify FOUNDATION against, any and all claims, damages, liabilities and costs (including legal fees) arising from or in connection with any of the following:

All claims by Personnel in the Program based on such Personnel's assertion of the existence of an employee-employer relationship between the Personnel and the FOUNDATION.

Memorandum of Agreement	
Initials	
	
FOUNDATION	PARTNER



Except in cases directly caused by gross negligence of the FOUNDATION, all claims arising out of physical injury, disability, loss, damage, or death sustained, suffered, or caused, directly or indirectly, by any of the following individuals:

1. Personnel;
2. any beneficiary of the Program; and
3. any third party.

Notwithstanding any provision to the contrary, the FOUNDATION does not make any warranty, express or implied, and hereby disclaims all such warranties, including without limitation, warranties on merchantability, fitness for a particular purpose, and use or usefulness of any of such technical and administrative capacities from its FEP, and any and all products and services arising therefrom or connected therewith.

7. **No legal Partnership.** The term "Partnership" or "Partner", as used in the Agreement, its annexes, and related agreements, shall only pertain to its common non-legal usage contemplating friendly relationship formed by the cooperation, collaboration, and interaction between and among the stakeholders of the Program. This term shall in no case denote the "partnership" as legally defined in Book IV, Title IX of the Civil Code of the Philippines, and shall not give rise to the concomitant rights, duties, and obligations emanating therefrom.

8. **Compliance with the Data Privacy Act.**(i) To the extent that the FOUNDATION is processing any Personal Information (including Sensitive Personal Information) of LIP in connection with the implementation of this Agreement, such processing shall be performed by the FOUNDATION in accordance with its standards and requirements as provided in its Data Privacy Policy and applicable industry standards on data protection. Parties agree to comply with all applicable privacy and data protection laws and regulations with regard to the performance or implementation of this Agreement, including the establishment of reasonable security arrangements for shared data (including, where appropriate, physical, administrative, procedural and information & communications technology measures) to prevent unauthorized or accidental access, collection, use, disclosure, copying, modification, disposal or destruction of Personal Information, or other similar risks. Any questions or concerns concerning the Data Privacy Policy of the FOUNDATION may be directed to: Office of the Data Protection Officer, Jollibee Foods Corporation with e-mail address at DPO@jfc.com.ph.

(ii) LIP hereby consent to the processing of Personal Information (including Sensitive Personal Information) by the FOUNDATION and its authorized agents to facilitate and implement this Agreement.

(iii) For the purposes of this Agreement, the terms "processing", "Personal Information", and "Sensitive Personal Information" shall have the same meaning and interpretation as set out in the Philippine Data Privacy Act of 2012 (Republic Act No. 10173).



9. **Force Majeure.** No Party shall be liable for any delay or non-performance arising from an event of Force Majeure, in which case the Parties shall discuss in good faith on how to proceed with the implementation of the Agreement (without prejudice to the FOUNDATION's right to terminate this agreement).

For this purpose, "Force Majeure" shall mean unavoidable causes beyond the control and without fault or negligence of the Parties, including but not restricted to, acts of God, war (declared or undeclared), riot, civil commotion, fire, flooding, and other natural calamities.

10. **Amendments.** This Agreement may be amended and modified from time to time, in writing, signed, sealed and acknowledged by the Parties which amendments and modifications shall then be attached to the original of this Agreement.

11. **Termination.** This Agreement shall automatically expire at the end of the Program Period. This Agreement may be terminated, in whole or in part, prior to the end of the Program Period if the Parties agree that the continuation of the Program would not produce beneficial results. The Parties shall agree on the termination processes and conditions, including the effective date, and in the case of partial termination, the portion to be terminated. However, in the event of LIP's failure to comply with or perform its obligations under this Agreement to the FOUNDATION's satisfaction, the FOUNDATION shall be entitled to suspend its participation in the Program and/or pre-terminate this Agreement, in whole or in part and with immediate effect, by written notice to LIP substantially in the form provided in Annex G.

12. **Notice.** Any notice or other communication to be given by one Party to any other Party under, or in connection with this Agreement, shall be in writing and signed by or on behalf of the Party giving it. It shall be served by sending it by personal delivery, email or courier to the Authorized Representatives of the relevant Party, using the contact information set out in the Basic Provisions.

Memorandum of Agreement	
Initials	
	
FOUNDATION	PARTNER



Any notice so served shall be deemed to have been duly given (a) in case of delivery by hand, when delivered; (b) if by email, at the time of transmission; (c) if sent by courier, on the third business day from the date of posting or the date of actual receipt, whichever is earlier.

A Party may notify the other Party to this Agreement of a change to its name, relevant addressee, address or email address, in the same manner as provided above.

13. **Non-Waiver.** The failure of any Party to this Agreement to insist upon the strict performance of any of the terms and conditions of this Agreement shall not be construed as a waiver thereof or of any other terms and conditions of this Agreement, but the same shall continue and remain in full force and effect as if no such forbearance or waiver had occurred.

14. **Non-Exclusivity of Remedies.** Any right or remedy conferred by this Agreement upon any Party shall not be exclusive of any other right or remedy of either party, whether under this Agreement or provided or permitted to any Party at law or in equity, but each right or remedy shall be cumulative of every other right or remedy available to any Party.



15. **Dispute Resolution.** The parties hereby undertake to resolve any dispute, issue or controversy that may arise from the interpretation or implementation of this agreement amicably through negotiation and mutual consultation.

16. **Governing Law and Venue.** This Agreement shall be governed by Philippine law and the Parties hereto hereby agree that any suit arising from this Agreement shall be filed in the courts of Pasig City, Philippines.

17. **Severability.** If a provision to this Agreement is held to be invalid or unenforceable, then such provision shall, so far as it is invalid or unenforceable, be given no effect and shall be deemed not to be included in this Agreement, but without invalidating any of the remaining provisions of this Agreement. The Parties shall then use all reasonable endeavors to replace the invalid or unenforceable provisions by a valid and enforceable substitute provision the effect of which is as close as possible to the intended effect of the invalid or unenforceable provision.

18. **Signatures and Counterparts.** This Agreement may be signed in counterparts, each of which when executed and delivered shall constitute a duplicate original, but all of which shall be taken together as a single instrument. Until and unless each Party has received a counterpart hereof signed by the other Party hereto, the Agreement shall have no effect and no Party shall have any right or obligation hereunder.

*[Signature pages follow.]*

Memorandum of Agreement	
Initials	
	
FOUNDATION	PARTNER

JOLLIBEE GROUP FOUNDATION, INC.  
By:

  
MA. GISELA H. TIONGSON  
President

Signed in the presence of:

  
ARIANNE DL. ALDEZA  
Program Manager

ACKNOWLEDGEMENT

Republic of the Philippines     )  
Pasig City                             ) S.S.

BEFORE ME, a Notary Public for and in Pasig City, this \_\_\_\_\_, personally appeared the following:

Name	Competent Evidence of Identity	Place and Date of Issue
Ma. Gisela H. Tiongson		

known to me and to me known to be the same person/s who executed the foregoing instrument consisting of \_\_\_\_ (insert no. of pages) pages including this page on which this acknowledgement is written, duly signed by their instrumental witness and he/she acknowledged to me that the same is his/her own free and voluntary act and deed as well as that of the entity which he/she represents

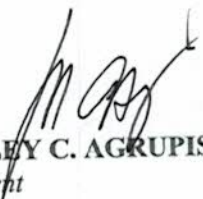
WITNESS MY HAND AND NOTARIAL SEAL on the date and place first herein-above stated.

Doc. No. \_\_\_\_\_  
Page No. \_\_\_\_\_  
Book No. \_\_\_\_\_  
Series of 2023.




MARIANO MARCOS STATE UNIVERSITY

By:

  
SHIRLEY C. AGRUPIS  
President

Signed in the presence of:

  
NATHANIEL R. ALIBUYOG  
Vice-President for Research, Development and Innovation

ACKNOWLEDGEMENT

Republic of the Philippines )  
City of Batac ) S.S.

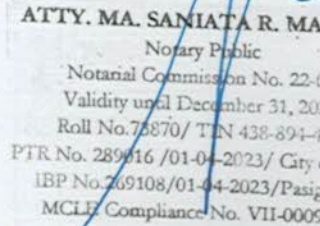
BEFORE ME, a Notary Public for and in City of Batac, this DEC 18 2023, personally appeared the following:

<u>Name</u>	<u>Competent Evidence of Identity</u>	<u>Place and Date of Issue</u>
Shirley C. Agrupis		

known to me and to me known to be the same person/s who executed the foregoing instrument consisting of \_\_\_\_\_ (insert no. of pages) pages including this page on which this acknowledgement is written, duly signed by their instrumental witness and he/she acknowledged to me that the same is his/her own free and voluntary act and deed as well as that of the entity which he/she represents.

WITNESS MY HAND AND NOTARIAL SEAL on the date and place first herein-above stated.

Doc. No. 143  
Page No. 33  
Book No. 25  
Series of 2023.

  
ATTY. MA. SANIATA R. MARCOS  
Notary Public  
Notarial Commission No. 22-02  
Validity until December 31, 2023  
Roll No. 73870 / TIN 438-894-440  
PTR No. 289816 / 01-04-2023 / City of Batac  
IBP No. 769108 / 01-04-2023 / Pasig City  
MCLC Compliance No. VII-0009401

**Authority of Authorized Representative to Represent LOCAL IMPLEMENTING PARTNER\***



Preferred Language

RESOLVED, that [SHIRLEY C. AGRUPIS] be as he/she is hereby authorized to sign, execute and deliver the Memorandum of Agreement with Jollibee Group FOUNDATION, Inc. dated [    ] (“Agreement”).

RESOLVED FURTHER, that [SHIRLEY C. AGRUPIS] be as he/she is hereby authorized to receive from Jollibee Group FOUNDATION, Inc. the sum specified in the Agreement for and on behalf of the [MARIANO MARCOS STATE UNIVERSITY].

- *can be in the form of Secretary's Certificate or Board Resolution*

Memorandum of Agreement

Initials	
	
FOUNDATION	PARTNER

PROGRAM TIMETABLE OF ACTIVITIES

Project/Activity	Dec	Jan	Feb	Mar	Apr	May	Jun
<b>A. Trial Production of White Onion</b>							
1. Submission of Trial Production Proposal with Workplan and Budget							
2. Provision and procurement of inputs (seeds, fertilizers, etc.)							
3. Establishment of trial production area							
4. Learning session of Ilocos Norte groups							
5. Assessment of Trial Production Result							
<b>B. Support for Ayat Ti Pasuquin Farmers Association</b>							
1. Finalization of AEPP outputs (cluster supply plan, value chain map, ae plan)							
2. Learning visit to Zenith							
3. Coaching session on test marketing preparation							
4. PhilGAP Training							
5. Application for PhilGAP certification							
6. Field monitoring							
7. Delivery to JFC							
8. Test marketing assessment							
9. Submission of reports to JGF							

Memorandum of Agreement

Initials	
FOUNDATION	PARTNER



FEP Performance Plan

Name of LIP: Mariano Marcos State University

Name of Farmer Group: Ayat Ti Pasuquin Farmers Association

Name of FEP Facilitator: Bella C. Gervacio

Name of Immediate Supervisor: Marilou P. Lucas

Date Covered: December 2023 to June 2024

Key Result Areas	Targets	List of Activities to Achieve Target	Date of Implementation	Person Responsible	Expected Output
<b>Productivity and Delivery Performance</b> <ul style="list-style-type: none"><li>Total volume delivered to JFC</li><li>No. of Farmers participated in collective marketing</li></ul>	<ul style="list-style-type: none"><li>Total volume delivered to JFC: 40,000 KG</li><li>No. of Farmers participated in collective marketing: 15 farmers</li></ul>	<ul style="list-style-type: none"><li>Planting and harvesting of onions</li><li>Updating of supply plan</li><li>Field monitoring</li></ul>	December 2023 - March 2024	Farmer leaders, farmers, MMSU experts / OPAG-PGIN/MAO-Pasuquin staff	15 farmers harvested 50 tons of onions and delivered 40 tons to JFC
<b>Food Safety</b> <ul style="list-style-type: none"><li>No. of Farmers trained in PhilGAP</li><li>No. of Farmers PhilGAP Certified</li></ul>	<ul style="list-style-type: none"><li>No. of Farmers trained in PhilGAP: 15 farmers</li><li>No. of Farmers PhilGAP Certified: 15 (in 2025)</li></ul>	<ul style="list-style-type: none"><li>Coordinate with DA for the conduct of training</li><li>Conduct of PhilGAP training</li><li>Apply for PhilGAP certification</li></ul>	January 2024 February 2024 March 2024	Farmer leaders, farmers, MMSU experts / OPAG-PGIN/MAO-Pasuquin staff	15 farmers trained in PhilGAP and submitted applications for PhilGAP certification
<b>Timely Reporting to Foundation</b> <ul style="list-style-type: none"><li>Delivery Reports</li><li>Mid Year Accomplishment and Financial Report</li><li>Year End Accomplishment and Financial Report</li></ul>	<ul style="list-style-type: none"><li>Delivery Report</li><li>Mid Year Accomplishment and Financial Report</li><li>Year End Accomplishment and Financial Report</li></ul>	<ul style="list-style-type: none"><li>Submission of delivery report to JGF</li><li>Submission of MidYear Accomplishment and Financial Report to JGF</li><li>Submission of YearEnd Accomplishment and Financial Report</li></ul>	March 30, 2024 March 30, 2024 June 30, 2024	Farmer leaders, MMSU experts, MAO-Pasuquin staff	Timely submission of reports to JGF
Prepared By: <b>BELLA C. GERVACIO</b>		Checked by: <b>MARILOU P. LUCAS</b>			
Designation: FEP Facilitator		Designation: Immediate Supervisor			

Memorandum of Agreement



Initials	
FOUNDATION	PARTNER

## ACCOMPLISHMENT REPORT

Name of LIP:			
Name of Farmer Group:			
Name of FEP Facilitator:			
Name of Immediate Supervisor:			
Date Covered:			
<b>Part I: Program Accomplishment</b>			
	Target	Accomplishment	% of Accomplishment
<b>A. Productivity and Delivery Performance</b>			
Total volume delivered to JFC (include all crops)			
No. of Farmers Participated in Collective Marketing			
<b>B. Food Safety</b>			
No. of Farmers trained in PhilGAP			
No. of Farmers PhilGAP Certified			
<b>Part II: Challenges and Lessons Learned:</b>			
Cite Challenges Faced during the Implementation of the Program as well as learnings from the challenges (not more than 250 words)			
<b>Part III: Best Practices</b>			
Please share your sites Best Practices. Please attach photos (not more than 500 words)			
Prepared By:			
Designation:			
Approved By:			
Designation:			

Memorandum of Agreement

Initials

	
FOUNDATION	PARTNER




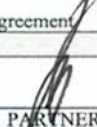
## FINANCIAL REPORT

Farmer Entrepreneurship Program  
Financial Report Summary

Mid Year

Year End

FOUNDATION	JOLLIBEE GROUP FOUNDATION		
LIP			
Project Site			
Period Covered			
Actual No. of Farmers Assisted	X		
TOTAL Project Cost	P		
<b>Part I. Jollibee Group FOUNDATION Funding</b>			
(a) Approved Budget (PHP)			P
(b) Total Amount of Funds Released by Jollibee Group FOUNDATION (PHP)			P
(c) Expenses to date based on actual disbursement (PHP)	Summary of Expense Items	Amount (PHP)	
		-	
		-	
		-	
		-	
		-	
		-	
	TOTAL	P	
(d) Cash Balance*		P	
	Total JGF Funds released		
	Total Expenses	-	
<b>Part II. LIP's Counterpart Contribution (if any)</b>			
	Particulars	Cost (PHP)	
		-	
		-	
		-	
		-	
		-	
		-	
	TOTAL	P0.00	
<i>*Any unexpected balance will revert to the FOUNDATION</i>			
I, undersigned, hereby certify that: (1) the expenditures claimed under the cited agreement are proper and due and that appropriate refund to the FOUNDATION will be made promptly upon request of the FOUNDATION in the event of non-performance, in whole or in part, under the terms of the agreement; (2) the information on the financial report is correct and such detailed/supporting information as the FOUNDATION may require will be furnished at the grantee's home office, as appropriate; and all requirements called for by the agreement to date of this certification have been met.			
Prepared by		Checked and Noted By	
Printed Name and Signature		Printed Name and Signature	
Designation	Finance In-Charge	Designation	Head of Institution
Date signed		Date signed	

Memorandum of Agreement	
Initials	
	
FOUNDATION	PARTNER



Sample Form --- Letter-agreement on Program Financing for the other years of the PROGRAM Period

Letter-agreement on Program Financing for 202\_\_  
(\_\_\_\_\_ year of the Program Period)

Article I.E of our Memorandum of Agreement dated \_\_\_\_\_ denoted as Document No. \_\_\_\_\_ (“Agreement”) requires us to prepare the Program Financing corresponding to the second, third, and/or subsequent years of the Program Period. We propose as follows:

Sample Content:

<b>A. FOUNDATION</b>				
1. FOUNDATION	JOLLIBEE GROUP FOUNDATION, INC.			
2. Address of FOUNDATION	6 <sup>th</sup> Floor Jollibee Plaza, 10 F. Ortigas Jr. Avenue, Ortigas Center, Pasig City			
3. FOUNDATION's Authorized Representative	ARIANNE DL. ALDEZA Program Manager			
<b>B. Local Implementing Partner</b>				
1. LIP	MARIANO MARCOS STATE UNIVERSITY			
2. Address	xxx			
3. Authorized Representative	NAME Designation			
4. Email Address of LOCAL IMPLEMENTING PARTNER				
<b>C. Program</b>				
1. Program	Implementation of the Farmer Entrepreneurship Program			
2. Program Period	XX to XX			
3. Program Timetable of Activities	Attached as Annex B.			
<b>D. Program Financing for (Second, Third, Other) Year of Program Period</b>				
1. Total Program Cost	[Amount in words and figures]			
1. FOUNDATION's share in Total Program Cost	[Amount in words and figures]			
2. LIP's share in Total Program Cost	[Amount in words and figures] This amount can come from PARTNER's own funding allocation and/or funding raised from local stakeholders who are supportive of the cause of the program such as, but not limited to, the local government units, civic organizations as well as private companies and individuals.			
3. Breakdown of Total Program Cost	LINE ITEM	FOUNDATION	LIP	TOTAL
	Total	XXXXXX	XXXXXX	XXXXXX
4. Schedule of Release of Total Program Costs	REQUIREMENTS	DUE ON	FUNDING RELEASE	
	Upon signing of LOA	Not later than	PHP _____	
	Mid Year Report	Not later than	PHP _____	
	YEAREND REPORT Financial Summary Report (M&E)	Not later than _____	PHP _____	

Except as otherwise herein modified, altered, supplemented or deleted, the provisions of the Agreement shall remain in full force and effect.



If you are amenable to these provisions, kindly indicate your agreement by signing this conforme.

Thank you very much.

Sincerely,

MA. GISELA TIONGSON  
President

CONFORME:  
[PARTNER's name]  
  
[PARTNER's authorized representative]  
[Position of Authorized Representative]  
Date: \_\_\_\_\_

Memorandum of Agreement	
Initials	
	
FOUNDATION	PARTNER



Sample Form — Pre-Termination Notice

[Date]

[Authorized Representative of Party]  
[Position of Authorized Representative]  
[Party's name]  
[Party's address]

Copy to: [Authorized Representative of Party]  
[Position of Authorized Representative]  
[Party's name]  
[Party's address]

[Authorized Representative of Party]  
[Position of Authorized Representative]  
[Party's name]  
[Party's address]

Dear Mr./Ms. \_\_\_\_\_:

Pre-Termination Notice

In accordance with Article III.11 of our Memorandum of Agreement dated \_\_\_\_\_ denoted as Document No. \_\_\_\_\_ ("Agreement"), we hereby give you formal notice that we are terminating the Agreement in view of your failure to comply and/or perform the following obligations satisfactorily:

Type of Obligation	
Agreement article number	
Brief Summary of Deviation	

The termination of the Agreement shall be effective as of \_\_\_\_\_.

Upon the effectivity of pre-termination of the Agreement, your rights and benefits under the Agreement shall cease and you shall not thereafter identify yourself as a Party to the Program and/or FOUNDATION. To ensure compliance with proper documentation and audit requirements, please submit the reports enumerated below including all relevant information arising from the Agri Innovation Center implementation:



- a. All reports and outputs covered by the period prior the pre-termination; and
- b. Financial Summary Reports.

Please return any unutilized funds provided by the FOUNDATION as reflected in the Financial Summary Report (item b above) within sixty (60) days from effectivity of termination.

Thank you.

Sincerely,

MA. GISELA TIONGSON  
President

Memorandum of Agreement	
Initials	
	
FOUNDATION	PARTNER



MARIANO MARCOS  
STATE UNIVERSITY

# Technology Briefing on White Onion Production

**PROCEEDINGS**


**OCTOBER 06, 2023**









	<b>MARIANO MARCOS STATE UNIVERSITY</b> <b>Extension Directorate</b>		Document Code	ED-Temp-002	
	<b>PRESCRIBED TEMPLATE FOR PROCEEDINGS OF AN EXTENSION PROGRAM/PROJECT/ACTIVITY</b>		Revision No.	2	Page 2 of 5
			Effectivity Date	September 2019	

The partnership started with the participation of two MMSU staff to the AECA on line training on clustering approach where part of the package is the establishment of production and marketing of white onions following the learning journey for AECA which include grounding, direction, bridging and ownership. The group of farmers who are involved in white onion production in Pasuquin, Ilocos Norte were chosen as beneficiaries of the project. They were chosen because of their expertise in onion production and were also endorsed by the Department of Agriculture-Regional Office 1 as the beneficiaries of the project. Hence, after the training, a consultation meeting with the Local Government Unit and farmer leaders including site assessment was conducted by MMSU and representatives of the JGF.

The onion production and marketing project will start this second cropping season. The project will cover the production and marketing of white onions. This is a collaborative project of the Provincial Government of Ilocos Norte through the Office of the Provincial Agriculturist (OPAG), MMSU, JGF and LGU-Pasuquin. Opag will provide seeds and farm inputs for the production of white onions, JGF will take care of the marketing of produce while MMSU and LGU-Pasuquin will provide technical expertise and counterpart funds for the project.

The technology briefing will be conducted to increase awareness among project beneficiaries on the production technologies of white onions and the implementing guidelines of the project. This is conducted prior to the distribution of seeds and farm input support.

**VIII. Objectives:**

The technology briefing aimed to prepare beneficiaries and enhance their knowledge and skills on white onion production technologies. Specifically, at the end of the training, the beneficiaries were able to:

1. apply the latest white production technologies;
2. inculcate values on onion production;
3. maintain a good farming record of all inputs, processes, and outputs; and
4. follow the implementation scheme of the project.


**XII. Mechanics of Implementation**

**Methodology/Mechanics**

The technology briefing will be conducted at the Office of the Municipal Agriculturist. The modules for the training will be developed by the onion experts from the Research and Extension Directorates. The participants are also required to accomplish and submit training evaluation forms where results will be part of the training report. The following are the topics for discussion:

1. White Onion Production Technologies
2. Record Keeping
3. Implementing guidelines of the Onion Project



	MARIANO MARCOS STATE UNIVERSITY Extension Directorate	Document Code	ED-Temp-002	
	PRESCRIBED TEMPLATE FOR PROCEEDINGS OF AN EXTENSION PROGRAM/PROJECT/ACTIVITY	Revision No.	2	Page 3 of 5
		Effectivity Date	September 2019	

### VIII. Participants

There were 25 participants to the Technology Briefing on White Onion Production. The participants were members of the Ayat Ti Pasuquin Farmers and Irrigators Association, Inc. There were also other farmers from the municipality who wanted to avail of the project.

### IX. Training/Activity Management Team

The Training Management Team (TMT) for this training was composed of the staff of MMSU, and MAO-Nueva Era staff. The following are the TMT:


1. Dr. Marilou P. Lucas, Director, Extension Directorate
2. Ms. Bella C. Gervacio, Chief, Training Services, MMSU
3. Dr. Dionisio S. Bucao, Director, Research and Development
4. Mr. Lew Vergel Ilaga, Project Development Assistant
5. Mr. Jerold Labii, OIC-chief, Technology Demonstration
6. Ms. Mercy Gano, Chief, Applied Communication
7. Ms. Ma. Constanca Yap, Audio Visual Aide Technician I, MMSU
8. Mr. Richard Guinsatao, Audio Visual Equipment Operator I, MMSU

### X. Funding

A total of P 9,000.00 was spent for the conduct of the training. The meals of the participants was amounted to P6,000.00. The other expenses were P1,000.00 for training materials, P1,000.00 for transportation and P1,000.00 for token of the Resource Speakers.

### XI. Highlights

1. The Technology Briefing started at 9:00 AM with Ms. Bella C. Gervacio, Chief, Training and Continuing Education giving the rationale of the training activity. Ms. Gervacio gave a brief background of the White Onion Production and Marketing Project which MMSU, Provincial Government of Ilocos Norte and LGU-Pasuquin have collaborated to supply white onions through collective marketing to Jollibee Group Foundation. The technology briefing is conducted to provide the farmers an update of white onion production as well as the implementing guidelines of the project.
2. Dr. Dionisio S. Bucao, Director for Research and expert on onion production discussed about the production technology of white onion. The lecture included varietal selection, seed sowing, land preparation, transplanting, pest and diseases management, and harvesting. He also gave a brief discussion on the cost of production per module.
3. Similar to other dispersal projects, the participants who will become the beneficiaries of the project were instructed to use the Record of Activities for white onion production. This will be filled up by the beneficiaries while the project is implemented and the filled up record will be submitted to MMSU after harvest.

	MARIANO MARCOS STATE UNIVERSITY Extension Directorate	Document Code	ED-Temp-002	
	PRESCRIBED TEMPLATE FOR PROCEEDINGS OF AN EXTENSION PROGRAM/PROJECT/ACTIVITY	Revision No.	2	Page 4 of 5
		Effectivity Date	September 2019	

**XII. Result of Training Evaluation**

After the lectures, a post training evaluation was distributed to the participants. The result of the post training evaluation shows a mean of 4.84 or an adjective rating of satisfied. There were 6 indicators that had a mean of 4.86 while the other 4 indicators had a mean of 4.81.

**N= 21**

**Legend: 5-Highly Satisfied 4- Satisfied 3- Neutral 2- Dissatisfied 1- Highly Dissatisfied**


ITEM	Rating					Total	MEAN
	5	4	3	2	1		
1. Relevance of the Topic/s covered	18	3	-	-	-	21	4.86
2. Adequacy of Information	17	4	-	-	-	21	4.81
3. Competency of the Speaker/s	17	4	-	-	-	21	4.81
4. Usefulness of the training/seminar/workshop	18	3	-	-	-	21	4.86
5. Appropriateness of methods/processes (eg., lecture, discussion, workshop etc. ) used	18	3	-	-	-	21	4.86
6. Effectiveness of the methods/ processes in attaining training/seminar/workshop objectives	17	4	-	-	-	21	4.81
7. Venue	18	3	-	-	-	21	4.86
8. Food	18	3	-	-	-	21	4.86
9. Accommodation	18	3	-	-	-	21	4.86
10. Overall rating for the whole training/seminar/workshop	18	3	-	-	-	21	4.86
11.Overall rating for the timeliness of the service delivery	17	4	-	-	-	21	4.81
12. Quality of service of the training Management team	18	3	-	-	-	21	4.86
GRAND MEAN							4.84

What is your most significant learning/insight from this training/seminar/workshop?

What additional training or information do you need? Your response will help the organizers plan for future need-based training/seminar/workshop.

What are your additional comments or suggestions to further improve the conduct of future trainings/seminars/workshops?



	<b>MARIANO MARCOS STATE UNIVERSITY</b> <b>Extension Directorate</b>		Document Code		ED-Temp-002	
	<b>PRESCRIBED TEMPLATE FOR PROCEEDINGS OF AN EXTENSION PROGRAM/PROJECT/ACTIVITY</b>		Revision No.		2	Page 5 of 5
			Effectivity Date		September 2019	

**Resource Speakers Evaluation**

The Resource Speaker, Dr. Dionisio Bucao was also evaluated during the training. The table presents the results of the evaluation.

Resource Speaker: Dr. Dionisio Bucao  
Lecture: White Onion Production

Components/Attributes	Rating					Total	MEAN
	5	4	3	2	1		
A. Achievement of Session Objectives	22	-	-	-	-	22	5
B. Subject matter							
1. Level of Content Presented	22	-	-	-	-	22	5
2. Appropriateness	22	-	-	-	-	22	5
3. Applicability	22	-	-	-	-	22	5
4. Level of Coverage	22	-	-	-	-	22	5
C. Speaker							
1. Mastery of Subject Matter	22	-	-	-	-	22	5
2. Presentation Skills	22	-	-	-	-	22	5
3. Teacher-related Personality Traits	22	-	-	-	-	22	5
4. Acceptability as Resource Speaker	22	-	-	-	-	22	5
5. Adherence to Principles of Learning	22	-	-	-	-	22	5
6. Quality of Presentation Materials Used	22	-	-	-	-	22	5
GRAND MEAN=							5
N=							22



MARIANO MARCOS  
STATE UNIVERSITY

# DOCUMENTATION





The local farmers from LGU-Pasuquin during their registration session led by Ms. Bella C. Gervacio.



(1) Ms. Bella C. Gervacio, Section Chief of the Training and Continuing Education of Extension Directorate giving the rationale of the activity. (2) Meanwhile, Dr. Dionisio S. Bucao, Research Director, served as Resource Speaker for White Onion Production.








*Distribution of planting materials was done right after their training session.*





MARIANO MARCOS  
STATE UNIVERSITY

# ATTENDANCE SHEET



MARIANO MARCOS STATE UNIVERSITY

Office of the President

Document Code

Revision No.

Effectivity Date












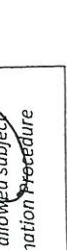
OP-FRM-005

0

August 28, 2019

ATTENDANCE SHEET

ATTENDANCE SHEET  
 Technology Training Workshop (Sibuyan)  
 Production & Marketing  
 Title of Activity  
 Pasarguin Municipal Hall  
 (Venue)  
 October 6, 2023 @ 8:30 A.M.  
 (Date)

	NAME	ADDRESS/OFFICE	POSITION/ DESIGNATION	SEX		CONTACT NUMBER	SIGNATURE
				Male	Female		
1	LEONARDO C. CARWA	9 SUSUNGA	FARMER	✓		0918579383	
2	RAFAEL G. LABUGUEN	POB. #4 P.I.V.	FARMER	✓		09303743501	
3	MONIE A. PASCUA	#29 San Juan PIN	FARMER	✓		09971697116	
4	GERMAN T. CARDITO	#29 " "	FARMER	✓		09562249600	
5	ROLAND V. DANCEL	#29, SMU JUAN PIN	FARMER	✓		09972434837	
6	NOEL A. FERNANDEZ	#29 San Juan P.I.N.	Farmer	✓		09656046704	
7	Danielo Payx	#29 San Juan P.I.N.	" "	✓		09159840129	
8	MELCHOR EDA	#29 SAN JUAN, P.I.N.	" "	✓		09758082309	
9	CARLOS B. FRANCISCO	#29 SAN JUAN, P.I.N.	" "	✓			
10	JOSEPH D. RAHITA	#1 PABUQUIN I.N.	" "	✓		09070318470	
11	MARFER S. VADER	#29 NAGSUKUA, PABUQUIN	" "	✓		09300715414	
12	WILFREDO VADER	11 PAUO P.I.V.	FARMER	✓		09109410101	

Disclaimer: Reproduction of this form is allowed subject  
 to compliance to the Documented Information Procedure  
 established by MMSU.






ATTENDANCE SHEET

TITLE OF ACTIVITY

(Venue)

(Date)

	NAME	ADDRESS/OFFICE	POSITION/ DESIGNATION	SEX		CONTACT NUMBER	SIGNATURE
				Male	Female		
13	Marcos T. Balacay	29 San Juan, Paguigan	Association / President	/		09976816287	
14	<del>POPNUS BUOSAT</del>	<del>#24 Pagsanjan</del>	<del>President</del>	/		09120250612	
*15	Trinidad S. Bueho	Munimol - Bulon I.N.	Director - Research	/		09663875473	
*16	DIANA ROSE D. BARRERA	MAD - Pagsanjan I.N.	RAO		-	09987577291	
*17	Ella Mae R. Labuguan	MGU - Pagsanjan I.N.			/		
*18	Ma. Constanza N. Yap	MMSU	ASAT-1		-		

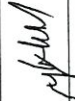




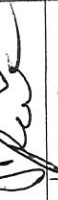

	MARIANO MARCOS STATE UNIVERSITY		Document Code		OP-FRM-005	
	Office of the President		Revision No.		0	
	ATTENDANCE SHEET		Effectivity Date		August 28, 2019	

ATTENDANCE SHEET

TITLE OF ACTIVITY \_\_\_\_\_


(Venue) \_\_\_\_\_

(Date) \_\_\_\_\_

	NAME	ADDRESS/OFFICE	POSITION/ DESIGNATION	SEX		CONTACT NUMBER	SIGNATURE
				Male	Female		
19	Russel J. Bolibol	#17 Ngabangab Pasuwan In	Farmer's	✓		09669830474	
20	Nova B. Vila	" "	"		✓		
21	Nector Lacate	" "	"	✓			
22	Jeffdoffrey Pator	" "	"	✓			
23	Joan P. Baccay	" "	"	✓			
24	Belle A. Gervacio	ngabangab	"	✓		09475356520	
25	Sonny P. Vila	Ngabangab	Farmer	✓			
				✓			

Disclaimer: Reproduction of this form is allowed subject to compliance to the Documented Information Procedure established by MMSU.



	MARIANO MARCOS STATE UNIVERSITY		Document Code		ED-TCE-FRM-009	
	Extension Directorate		Revision No.		0	
	PARTICIPANT'S PROFILE MATRIX		Effectivity Date		September 30, 2019	


PARTICIPANTS PROFILE

Technology Briefing on White Onion (Sibuyas) Production and Marketing

October 6, 2023, Pasuquin Municipal Hall, Pasuquin Ilocos Norte

NO.	NAME	AGENCY/ADDRESS	AGE	CIVIL STATUS	HIGHEST EDUCATIONAL ATTAINMENT	CONTACT NUMBER	EMAIL ADDRESS	EXPECTATION	ADDITIONAL TRAINING NEEDS
1.	Leonardo C. Caliva	Brgy. 9 Susugaen, Pasuquin IN	55	Married	High School	09187793830			
2.	Rafael Labuguen	Pob. 4 Pasuquin IN	53	Married	High School				
3.	German T. Caldito	Brgy. 29 San Juan, Pasuquin IN	50	Married	College graduate	09562269680			
4.	Roland V. Dancel	Brgy. 29 San Juan, Pasuquin IN	43	Live-in	Elem. graduate	09972434837			
5.	Mone A. Pascua	Brgy. 29 San Juan, Pasuquin IN	54	Married	College level	09971697116			
6.	Melchor Eda	Brgy. 29 San Juan, Pasuquin IN	59	Married	High School	09752082309		Very Good	
7.	Carlos B. Francisco Jr.	Brgy. 29 San Juan, Pasuquin IN	38	Married					
8.	Mark Flor S. Valdez	Brgy. Nagsanga, Pasuquin IN	40	Married	High School	09300715414			
9.	Joseph Dalija Ratuita	Brgy. 1 Pasuquin IN	58			09070318470			
10.	Danilo Pay	Brgy. 29 San Juan, Pasuquin IN	62	Married	Elementary	09159840129			
11.	Noel A. Fernandez	Brgy. 29 San Juan, Pasuquin IN	46	Married	High School level	09656046704			

Disclaimer: Reproduction of this form is allowed subject to compliance to the Documented Information Procedure established by MMSU.

	<b>MARIANO MARCOS STATE UNIVERSITY</b> Extension Directorate		Document Code	ED-TCE-FRM-009	
	<b>PARTICIPANT'S PROFILE MATRIX</b>		Revision No.	0	Page 2 of 2
			Effectivity Date	September 30, 2019	

12.	Marcos T. Palacay	Brgy. 29 San Juan, Pasuquin IN	53	Married	College graduate	09976810247		Excellence	
13.	Wilfredo Valdez	Brgy. 11 Nalvo, Pasuquin IN	61	Married	High School	09109410201	Willyzedlav0112@gmail.com		
14.	Belie A. Gervacio	Brgy. Ngabangab, Pasuquin IN	61	Married	College graduate	09475356520			
15.	Nova B. Vila	Brgy. 17 Ngabangab, Pasuquin IN	38		College level		NovaVila@yahoo.com	Very Nice	Equipment
16.	Sonny P. Vila	Brgy. 17 Ngabangab, Pasuquin IN	63	Married	College level	09954316678			
17.	Russel V. Bolibol	Brgy. 17 Ngabangab, Pasuquin IN	40	Married	High School	09669830474		Matipunan ti ammo mi ti pinagmula sibuyas	
18.	Jeff Joffrey Pastor	Brgy. 17 Ngabangab, Pasuquin IN	28		High School	09973178086			
19.	Jowie P. Dacuycuy	Brgy. Ngabangab, Pasuquin IN	54	Married	High School				
20.	Nestor Laciste	Brgy. Ngabangab, Pasuquin IN	64	Married	College				
21.	Norman Bulosan	Brgy. Ngabangab, Pasuquin IN	40	Married	College	09126250612			

Disclaimer: Reproduction of this form is allowed subject to compliance to the Documented Information Procedure established by MMSU.





MARIANO MARCOS  
STATE UNIVERSITY

# APPENDICES



# MARIANO MARCOS STATE UNIVERSITY

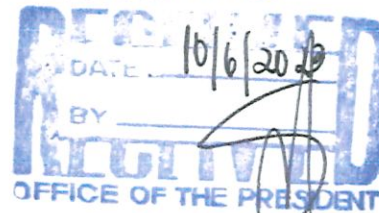
## Extension Directorate

MARIANO MARCOS STATE UNIVERSITY



October 5, 2023

**DR. SHIRLEY C. AGRUPIS**  
President  
This University



**THRU: DR. NATHANIEL R. ALIBUYOG**

VP for Research, Development and Innovation

**DR. OSCAR M. AGPAOA**

VP for Administration, Finance and Business

**MR. ERICK JAY DE LA CRUZ**  
Director, Business



Madam:

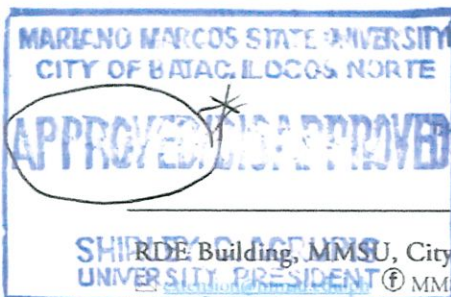
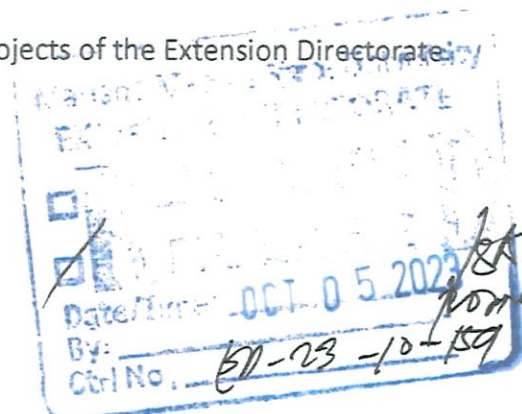
We have partnered with the Jollibee Group Foundation (JGF), the Provincial Government of Ilocos Norte through the Office of the Provincial Agriculturist (OPAG) and the Local Government Unit of Pasuquin, Ilocos Norte in the establishment of a *White Onion Production and Marketing Project*. The project is an outcome of the Agro-enterprise Clustering Approach (AECA) on line training participated by two (2) staff of the Research and Extension Directorate in July 2023. In line with this, a farmer-organization in Pasuquin was selected to be the beneficiaries of the project. OPAG will provide the white onion seeds and farm inputs for the project while MMSU will provide technical assistance in the implementation of the project. JGF on the other hand will purchase the produce of farmers on a contract basis.

Anent this, may we request for the conduct of a Technology Briefing on White Onion Production on October 6, 2023 at the Office of the Municipal Agriculturist, Pasuquin, Ilocos Norte. Please refer to the attached training proposal.

Thank you for your continued support to the projects of the Extension Directorate.

Very truly yours,

**MARILOU P. LUCAS**  
Director



**FUNDS AVAILABLE**

**IMELDA G. CORPUZ**

CHIEF, ACCOUNTING OFFICE  
BY AUTHORITY OF THE PRESIDENT

\* As recommended


RDE Building, MMSU, City of Batac, Ilocos Norte  
MMSU Extension Directorate

**PRIMA FER. FRANCO**  
Vice President for Academic Affairs



MMSU @45: ACHIEVE-ing more for the future



	MARIANO MARCOS STATE UNIVERSITY Extension Directorate	Document Code	ED-TEMP-001	
	PRESCRIBED TEMPLATE FOR CAPSULE PROPOSAL FOR AN EXTENSION PROGRAM/PROJECT/ACTIVITY	Revision No.	2	Page 1 of 5
		Effectivity Date	August 29, 2019	

## CAPSULE PROPOSAL

### EXTENSION PROGRAM/PROJECT/ACTIVITY

I. Title	Technology Briefing on White Onion Production
II. Proponent	Extension Directorate
III. Participants	15 farmers
IV. Extension Site/Venue	MAO Office, Pasuquin, Ilocos Norte
V. Date	October 6, 2023


#### VI. Background of Proposed Extension Program

Onion is scientifically known as *Allium cepa.*, an important vegetable crops grown worldwide for spices or condiments purposes. It was probably coined in Central Asia, from Turkmenistan and Afghanistan (Grubben and Denton, 2004). It is a widely cultivated bulb crop in the country as one of the major condiments being used in conventional cuisine or kitchens. Most onions being cultivated in the Philippines have characterized by three types: the shallot or multiplier onion (*A. cepa aggregatum*), the bulb onion, or "sibuyas in tagalog" (*Allium cepa* L), and the spring onion (*Allium fistulosum*). Spring onions are being cultivated for their leaves while bulb onions or common onions are grown for their bulbs. The bulb onions have two distinct varieties, the yellow-skinned type with big bulbs commonly known as 'Yellow Granex', and the purple-skinned type with medium-sized that represented by the 'Red Creole'. (gradesfixer.com). Shallot or "lasona" in Iloko, on the other hand, has been raised for dual purposes, it is a luscious crop grown for its small bulbs and for its leaves and used as a condiment, for salads, vegetable dishes, spices, and other purposes. It is extensively grown in the country **primarily for culinary and export purposes**. In contrast to other onion types, shallot has a milder and more subtle flavor, **which makes it a good ingredient for pickling and garnishing** (Innvista 2004). Shallot or multiplier onion cultivars Tanduyong, Australian, and Batanes are now becoming increasingly in demand for export (Juanmagsasaka,2012). One of the popular recipes in Ilokano dishes for the green shallot is the KBL, kamatis, bagoong, and lasona that serve as a sauce for fried meats and/or serve as an appetizer. Fresh and sliced shallots have an antibiotic property that reduces contamination on bacteria, protozoa, or even in helminthes in salads (Grubben and Denton, 2004).

Shallot and all lily crops are susceptible in nutrient absorption due to their shallow root system or shallow rooted crops, hence, they required proper nutrient management, especially for fertilizer application (Rizk et.al. 2012). Consequently, optimizing fertilizer application, appropriate cultivation and choosing superior variety following a good agricultural practice that are aligned to economically sound and environmentally friendly are necessary for improving the relationship between yield productivity of shallot and the

*Disclaimer: Reproduction of this document is allowed  
subject to compliance to the Documented Information  
Procedure established by MMSU.*



	MARIANO MARCOS STATE UNIVERSITY Extension Directorate	Document Code	ED-TEMP-001	
	PRESCRIBED TEMPLATE FOR CAPSULE PROPOSAL FOR AN EXTENSION PROGRAM/PROJECT/ACTIVITY	Revision No.	2	Page 2 of 5
		Effectivity Date	August 29, 2019	

community. Although NPK is the major driver in increasing crop productivity, micronutrients enhance plant metabolic processes and crop responses to ecological perturbation (Dimkpa and Bindraban, 2016).

One of the recent programs of the MMSU Extension and Research Directorates in partnership with the Jollibee Group Foundation (JGF) is the Agro Enterprise Clustering Approach (AECA) where the prime commodity is white onion. The AECA is an approach that would work in an easier/faster manner if certain conditions are present. The program involves farmers and their experiences in producing and marketing certain crops, existing support, and opportunities in agro-enterprise in the community, and the capacity of the institutions/organization to implement the AECA.

The partnership started with the participation of two MMSU staff to the AECA on line training on clustering approach where part of the package is the establishment of production and marketing of white onions following the learning journey for AECA which include grounding, direction, bridging and ownership. The group of farmers who are involved in white onion production in Pasuquin, Ilocos Norte were chosen as beneficiaries of the project. They were chosen because of their expertise in onion production and were also endorsed by the Department of Agriculture-Regional Office 1 as the beneficiaries of the project. Hence, after the training, a consultation meeting with the Local Government Unit and farmer leaders including site assessment was conducted by MMSU and representatives of the JGF.

The onion production and marketing project will start this second cropping season. The project will cover the production and marketing of white onions. This is a collaborative project of the Provincial Government of Ilocos Norte through the Office of the Provincial Agriculturist (OPAG), MMSU, JGF and LGU-Pasuquin. Opag will provide seeds and farm inputs for the production of white onions, JGF will take care of the marketing of produce while MMSU and LGU-Pasuquin will provide technical expertise and counterpart funds for the project.


The technology briefing will be conducted to increase awareness among project beneficiaries on the production technologies of white onions and the implementing guidelines of the project. This is conducted prior to the distribution of seeds and farm input support.

## VII. Significance of the Proposed Extension Activity

The technology briefing is an important component of the white onion production and marketing project. This is conducted as a pre-requisite to the provision of seeds and farm inputs. It will be conducted to increase and enhance the knowledge and skills of the project beneficiaries on the technologies used in white onion production which will eventually

*Disclaimer: Reproduction of this document is allowed  
subject to compliance to the Documented Information  
Procedure established by MMSU.*



	MARIANO MARCOS STATE UNIVERSITY Extension Directorate	Document Code	ED-TEMP-001	
	PRESCRIBED TEMPLATE FOR CAPSULE PROPOSAL FOR AN EXTENSION PROGRAM/PROJECT/ACTIVITY	Revision No.	2	Page 3 of 5
		Effectivity Date	August 29, 2019	

increase their yield. The training will also encourage the beneficiaries to be serious in implementing the prescribed technologies and abide by the conditions of project.

#### VIII. Objectives:

The technology briefing aims to prepare beneficiaries and enhance their knowledge and skills on white onion production technologies. Specifically, at the end of the training, the beneficiaries will be able to:

1. apply the latest white production technologies;
2. inculcate values on onion production;
3. maintain a good farming record of all inputs, processes, and outputs; and
4. follow the implementation scheme of the project.

#### IX. Methodology/Mechanics


The technology briefing will be conducted at the Office of the Municipal Agriculturist. The modules for the training will be developed by the onion experts from the Research and Extension Directorates. The participants are also required to accomplish and submit training evaluation forms where results will be part of the training report. The following are the topics for discussion:

1. White Onion Production Technologies
2. Record Keeping

#### X. Work plan

Activity	Output	Date
1. Preparation, validation, submission and approval of training proposals	Approved training proposal	October 2-3, 2023
2. Coordination, consultation meeting with beneficiaries	Schedule of activities and venues, other arrangements for the training	October 3, 2023
3. Scout request for technical expert	Available RS/Trainers	October 3, 2023
4. Review/Validation/Approval of the training Modules	Approved Training Module	October 3, 2023
5. Coordination for food, venue, etc.	Coordinated activity	October 3, 2023
6. Preparation of training materials	Training materials ready for the activity	October 3, 2023
7. Conduct of the activity	Organized activity	October 6, 2023

*Disclaimer: Reproduction of this document is allowed subject to compliance to the Documented Information Procedure established by MMSU.*

	MARIANO MARCOS STATE UNIVERSITY Extension Directorate	Document Code	ED-TEMP-001	
	PRESCRIBED TEMPLATE FOR CAPSULE PROPOSAL FOR AN EXTENSION PROGRAM/PROJECT/ACTIVITY	Revision No.	2	Page 4 of 5
		Effectivity Date	August 29, 2019	

8. Preparation and submission of training proceedings	Proceedings	October 10, 2023
9. Follow up activities/Monitoring of gardens	Well maintained vegetable gardens	October 16, 2023 onwards

#### XI. Training Management Team

The Training Management Team (TMT) for this training is composed of the staff of the Extension and Research Directorates. The following are the TMT:

1. Dr. Marilou P. Lucas, Director, Extension Directorate
2. Dr. Dionisio Bucao, Director, Research
3. Ms. Bella C. Gervacio, Section Chief, Training Services, MMSU
4. Mr. Jerold Labii, Section Chief, Technology Demonstration
5. Dr. Sherlyn B. Nicolas, Chief, Monitoring, Planning Directorate
6. Ms. Mercy Fausta R. Gaño, Chief, Applied Communication
7. Mr. Lew Vergel B. Ilaga, Project Development Assistant, Extension Directorate
8. Ms. Ma. Constanca Yap, Audio Visual Technician, MMSU
9. Mr. Richard Guinsatao, Audio Visual Technician, MMSU
10. Ms. Romielyn IBe, Audio Visual Equipment Technician, MMSU


#### XII. Proposed Budget Line: PHP 6,600.00

#### XIII. Line Item Budget (Fund 101)

Quantity and Description of Items	Unit Cost	Total (PhP)
1. Snacks and lunch for 25 RS and Facilitators	P240.00/cover	6,000.00
2. Training supplies/materials		1,000.00
3. Coordination and conduct of training		1,000.00
4. Token for resource speakers and facilitators		1,000.00
<b>Total</b>		<b>9,000.00</b>

*Disclaimer: Reproduction of this document is allowed subject to compliance to the Documented Information Procedure established by MMSU.*



	<b>MARIANO MARCOS STATE UNIVERSITY</b> <b>Extension Directorate</b>		Document Code	ED-TEMP-001
	<b>PRESCRIBED TEMPLATE FOR CAPSULE PROPOSAL</b> <b>FOR AN EXTENSION</b> <b>PROGRAM/PROJECT/ACTIVITY</b>		Revision No.	2
			Effectivity Date	August 29, 2019

Prepared by:

  
**BELLA C. GERVACIO**  
 Chief, Training & Continuing Education

**LEW VERGEL ILAGA**  
 Project Development Assistant

  
**ROMIELYN VIBE**  
 Audio Visual Equipment Technician


Reviewed by:

  
**SHERLYN B. NICOLAS**  
 Chief, Monitoring & Evaluation

Recommend Approval:

  
**MARILOU P. LUCAS**  
 Director for Extension

*Disclaimer: Reproduction of this document is allowed  
 subject to compliance to the Documented Information  
 Procedure established by MMSU.*

	<b>MARIANO MARCOS STATE UNIVERSITY</b>	Document Code	BD-FS-FRM-001	
	<b>Business Directorate</b>	Revision No.	1	Page 1 of 1
	<b>OFFICIAL REQUEST FOR FOOD AND OTHER SERVICES</b>	Effectivity Date	June 01, 2021	

101-FS-2023-10 - 00042

### OFFICIAL REQUEST FOR FOOD AND OTHER SERVICES

Instructions: To be prepared in three copies: Original, to the In-charge, Food Service. Duplicate, for requesting party, and one copy for the file at the Office of the President. This form should be duly signed by the requesting party, and approved by the President or his duly authorized representative. The Accounting Office will not authorize payment/reimbursement of any food and other service(s) if the invoice or receipt is not accompanied by this form. Attach available documents to support your request.

Date of Reservation: From October 6, 2023 (Friday)

Name and address of Restaurant/Dormitory: \_\_\_\_\_

Type of Service	No. of Person/s	Cost/Day (P)	Total Cost (P)
Snacks	25 pax	60	1500
Lunch (Buffet)	25 pax	180	4500
			<del>6000.00</del>

Purpose of Visit/Meeting/Seminar/Conference/Request: Tech. Briefing on White Bird Production @ MAB - Pangasinan, I.W.

Source of fund: FVO

Visitors/Persons (List all persons included in the reservation)

Full Name	Title and Agency

Name of Requesting Party: MARILOU P. LUCAS Signature: [Signature]

College/Department/Office/Section/Unit: EXTENSION DIRECTORATE

FUNDS AVAILABLE:

IMELDA C. CORPUZ  
Chief, Accounting Office

NOTED:

NORMAN D. VIERNES  
In-Charge, Food Service

APPROVED:

SHIRLEY C. AGRUPIS  
President

ERICK JAY A. DELA CRUZ  
Director, Business

**Mariano Marcos State University**  
**BY AUTHORITY OF THE PRESIDENT**

NATHANIEL R. ALIBUYOG  
VP For Research and Extension

Disclaimer: Reproduction of this form is allowed subject to compliance to the Documented Information Procedure established by MMSU.