



COMMITTEE ON INFORMATION AND COMMUNICATION TECHNOLOGY

MINUTES OF THE COMMITTEE HEARING

ICT NO. 007 S. 2025

Office of the Sangguniang Panlungsod
Received by: 
Date: Nov 17, 2025
Time: 1:10 pm

Subject: A RESOLUTION AUTHORIZING THE CITY MAYOR, HON. STRIKE B. REVILLA, TO SIGN A MEMORANDUM OF AGREEMENT ON BEHALF OF THE CITY GOVERNMENT OF BACOOR WITH THE DEPARTMENT OF INFORMATION AND COMMUNICATIONS TECHNOLOGY. (PCR 269-2025 – referred November 17, 2025).

The committee hearing convened on November 17, 2025, at 12:30 pm at the 6th Floor, Session Hall, Bacoor Legislative and Disaster Resilience Building, Bacoor Government Center, Brgy. Bayanan, City of Bacoor, Cavite. It was presided over by Committee Chairman Hon. Adrielito G. Gawaran, Committee on Information and Communication Technology.

In attendance:

- | | |
|------------------------------|----------------------------|
| • Hon. Palm Angel S. Buncio | Committee Vice Chairperson |
| • Hon. Randy C. Francisco | Committee Member |
| • Hon. Manolo S. Galvez | Committee Member |
| • Atty. Kym Nyca R. Lofranco | OCLS |
| • Ms. Carmelita F. Gawaran | Livelihood |

The Committee Chairman and Members of the Committee assessed and evaluated the content of the Memorandum of Agreement between the City Government of Bacoor and the Department of Information and Communication Technology. After careful analysis and deliberation, Chairman Gawaran said that the City Government of Bacoor, with its continuous effort to promote the ICT, sees the importance of accessible ICT centers especially to the marginalized. Therefore, the presence of digital centers such as Tech4ED Project in the City would benefit the community.

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Republic of the Philippines
Province of Cavite
CITY OF BACOOR
OFFICE OF THE SANGGUNIANG PANLUNGSOD



CGBR-SPBac-F01.02
01/20/2025

Committee member, Hon. Manolo S. Galvez, Jr., recommended that the proposed city resolution be approved as it will be for the common good of the Bacooreños. Hon. Randy C. Francisco moved for the adjournment of the hearing and was duly seconded by the rest of the Committee Members. The Committee Hearing was declared adjourned at exactly 12:44 pm by the Committee Chair, Hon. Adrielito G. Gawaran.

Prepared By:

RANIELLA M. JIMENEZ
Local Legislative Staff Assistant I

Attested By:

ADRIELITO G. GAWARAN
Chairman on Committee Information
and Communication Technology

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PCR 269-2025 – A RESOLUTION AUTHORIZING THE CITY MAYOR, HON. STRIKE B. REVILLA, TO SIGN A MEMORANDUM OF AGREEMENT ON BEHALF OF THE CITY GOVERNMENT OF BACOOR WITH THE DEPARTMENT OF INFORMATION AND COMMUNICATIONS TECHNOLOGY.



Address: Bacoor Legislative and Disaster Resilience Bldg.
Bacoor Blvd., Brgy. Bayanan, City of Bacoor, Cavite
Trunkline: (046) 417-0727
Website: www.bacoorcitynp.com



Cert. no. 24/181609



COMMITTEE on INFORMATION and COMMUNICATION TECHNOLOGY

COMMITTEE REPORT

Office of the Sangguniang Panlungsod
Received by: *[Signature]*
Date: *1/19/2025*
Time: *1:14pm*

Subject: A RESOLUTION AUTHORIZING THE CITY MAYOR, HON. STRIKE B. REVILLA, TO SIGN A MEMORANDUM OF AGREEMENT ON BEHALF OF THE CITY GOVERNMENT OF BACOR WITH THE DEPARTMENT OF INFORMATION AND COMMUNICATIONS TECHNOLOGY. (*PCR 269-2025 – referred November 17, 2025*).

The aforementioned proposed City Resolution was endorsed by the Office of the City Mayor to the Sangguniang Panlungsod on November 12, 2025. The draft of Memorandum of Agreement was subsequently attached and made an integral part of this report, along with the minutes of the hearing, attendance sheets, and photos taken during the hearing.

FINDINGS :

The Department of Information and Technology (DICT), a mandated Executive Branch of the Government, is the primary policy, planning, coordinating, implementing, and administrative entity responsible for planning, developing, and promoting the national Information and Communications Technology (ICT) development agenda.

In line with this, the DICT aims to be a digital bridge by establishing Technology for Education, Employment, Entrepreneurs, and Economic Development Centers (Tech4ED Project), which will enhance the socio-economic condition of Filipinos and provide inclusive growth to the country. Moreover, through a proposed partnership with the City Government of Bacoor, Tech4ED Project aims to cater to marginalized segments of the City, especially those in the rural areas. The project, represented by DICT, is expected to provide the City Government with an equipment package such as Laptop Computers and access to the Learning Platform by DICT and be free of use in the community.

The existence of a digital platform such as the Tech4ED Project would play a significant role in providing a venue for available and cost-free digital technology, especially to the marginalized. Hence, the presence of an agreement for both parties would be beneficial for the greater good of the community.





RECOMMENDATION :

Following careful analysis and deliberation, the Committee, through Honorable Adrielito G. Gawaran, recommends to APPROVE the proposed city resolution authorizing the City Mayor, Hon. Strike B. Revilla, to sign a Memorandum of Agreement on behalf of the City Government of Bacoor with the Department of Information and Communications Technology.

WE HEREBY CERTIFY that the contents of the foregoing report are true and correct.

Signed this 18th day of November 2025 at the City of Bacoor, Cavite.

COMMITTEE on INFORMATION and COMMUNICATION TECHNOLOGY

HON. ADRIELITO G. GAWARAN
Chairman

HON. PALM ANGEL S. BUNCIO
Vice Chairman

HON. MANOLO S. GALVEZ
Member

HON. RANDY C. FRANCISCO
Member





COMMITTEE ON INFORMATION AND COMMUNICATION TECHNOLOGY

NOTICE OF COMMITTEE HEARING

(PROOF OF RECEIPT)

(November 17, 2025 12:30 PM)
(SP Session Hall)

Office of the Sangguniang Panlungsod
Received by: *[Signature]*
Date: *11/17/25*
Time: *12:30 PM*

Subject: PCR 269-2025 – A RESOLUTION AUTHORIZING THE CITY MAYOR, HON. STRIKE B. REVILLA, TO SIGN A MEMORANDUM OF AGREEMENT ON BEHALF OF THE CITY GOVERNMENT OF BACOOR WITH THE DEPARTMENT OF INFORMATION AND COMMUNICATIONS TECHNOLOGY.

	NAME	OFFICE	CONTACT #	SIGNATURE/DATE
1.	HON. ADRIELITO G. GAWARAN	SP		
2.	HON. PALM ANGEL S. BUNCIO	SP		<i>[Signature]</i> 11/14/25
3.	HON. MANOLO S. GALVEZ	SP		<i>[Signature]</i> 11/14/2025
4.	HON. RANDY C. FRANCISCO	SP		<i>[Signature]</i> 11/14/25
5.	ATTY. KIM NYCA LOFRANCO	OCLS		<i>[Signature]</i> 11/14/25
6.	MS. CARMELITA F. GAWARAN	LIVELIHOOD		<i>[Signature]</i> 11/14/25
7.				
8.				
9.				
10.				





COMMITTEE ON INFORMATION AND COMMUNICATION TECHNOLOGY

ATTENDANCE OF COMMITTEE HEARING

(November 17, 2025 12:30 PM)
(SP Session Hall)

Office of the Sangguniang Panlungsod
Received by: *[Signature]*
Date: *11/18/2025*
Time: *1:18 pm*

Subject: PCR 269-2025 – A RESOLUTION AUTHORIZING THE CITY MAYOR, HON. STRIKE B. REVILLA, TO SIGN A MEMORANDUM OF AGREEMENT ON BEHALF OF THE CITY GOVERNMENT OF BACOOR WITH THE DEPARTMENT OF INFORMATION AND COMMUNICATIONS TECHNOLOGY.

	NAME	OFFICE	CONTACT #	SIGNATURE/DATE
1.	HON. ADRIELITO G. GAWARAN	SP		<i>[Signature]</i>
2.	HON. PALM ANGEL S. BUNCIO	SP		<i>[Signature]</i>
3.	HON. MANOLO S. GALVEZ	SP		<i>[Signature]</i>
4.	HON. RANDY C. FRANCISCO	SP		<i>[Signature]</i>
5.	ATTY. KIM NYCA LOFRANCO	OCLS		<i>[Signature]</i>
6.	MS. CARMELITA F. GAWARAN	LIVELIHOOD		<i>for [Signature]</i>
7.				
8.				
9.				
10.				

ATTENDANCE OF COMMITTEE HEARING PCR 269-2025

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A RESOLUTION AUTHORIZING THE CITY MAYOR, HON. STRIKE B. REVILLA, TO SIGN A MEMORANDUM OF AGREEMENT ON BEHALF OF THE CITY GOVERNMENT OF BACOOR WITH THE DEPARTMENT OF INFORMATION AND COMMUNICATIONS TECHNOLOGY.





COMMITTEE ON INFORMATION AND COMMUNICATION TECHNOLOGY

COMMITTEE HEARING PHOTOS

Office of the Sangguniang Panlungsod
Received by: *[Signature]*
Date: *1/20/2025*
Time: *1:14 PM*

Subject: PCR 269-2025 – A RESOLUTION AUTHORIZING THE CITY MAYOR, HON. STRIKE B. REVILLA, TO SIGN A MEMORANDUM OF AGREEMENT ON BEHALF OF THE CITY GOVERNMENT OF BACOOR WITH THE DEPARTMENT OF INFORMATION AND COMMUNICATIONS TECHNOLOGY.



COMMITTEE HEARING PHOTOS ICT NO. 007 S. 2025

PCR 269-2025 – A RESOLUTION AUTHORIZING THE CITY MAYOR, HON. STRIKE B. REVILLA, TO SIGN A MEMORANDUM OF AGREEMENT ON BEHALF OF THE CITY GOVERNMENT OF BACOOR WITH THE DEPARTMENT OF INFORMATION AND COMMUNICATIONS TECHNOLOGY.

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Address: Bacoor Legislative and Disaster Resilience Bldg.,
Bacoor Blvd., Brgy. Bayanan, City of Bacoor, Cavite
Trunkline: (046)417-6727



SCAN ME



Republic of the Philippines
Province of Cavite
CITY OF BACOR
Office of the City Mayor



12 November 2025

HON. ROWENA BAUTISTA-MENDIOLA

Vice Mayor, City of Bacoor
6th Floor, New Bacoor Legislative Building
Bacoor City, Province of Cavite

OFFICE OF THE
SANGGUNIANG PANLUNGSOD
BACOR CITY, CAVITE

SHERRILYN F. CARDENAS

ADMIN. ASSISTANT IV

TIME: 2:55 DATE: 11/13/25

THRU : **Atty. KHALID A. ATEGA JR.**
Sanggunian Panlungsod Secretary
Sangguniang Panlungsod

SUBJECT : **REQUEST FOR A CITY RESOLUTION EXPRESSLY
AUTHORIZING THE CITY MAYOR TO ENTER INTO A
MEMORANDUM OF AGREEMENT (MOA) BETWEEN THE
CITY GOVERNMENT OF BACOR AND THE DEPARTMENT
OF INFORMATION AND COMMUNICATIONS TECHNOLOGY**

Dear Hon. Bautista-Mendiola,

Greetings in the name of public service!

The undersigned respectfully requests your good office to enact and approve the issuance of a City Resolution approving the undersigned to enter into a Memorandum of Agreement (MOA) between the City Government of Bacoor and the Department of Information and Communications Technology (DICT) for the transfer of equipment package and the free use of DICT's platform, solutions, technology, and brand of Tech4ED Project.


Attached herewith is a draft copy of the said Memorandum of Agreement (MOA) for your perusal and proper action.

In view thereof, I respectfully request the esteemed members of the Sangguniang Panlungsod to enact and approve a city resolution with the above-stated purpose.

Thank you very much.

Sincerely yours,




STRIKE B. REVILLA
City Mayor



Address: Bacoor Government Center, Bacoor Blvd.,
Brgy. Bayanan, City of Bacoor, Cavite
Trunkline: 434-4444
Website: www.bacoor.gov.ph



Cert. no. 24/181809



Republic of the Philippines
Province of Cavite
CITY OF BACOR

CITY LIVELIHOOD AND DEVELOPMENT DEPARTMENT



ENDORSEMENT

November 11, 2025

HON. STRIKE B. REVILLA

City Mayor
City of Bacoor, Cavite

Thru: **ATTY. KIM NYCA R. LOFRANCO**
City Legal Officer

Dear Mayor Revilla,

The City Livelihood and Development Department (CLDD) continues to advance its mission of empowering the citizens of Bacoor by providing not only technical and entrepreneurial skills but also opportunities to enhance their overall quality of life.

In partnership with Government agency such as Technical Education and Skills Development Authority (TESDA) and the City Government of Bacoor, we continuously implement skills training programs designed to enhance community development and livelihood opportunities.

In this regard, through the City Government of Bacoor, we are respectfully endorsing the review of our Memorandum of Agreement (MOA) with the Department of Information and Communications Technology (DICT) to the Sangguniang Panlungsod for the issuance of a City Resolution authorizing your signature.

Attached herewith are copies of the MOA for your review and consideration.

Should you have any questions or need further clarification, please feel free to coordinate with Mr. John Tan 09280092867.

Respectfully yours,


CARMELITA FABIAN-GAWARAN
Officer-in-Charge



MEMORANDUM OF AGREEMENT

KNOWALL MEN BY THESE PRESENTS:

This Memorandum of Agreement (MOA) made and entered into, on this ___ the day of ___ 2025 in at **Bacoor Government Center**, by and among.

The **DEPARTMENT OF INFORMATION AND COMMUNICATIONS TECHNOLOGY**, an office existing by virtue of Republic Act No. 10844, dated 23 May 2016, with principal office address at DICT Building, C.P. Garcia Avenue, UP Diliman, Quezon City, represented herein by its **SECRETARY, IVAN JOHN E. UY**, herein after referred to as the "**DICT**",

and-

The **LOCAL GOVERNMENT UNIT**, with address at **Bacoor Government Center Bacoor Boulevard Barangay Bayanan, City of Bacoor, Cavite**, represented herein by its City Mayor, **STRIKE B. REVILLA**, duly authorized for the purpose, hereinafter referred to as the "**PARTNER**".

DICT and the **PARTNER** are collectively referred to as "**PARTIES**" and each a "**PARTY**" to this Agreement

WITNESSETH: That

WHEREAS, the **DICT** is mandated to be the primary policy, planning, coordinating, implementing and administrative entity of the Executive Branch of the government that will plan, develop, and promote the national Information and Communications Technology (ICT) development agenda;

WHEREAS, in line with its mandate, the **DICT** aims to bridge the digital divide by establishing **Technology for Education, Employment, Entrepreneurs, and Economic Development (Tech4ED) Centers ("Tech4ED Project" or "Project")** under its Digital Transformation Center (DTC) Program. Which will enhance the socio-economic condition of Filipinos and provide inclusive growth to the country;

WHEREAS, the Tech4ED Project aims to cater to marginalized and vulnerable segments of society, including women and children, senior citizens, indigenous people, persons with disabilities, public school teachers and students, out-of-school youth and adults, Overseas Filipino Workers (OFW), and micro, small, and medium enterprises (MSME), especially those in the countryside;

WHEREAS, the **DICT** has identified the **PARTNER** as a beneficiary of the Tech4ED Project,

WHEREAS, **DICT** and the **PARTNER** have agreed to cooperate and jointly commit to promote community development through the use of ICT for effective and efficient governance in the country:

WHEREAS, the **PARTNER** has manifested its intent and represented to **DICT** that it is qualified to establish a **Tech4ED Center** and receive the equipment package consisting of: [25] (TWENTY FIVE) Laptop Computers and access to the Learning Platform from the **DICT**, and has correspondingly attested to support all activities to sustain and maintain a **Tech4ED Center**, to provide. Where and when feasible, necessary services to the community:

WHEREAS, the **PARTIES** have agreed on the free use of the platform, solutions, technology, and brand for a **Tech4ED Project** under the herein below conditions for the sole purpose of furthering the objectives of the **Tech4 ED Project**;

WHEREAS, for and in consideration of the **PARTNER's** belief and recognition of the **Tech4ED Center's** invaluable services to the community, the **DICT** shall provide. unto the **PARTNER** an Equipment Package, free and clear from all liens and encumbrances, except only such as may be subsisting by operation of law

WHEREAS, this **MOA** shall be enforced and realized only upon provision of said Equipment Package through its deployment

WHEREAS, upon receipt of the Equipment Package, **PARTNER** shall deploy the equipment to a **Tech4ED Center** that it will be operating for its intended and maximized usage:

NOW, THEREFORE for and in consideration of the foregoing premises and of mutual covenants, agreements and stipulations hereinafter set forth. The **PARTIES** hereto agree to enter into this **MOA** under the following terms and conditions:

SECTION 1. PURPOSE OF THE MOA

This **MOA** is an agreement between the **PARTIES** for the transfer of Equipment Package and the free use of **DICT's** platform, solutions, technology and brand of **Tech4ED Project** by the **PARTNER**. The location(s) and description(s) of the site(s) are found in **ANNEX "A"**

SECTION 2. SCOPE OF THE PROGRAM

This Memorandum of Agreement shall cover the approval of the **PARTNER's** application as **DICT's** partner for the hosting and operation of a **Tech4ED Center** in its community, the consequent transfer of the Equipment Package indicated in Section 8 and the provision of Training Package and appropriate technical assistance to the **PARTNER** as **DICT's** host partner through the **Tech4ED Project**.

SECTION 3. TERMS OF AGREEMENT

3.1 The **PARTIES** here to agree that they share the common goal of implementing the **Tech4ED Project**,

3.2 The **PARTIES** here to acknowledge that ownership of the platform, solutions, technology and brand shall remain with **DICT**. while transferred Equipment Package and those provided by the **PARTNER**. If any, shall remain with the **PARTNER**;

3.3 The **PARTIES** hereby undertake to faithfully and strictly perform the responsibilities enumerated under this **MOA** and fully understand the consequences therein in case of non-performance thereof.

3.4 The Equipment Package that will be donated by **DICT** shall be exclusively used for the Tech4ED Center operated and managed by the **PARTNER**. The use of the Equipment Package by the **PARTNER** for any other purpose shall be considered a material breach and shall be a ground for the immediate termination of this MOA:

3.5 The **PARTIES** understand and agree that the **DICT** is providing the use of its platform, Solutions, technology, brand, and services free of any charge. Furthermore, the **PARTIES** hereby declare that **DICT** is NOT charging any fee from the **PARTNER** or from the public for the use of the platform, solutions, technology and brand of the Tech4ED Project under this MOA:

SECTION 4. OBLIGATIONS OF DICT

DICT shall render the following to the **PARTNER**:

4.1 Support and assist the **PARTNER** in maximizing the **DICT** services through the Center.

4.2 Allow the **PARTNER** free use of the **Learning Platform** and the provision of Equipment Package consisting **[25](TWENTY FIVE) Laptop Computers**.

4.3 Provide through its partners appropriate technical assistance during deployment and installation of the Equipment Package

4.4 Register the Tech4ED Center in the Monitoring Dashboard of the ICT Literacy and Competency Development Bureau (ILCDB) and link the Tech4ED Center. Center Manager/Assistant Center Manager accounts, and the donated Laptop Computers to the **DICT Learning Platform**.

4.5 Provide relevant trainings to develop the skills of the Center Manager and/or Assistant Center Manager who shall be tasked to manage and implement the day-to-day operations of the Tech4ED Center;

4.6 Conduct trainings for the Center Team of the **PARTNER** prior to the operation of its Center.

4.7 Review reports required to be submitted by the **PARTNER** relative to the operation of its Tech4ED Center; and

4.8 Evaluate and conduct periodic monitoring of **PARTNER's** performance.

SECTION 4. OBLIGATIONS OF LOCAL GOVERNMENT UNIT THROUGH R.E.V.I.L.L.A. CENTER

The **PARTNER** shall be responsible for the following:

5.1 Provide at least one (1) dedicated Tech4ED Center Manager who will be tasked to manage center operations and serve as **DICT's** contact person for activities concerning the Tech4ED Project, including training, center operations, and monitoring and evaluation activities.

5.2 Shoulder the costs of monthly operating expenses, such as salaries of the Tech4ED Center Manager and other personnel, electric, internet and telephone bills, supplies

and materials, and other incidental expenses for the continuous operation of the Tech4ED Centers

5.3 Shoulder the costs of travel and training for its Center Manager and Center Assistant Manager for training under the Tech4ED Project, including but not limited to the Center Managers Training and annual summit for knowledge exchange to enhance the center's performance.

5.4 Provide internet connectivity at the Tech4ED Center through Wi-Fi with atleast 2 Mbps Committed Information Rate (CIR),

5.5 Provide at least one (1) equipment table for each equipment unit received;

5.6 Maintain and maximize the use of the DICT-provided equipment, which should not be pulled-out from the Tech4ED Center but be productively used solely for the Tech4ED Project's purposes. The PARTNER shall be responsible for the cost of the equipment repair beyond the equipment's warranty scope and period;

5.7 Ensure the operation of the Center from Monday to Friday, for at least eight (8) consecutive hours, preferably from 8 o' clock in the morning until 5 o' clock in the afternoon. PARTNER shall operate its Tech4ED Center in accordance with Tech4ED Center Managers Toolkit of the DICT. The said guidelines are attached as ANNEX "B" and made an integral part of the MOA;

5.8 Ensure that each equipment shall be readily available and functional for use of the target sectors of the Tech4 ED Project for at least the prescribed operational days in a year, for the duration of the MOA;

5.9 Ensure the availability of service center or equipment technicians within the area who shall promptly address reports/complaints of the user and do preventive maintenance against such concerns, but not limited to, viruses, malware and the like, on a quarterly basis;

5.10 Prepare and submit to DICT a monthly incident management report of complaints and incidents escalated by the target sectors with information on the actions taken by the service center or technicians and the corresponding response time;

5.11 Prepare and submit to DICT a report of activities and trainings organized, with Lists of Participants, including information on the number of unique users/participants trained or engaged, disaggregated according to sex. Employment in government, and location;

5.12 Conduct advocacy and promotional activities for the dissemination of the Center's existence and service offering to the community including the promotion of the Center on the PARTNER's website, and regularly update with relevant news and accomplishments of the Center.

5.13 Identify information and service needs of the community and facilitate the development of relevant and local content and delivery of appropriate government services through its partners and alliances among local communities and government agencies;

5.14 Submit an Operational Plan within two months after its establishment and annually thereafter. Until the effectivity of the MOA, to guide the DICT in the assessment of the Center's progress and performance relative to the Digital Transformation Center Program;

5.15 Reimburse cost of training and all other costs for technical services availed of in the event of termination or withdrawal as partner beneficiary of the Program.

SECTION6. OTHER PROVISIONS

DICT's responsibility for the repair of equipment shall be limited to the coordination with the supplier within the warranty period.

SECTION7. FUNDING

This MOA will be subject to the availability of funds and other resources of the **PARTIES**, in accordance with the usual budgeting, accounting, and auditing rules and regulations. The cost of the activities and the performance of the **PARTIES** respective responsibilities shall be for the separate accounts of the **PARTIES**.

The **DICT** shall provide relevant training to the Center Managers of the **PARTNER** Tech4ED Team. However, costs for additional technical service and other service requests by the **PARTNER** not covered under this MOA shall be borne by the **PARTNER**.

SECTION8. DETAILS OF THE EQUIPMENT PACKAGE

The following equipment shall be provided by **DICT** of the **PARTNER**:

Equipment Package

No.	Equipment Type	Quant ity	Serial Number
1	Lenovoideapad330- 151KB4GB 1T HDD	25	PF1QC8VD PF1RG6HR PF1QCB2B

SECTION9. DURATION AND EFFECTIVITY OF THE MOA

This MOA shall take effect upon the signing of the **PARTIES** hereto and shall be valid for three (3) years unless earlier terminated or revoked or cancelled for cause by giving a thirty-(30) day prior written notice to the other **PARTY**

Further, the purpose for which the provision for Equipment Package was approved and granted by **DICT** shall not be changed, modified, or altered without the prior written consent of **DICT** whose concurrence can only be withheld upon reasonable ground, to wit.

- a. If the **PARTNER** commits a breach on any of the conditions for the provision of the Equipment Package, **DICT** may take appropriate action, including revocation of the transfer plus damages, to uphold the public interest.
- b. Upon termination of this MOA, or the revocation of the grant of the Equipment Package by **DICT** to the **PARTNER** due to breach, **PARTNER** shall immediately return the Equipment Package and such other items provided by the **DICT** at such place as may be determined by **DICT** plus damages. Without need of demand.

SECTION 10. MONITORING AND COMPLIANCE

The PARTIES shall mutually monitor the adherence and compliance of their COUNTER-PARTY. Any lapse or breach of obligations shall be brought to the attention of the other through notices to their respective duly authorized representative.

The PARTIES agree to settle issues, lapses and breaches of obligations through internal negotiations. However, if issues, lapses and breach continue for three (3) consecutive events and notices, the offended PARTY may, as a matter of right given and agreed to in this MOA and subject to prior notice to the other PARTY, partially or fully suspend its contributions to this endeavor or rescind this MOA.

SECTION 11. RELATIONSHIP

11.1 There is no employee-employer or principal-agency relationship between the DICT and PARTNER;

11.2 Nothing contained in this MOA shall be deemed to constitute a partnership, joint venture between the PARTIES, or a merger of their assets or their fiscal and other liabilities or undertaking. Neither PARTY shall have the right to bind the other PARTY, except as expressly provided for herein,

11.3 The employees of the DICT and PARTNER shall remain their respective employees. Any liabilities and obligations emanating from the employer-employee relationship of the respective PARTIES shall be solely shouldered by the respective employers; and

11.4 The Tech4ED Center Managers and other personnel of the Tech4ED Centers shall remain the employees of PARTNER. Any liabilities and obligations emanating from such employer employee relationship shall solely be for the account of the PARTNER.

SECTION 12. AMENDMENTS

Any amendment on the provisions in this Agreement should be made upon mutual written consent of both PARTIES.

SECTION 13. SEPARABILITY CLAUSE

In case any provision hereof or any part thereof shall be declared void or unenforceable by competent authorities, the remainder unaffected by such declaration shall remain valid and binding among the PARTIES, their successors, and assigns.

SECTION 14. ASSIGNMENT AND SUCCESSION

This MOA shall be binding upon and inure to the mutual benefit of the PARTIES and their respective successors and permitted assigns. However, neither PARTY may assign or delegate its rights and duties here under without the prior consent of the other PARTY.

SECTION 15. GOVERNING LAW

The validity of this MOA and the construction of its terms and conditions, interpretation, and enforcement of the rights and duties of the PARTIES shall be governed by the Laws of the Republic of the Philippines,

SECTION 16. SETTLEMENT OF DISPUTE

In case of disputes, claims and controversies due to non-compliance with the terms of this MOA, the PARTIES agree to submit to voluntary arbitration pursuant to the prevailing arbitration laws of the Philippines.

SECTION 17. VENUE

The exclusive venue of all court actions or requests for interim measures, should these become necessary, shall be in Quezon City, Philippines.

IN WITNESS WHEREOF, the PARTIES have signed this Memorandum of Agreement in the place and on the date first above written.

**DEPARTMENT OF INFORMATION AND
LOCAL COMMUNICATIONS TECHNOLOGY**

GOVERNMENT UNIT

IVANJOHNE.UY
Secretary

STRIKE B. REVILLA
Mayor, City of Bacoor

IN THE PRESENCE OF

**DEPARTMENT OF INFORMATION AND
COMMUNICATIONS TECHNOLOGY**

R.E.V.L.L.L.A. CENTER

DIR FELIX S. TABANAO, JR.
REGIONAL DIRECTOR
Designation

CARMELITA F. GAWARAN
Officer-in-Charge City Livelihood
and Development Department

ACKNOWLEDGEMENT

BEFORE ME, a Notary Public for and in the above jurisdiction, this ___ day of 2025.

Personally appeared:

<u>Name</u>	<u>Government ID</u>	<u>Date & Place Issued</u>
Secretary		
Authorized Signatory		

both known to me and to me known to be the same persons who executed the foregoing Memorandum of Agreement which consists of _____ () pages, including this page in which the acknowledgment is written, signed by the parties and their instrumental witnesses at the spaces herein provided and acknowledged to me that the same is their free act and deed.

IN WITNESS WHEREOF, I have here unto set my hand and affixed my notarial seal on this ___ day of ___ 2025.

NOTARY PUBLIC

Doc. No. _____;
Page No. _____;
Book No. _____;
Series of 2025.

ANNEX "A"

LOCATION(S) DESCRIPTION(S) OF SITE(S) WHERE THE TECH4ED CENTER(S) SHALL BE HOSTED AND OPERATED

Name of Center	Exact Location/Address	Name of Center Manager
R.E.V.I.L.L.A. CENTER	San Nicolas 2, Bacoar City	

- **Office space:** At least 20 square meter office to serve as the center. Can be located in the Municipal, City Building or Compound, Barangay Hall, Library, School Computer, etc.
- **Furnishings:** Computer Tables and Chairs.
- **Computers:** At least 3 units of computers with headsets and microphones.
 - Computer Background: Tech4ED Wallpaper
- **Internet connection:** Broadband, DSL, Fiber, etc.(whichever is applicable)
- **Proper signage:**
 - a. Tech4ED Center Banner (6x4ft.) with partner Logo - should be displayed outside the center
 - b. Tech4ED Center Door Banner (6x2ft.) with partner Logo - should be displayed at the door of the center
 - c. Tech4ED Center Do's and Don'ts - should be displayed inside the center
 - d. Tech4ED Center Services Offered - should be displayed outside the center
 - e. Operating Hours of the Center - should be displayed at the door of the center

**CCTV Camera – optional*

TECH4ED CENTER OPERATIONS AND GUIDELINES

1. Opening procedures-

The designated Center Staff should arrive at least half an hour before Center business hours begin to provide enough time to ensure that:

- All computers, peripherals, and other equipment are properly plugged-in;
- The lights, equipment, and the air conditioning and ventilation system are turned on;
- For online centers, check if there is Internet connectivity

2. Center Maintenance –

- For Center equipment, diagnostics should be performed on the equipment regularly and this includes running an antivirus, check disk, formatting, defragging, system updates, software updates, etc.;
- If the equipment and/or furniture is showing signs of wear and tear and has reached the threshold for repair or replacement, arrangements should be made with the beneficiary for its repair or procurement; and
- Before conducting equipment maintenance, there should be a notice posted at least three days before notifying users of the date and time of the scheduled maintenance

3. House Rules-

- The Center will prioritize those that will use its equipment and services for educational/research/school purposes;
- Visiting online gaming, betting, and pornographic sites is prohibited;
- Silence should be observed;
- Keep the workstation clean;
- The use of the Center is on a first-come, first-serve basis taking into consideration senior citizens, PWDs and pregnant women;
- The one-person-per-PC policy shall be strictly observed in order to maintain order in the use of the Center;
- Non-users or bystanders are not allowed inside the Center;
- People under the influence of alcohol or drugs are prohibited from entering the Center;
- Smoking is not allowed within the Center premises;
- Eating, drinking, or chewing gum inside the Center is not allowed;
- Streaming audio and video that are not part of the Tech4ED Platform is prohibited;
- Saving and/or copying of files and inserting CDs, flash drives, and other storage devices must be upon the approval of Center Staff;
- Illegal/unlawful activities such as hacking, deleting files, changing/tweaking the system configuration or password, etc., will not be tolerated;

- Users may not tamper with any equipment inside the facility, especially the computer units, cables, and sockets. In case of hardware and/or software problems, users may ask for assistance from the Center Staff on-duty;
- Downloading, installing, and inappropriate materials and software other than those installed on the computer stations are prohibited;
- Bringing dangerous items and/or weapons to the Center is not allowed; and
- The Tech4ED Manager or Staff on-duty has the right to request the user to leave the Center premises if he/she is found violating any of these rules.

4. Center Staff Shifting/Scheduling

- A schedule shall be made available in the event that there are multiple staff available for the center.

5. Profiling Users-

- Self-assessment, they can ask the users to fill out an intake form or sign a logbook before assigning them to workstations. Users should be assisted based on the level of digital literacy stated in their profile.
- Training -the Center should post a Monthly calendar of activities to let the users know the available trainings and when they are scheduled to take place. Center users inquiring about trainings should be assessed so that they can be placed in the appropriate training tier.

6. Handling User Complaints and Feedback-

- A suggestion/feedback box may be placed at a prominent place in the Center where users can see it.
- Feedback forms and writing instruments should be placed beside the suggestion/feedback box.
- Document feedback/complaints.
- Center staff should be patient and handle the complaints well. \
- If a solution is not readily available, Center Staff may present options for the user to consider. If the issue needs to be escalated to the Tech4ED PFO or the PMO, Center Staff should keep the user updated about the status of his/her complaint

7. Promoting Safety, Security, And Data Privacy Within The Center

- Securing the Center –
 - Computer systems, operating systems, application software, and other equipment are subject to monitoring.
 - In reference to the Data Privacy Act, user credentials such as usernames, passwords, hint questions, electronic pins, and other electronic login information should not be shared, disseminated, nor extracted for the purpose other than its intended use.
 - Tech4ED Personnel should exercise confidentiality in all Center-related transactions. Staff should safeguard information. They shall be held liable for loss or theft of pertinent information.

- In the event that a lost or suspicious item, illegal substance, or weapon, is found inside the personal belongings of an employee, the employee shall submit a written explanation, detailing the reasons for possessing the item.
- Emergency and Safety procedure-
 - The Center Manager should be aware of the emergency exits in case evacuation is necessary. Centers should comply with the DRRMP of the LGU /organization.
 - As a precaution, there should be a dedicated circuit breaker for the whole facility. Desktops should be connected to auto-voltage regulators to control power fluctuations. Do not connect multiple cables to one wall socket. Avoid octopus wiring. Damaged cables, plugs, and sockets should be replaced immediately.
 - The Center should have a fire extinguisher, and that all Center staff should be trained on how to use it.
 - In the event of a power outage, personnel should turn off all the electrical equipment.
 - It is advisable that a CCTV be installed within the Center premises.

8. Closing Procedures –

- Remind users 30 minutes before the actual closing time that the Center is about to close in order to give users enough time to finalize their work;
- Turn off the server computer; if available; turn off all devices properly;
- Turn off and unplug all equipment, and the air conditioning and ventilation system; and
- Turn off the lights prior to locking the doors of the center.