



COMMITTEE ON EDUCATION, SCIENCE, AND TECHNOLOGY

COMMITTEE HEARING REPORT
NO. EST 028 S-2025

Office of the Sangguniang Panlungsod
Received by MARK on MAR 20 2025
Date: 3
Time: 2:20 pm

Subject: A RESOLUTION AUTHORIZING THE CITY MAYOR TO SIGN A MEMORANDUM OF AGREEMENT WITH THE DEPARTMENT OF SCIENCE AND TECHNOLOGY REGION IV-A ON BEHALF OF THE CITY GOVERNMENT OF BACOOR REGARDING THE IMPLEMENTATION OF PROJECT PROPOSAL ENTITLED: "ENHANCING PRODUCT QUALITY OF TAHONG CHIPS AND PROCESSING CAPABILITY OF BACOOR FOOD PROCESSING CENTER". (PCR 768-2025 dated 17 February 2025)

Acting on the proposed resolution authorizing the City Mayor to enter into a Memorandum of Agreement (MOA) with the Department of Science and Technology (DOST) during the 128th Regular Session on 17 February 2025, the Committee Chair on Education, Science and Technology, Hon. Alde Joselito F. Pagulayan reports the following:

Under the DOST-CALABARZON Regional Grants-In-Aid Program for Community-Based Projects (GIA-CBP), the City Government of Bacoor was identified as a beneficiary. Through this initiative, DOST IV-A aims to assist Bacoor in enhancing the Bacoor Food Processing Center by improving the quality of tahong (mussel) chips and upgrading its processing capabilities.

The project, "Enhancing Product Quality of Tahong Chips and Processing Capability of Bacoor Food Processing Center," seeks to improve food production standards by acquiring modern equipment and conducting product analysis in compliance with food safety regulations. The project will be implemented over three years period, with funding support from DOST IV-A.

FINDINGS:

The committee reviewed the project proposal and found that its objectives include:

1. Improving the quality of tahong-based products through product analysis.
2. Reducing production costs by approximately 17%, specifically lowering oil consumption from 48 liters to 40 liters per 5 kilograms of tahong chips through the use of a new de-oiling machine.
3. Enhancing staff skills and competencies by conducting technology training and seminars.





4. Ensuring compliance with food safety regulations by securing a Food and Drug Administration License to Operate (FDA-LTO) by 2025.

RECOMMENDATION:

After careful evaluation, the committee recommends the **APPROVAL** of the proposed resolution. This initiative aligns with the City Government of Bacoor's commitment to supporting local enterprises, improving food production standards, and strengthening the city's food processing sector. Furthermore, the project will contribute to the economic growth of Bacoor by enhancing the competitiveness of its tahong chips production and processing capabilities.

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

Signed this 17th day of February 2025 at the City of Bacoor, Cavite.

COMMITTEE ON EDUCATION, SCIENCE, AND TECHNOLOGY

COUN. ALDE JOSELITO F. PAGULAYAN
Chairman

COUN. ROGELIO M. NOLASCO
Vice Chairman

COUN. CATHERINE SARINO-EVARISTO
Member

SK FEDERATION PRESIDENT PALM ANGEL S. BUNCIO
Member





COMMITTEE ON EDUCATION, SCIENCE AND TECHNOLOGY

EXCERPT FROM THE MINUTES OF THE 128TH REGULAR SESSION

NO. EST 028 S-2025

Office of the Sangguniang Panlungsod
Received by Janet Bering
Date: 13 MAR 2025
Time: 1:20 PM

Subject: *A RESOLUTION AUTHORIZING THE CITY MAYOR TO SIGN A MEMORANDUM OF AGREEMENT WITH THE DEPARTMENT OF SCIENCE AND TECHNOLOGY REGION IV-A ON BEHALF OF THE CITY GOVERNMENT OF BACOOR REGARDING THE IMPLEMENTATION OF PROJECT PROPOSAL ENTITLED: "ENHANCING PRODUCT QUALITY OF TAHONG CHIPS AND PROCESSING CAPABILITY OF BACOOR FOOD PROCESSING CENTER". (PCR 768-2025 dated 17 February 2025)*

The Acting Presiding Officer, Hon. Catherine Sarino-Evaristo presided over the 128th Regular Session of the 5th Sangguniang Panlungsod on 17 February 2025. Upon the motion of Hon. Rogelio M. Nolasco, the internal rules were suspended with unanimous approval from the City Council through a show of hands.

Hon. Alde Joselito F. Pagulayan subsequently moved for the approval of the proposed resolution, emphasizing its alignment with the City Government of Bacoor's commitment to supporting local enterprises, improving food production standards, and strengthening the city's food processing sector. Furthermore, the project is expected to contribute to Bacoor's economic growth by enhancing the competitiveness of its tahong (mussel) chips production and processing capabilities.


The council unanimously seconded the motion, and the Acting Chair declared the resolution APPROVED.

Prepared By:

Attested By:



PETER ADRIAN F. BORJA
Local Legislative Staff I



COUN. ALDE JOSELITO F. PAGULAYAN
Chairman
Committee on Education,
Science and Technology





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



17 February 2025

HON. CATHERINE SARINO-EVARISTO
ACTING CITY VICE MAYOR
SANGGUNIANG PANLUNGSOD

OFFICE OF THE
SANGGUNIANG PANLUNGSOD
RECEIVED
BY: RUTH
DATE: 2/17/25 TIME: 9:10
BACOOR CITY, CAVITE

THRU : **ATTY. KHALID ATEGA JR.**
Secretary
Sangguniang Panlungsod

SUBJECT : **REQUEST FOR RESOLUTION AUTHORIZING THE CITY
MAYOR TO SIGN THE MEMORANDUM OF AGREEMENT
WITH THE DEPARTMENT OF SCIENCE AND
TECHNOLOGY**

Dear **HON. CATHERINE SARINO-EVARISTO,**

Greetings!

In line with the City Government of Bacoor's commitment to supporting local enterprises and ensuring the competitiveness of our food processing sector, we respectfully seek your assistance in facilitating the enhancement of our tahong chips production and overall processing capability at the Bacoor Food Processing Center.

To achieve this, we are requesting the passage of a resolution authorizing the Honorable City Mayor, Strike B. Revilla to enter into and sign a Memorandum of Agreement (MOA) with the Department of Science and Technology (DOST). This partnership will enable Bacoor to access technical support, equipment, and training from DOST, which will significantly improve the quality, safety, and marketability of tahong chips — one of our city's flagship food products. Furthermore, the enhancement of the Bacoor Food Processing Center will provide better opportunities for local micro, small, and medium enterprises (MSMEs) engaged in food production.

We trust in your support for this initiative, as it aligns with our collective goal of fostering economic growth, livelihood development, and industry competitiveness within our city. We would greatly appreciate the earliest possible action on this request to ensure the timely implementation of this vital project.

Thank you very much for your continued commitment to the advancement of Bacoor. We look forward to your favorable response.

Sincerely,


STRIKE B. REVILLA
City Mayor



Address: Bacoor Government Center, Bacoor Blvd,
Brgy. Bayanan, City of Bacoor, Cavite
Hotline: 434-1111
Website: www.bacoor.gov.ph



Cert. No. 2418109



Republic of the Philippines

DEPARTMENT OF SCIENCE AND TECHNOLOGY

REGIONAL OFFICE (R13) - IMA (CALABARZON)



Order to SP

04 February 2025

HON. STRIKE B. REVILLA

City of Bacoor

2F National Agency Center Bldg., Negosyo Center, BGC Comp.

Brgy. Bayanan, City of Bacoor, Cavite

Dear Mr. Revilla

We are approving your project proposal entitled "*Enhancing Product Quality of Tahong Chips and Processing Capability of Bacoor Food Processing Center*" under DOST GIA-CBP amounting to **SIX HUNDRED SEVEN THOUSAND FOUR HUNDRED THIRTY-TWO PESOS (Php 607,432.00)** with project duration *March 3, 2025 – March 3, 2026*.

Herewith are five (5) copies of Memorandum of Agreement (MOA) for your signature. Kindly return to PSTO Cavite together with the following documents:

- Duty accomplished Pre-Project Information Sheet (Pre-PIIS)
- Filled-up/Accomplished Supplier/Creditor Information Sheet
- Purchase Order of equipment to be purchased signed by the Supplier
- Provincial Director's endorsement for the release of financial assistance

Thank you and we hope to immediately receive these documents to facilitate fund release and establish a benchmark of the organization prior to our SAT Intervention.

Very truly yours,


EMELITA P. BAGSIT

Regional Director

Address: Alibon, 13th Floor, 13th Floor, 13th Floor

13th Floor

13th Floor

13th Floor

13th Floor

13th Floor



Memorandum of Agreement
Enhancing Product Quality of Tahong Chips and Processing Capability of Bacoor Food Processing Center

KNOW ALL MEN BY THESE PRESENTS:

This **MEMORANDUM OF AGREEMENT** is made and entered into by and among:

The **DEPARTMENT OF SCIENCE AND TECHNOLOGY Regional Office No. 4A (CALABARZON)**, a government agency created and existing under and by virtue of the laws of the Republic of the Philippines, with postal address at Brgy. Timugan, Los Baños, Laguna; hereinafter referred to as **DOST-CALABARZON** and represented by its Regional Director, **Ms. EMELITA P. BAGSIT**;

-and-

The **Local Government Unit of the City of Bacoor**, hereinafter referred to as **LGU Bacoor** with principal office at 2F National Agency Center Bldg., Negosyo Center, BGC Comp. Brgy. Bayanan, City of Bacoor, Cavite; represented in this Agreement by its Mayor, **STRIKE B. REVILLA**;

WITNESSETH

WHEREAS, the **DOST-CALABARZON** provides direction, leadership and coordination of all scientific and technological services and ensure that the results there from are geared and utilized in areas of maximum economic and social benefits to the people;

WHEREAS, it is the concern of **DOST-CALABARZON** to promote science and technology and coordinate the delivery of appropriate technologies in the region and monitor its implementation;

WHEREAS, the **DOST-CALABARZON** identified **LGU Bacoor** as the beneficiary under the project entitled **DOST - CALABARZON Regional Grants-In-Aid Program Community-Based Projects (GIA-CBP)**;

WHEREAS, the **LGU Bacoor** aims to improve the Bacoor Food Processing Center's capability and enhance product quality of tahong products through the acquisition of modern production equipment and having product analysis in compliance with the food safety standards within the 3 years of project operation through the project entitled "**Enhancing Product Quality of Tahong Chips and Processing Capability of Bacoor Food Processing Center**";

WHEREAS, the **DOST-CALABARZON** has endeavored to assist **LGU Bacoor** in this objective by allocating funds from the **DOST - CALABARZON Regional Grants-In-Aid Program Community-Based Projects (GIA-CBP)**;

WHEREAS, all parties recognize and agree to join forces to execute the **DOST-CALABARZON** approved project entitled "**Enhancing Product Quality of Tahong Chips and Processing Capability of Bacoor Food Processing Center**" (*Annex A*);

WHEREAS, the aforementioned parties all pledge to extend their full cooperation for the effective and efficient implementation of the aforesaid project;

NOW THEREFORE, for and in consideration of the foregoing premises and of the mutual covenants and stipulations hereinafter set forth, the parties hereto agree to enter into this Memorandum of Agreement under the following:

TERMS AND CONDITIONS

1. That **DOST-CALABARZON** thru **DOST-Cavite** shall:
 - 1.1 Provide technical and financial assistance for the implementation of the S&T project entitled "**Enhancing Product Quality of Tahong Chips and Processing Capability of Bacoor Food Processing Center**" amounting to **SIX HUNDRED SEVEN THOUSAND FOUR HUNDRED THIRTY-TWO PESOS (Php 607, 432.00)** in accordance with the approved project proposal and line-item-budget reflected in *Annex B* and forms part of this Agreement;
 - 1.2 Monitor and verify the progress of project implementation to ensure that activities are executed and completed based on the approved Project Work Plan – *DOST Form 5 (Annex C)*;

EMELITA P. BAGSIT
Regional Director, DOST-CALABARZON

FRANCISCO R. BARQUILLA III
ARD-Technical Operations, DOST-CALABARZON

STRIKE B. REVILLA
City Mayor

NAME
Designation
LGU Bacoor

GILDA S. DE JESUS
Provincial S&T Director, DOST-CAVITE

Enhancing Product Quality of Tahong Chips and Processing Capability of Bacoor Food Processing Center

- 1.3 Submit to Regional Office the **Executive Summary for the Semi-Annual Progress Reports – DOST Form 6** (Annex D) of the project as basis for further development and assistance;
- 1.4 Provide assistance on the required reports by the Regional Office mentioned in 2.3 and 2.12;
- 1.5 Place inventory tag stickers on the individual equipment acquired out of project funds after procurement;
- 1.6 Facilitate pull out of all tools and equipment procured out of project funds in the event that LGU Bacoor violate/s any provision of the Memorandum of Agreement entered into by the **DOST-CALABARZON** and LGU Bacoor;
- 1.7 Recover, in behalf of **Department of Science and Technology**, the full assistance if due to premature unjustified project termination, or when funds are not used according to the approved purposes, or for any violation of the MOA; and
- 1.8 In case of failure or termination of the project due to force majeure or fortuitous event, **DOST-CALABARZON**, shall submit to the Regional Commission of Audit a written request for "Relief from Accountability" which shall be subject to Sections 26 and 73 of P.D. 1445 otherwise known as "Government Auditing Code of the Philippines".

2. That LGU Bacoor shall:

- 2.1 Receive funds from **DOST-CALABARZON** and issue an Acknowledgement Receipt of funds;
- 2.2 Ensure that fund received from **DOST-CALABARZON** in the amount of **SIX HUNDRED SEVEN THOUSAND FOUR HUNDRED THIRTY-TWO PESOS (Php 607, 432.00)** is used for the purpose indicated in the approved project work plan and line-item budget, referred to herein as Annexes B and C;
- 2.3 Liquidate the funds received and submit a Summary of Expenses (Annex F), together with all the receipts for the purchase of equipment and/or any other expenses aligned with the approved Line-Item Budget.
- 2.4 Not use the funds for money market placement, time deposits and other forms of investments, and purposes/items other than those stipulated in this agreement;
- 2.5 Coordinate and collaborate with **DOST-CALABARZON** in the acquisition/fabrication of all the equipment/materials indicated in **Annex B (DOST Form 4)**;
- 2.6 Implement the above project in accordance with the approved project work plan and according to the identified and approved technological intervention(s) indicated in **Annex C (DOST Form 5)**.
- 2.7 Provide the appropriate site and building to house the S&T intervention-related equipment/other facilities;
- 2.8 Provide operating funds and equipment needed in the firm's operations and in the implementation of the project other than those indicated in the approved Line-Item-Budget;
- 2.9 Allow **DOST-CALABARZON** and **DOST agency representatives** access to its premises and facilities to monitor and collect necessary data/information during implementation of the project;
- 2.10 Notify **DOST-CALABARZON** in writing of any deviation in the activities and plans during the implementation of the project;
- 2.11 Be responsible for the day -to- day operation of the project
- 2.12 Submit to **DOST-CALABARZON** the following forms based on the scheduled activities:
 - 2.12.1 Executive Summary for the Semi-Annual Progress Report – DOST Form 6 (Annex D1) - within one month at the end of each semester of the program/ project implementation together with the following attachments:

EMELITA P. BAGSIT
Regional Director, DOST-CALABARZON

FRANCISCO R. BARQUILLA III
ARD-Technical Operations, DOST-CALABARZON

STRIKE B. REVILLA
City Mayor

NAME
Designation
LGU Bacoor

GILDA S. DE JESUS
Provincial S&T Director, DOST-CAVITE

Enhancing Product Quality of Tahong Chips and Processing Capability of Bacoor Food Processing Center

EMELITA P. BAGSIT
Regional Director, DOST-CALABARZON

FRANCISCO R. BARQUILLA III
ARD-Technical Operations, DOST-CALABARZON

- Semi-Annual Financial Report – DOST Form 8
- List of Personnel Involved – DOST Form 11
- List of Equipment Purchased – DOST Form 12

2.12.2 Executive Summary for the Terminal Report – DOST Form 15 (Annex E1) – not later than two (2) months after project completion together with the following attachments:

- Financial Report – DOST Form 8
- Schedule of Accounts Payable – DOST Form 9
- List of Equipment Purchased – DOST Form 12

2.12.3 Terminal Audited Financial Report – DOST Form 16 (Annex J) – within 3 months after the end of the project, together with the following attachments:

- List of Personnel Involved – DOST Form 11
- List of Equipment Purchased – DOST Form 12
- Report of Income/ Interest Generated/ Earned – DOST Form 13

2.13 Submit to **DOST-CALABARZON** the Status Report (Annex G), every end of each quarter from the start of project implementation up to the one (1) year;

2.14 Acknowledge **DOST-CALABARZON** assistance in all reports, products, papers and materials produced out of project activities;

2.15 In case project is terminated, shall authorize/allow **DOST-CALABARZON** to execute the pull out of all tools and equipment in good working condition procured out of project funds. However, should pull out of tools and/or equipment be impossible/impractical, **LGU Bacoor** shall return the amount to **DOST-CALABARZON** equivalent to depreciated value of the property using the depreciated value in the books of **DOST CALABARZON**.

2.16 Assist **DOST-CALABARZON** and the **DOST-Cavite** in placing inventory tag stickers on each equipment acquired out of project funds;

2.17 Be responsible and accountable for the maintenance and safekeeping of equipment and properties acquired out of the DOST GIA funds.

2.18 Put-up a sign board two (2) weeks after receipt of project funds to contain the following:

Project Title:	ENHANCING PRODUCT QUALITY OF TAHONG CHIPS AND PROCESSING CAPABILITY OF BACOOR FOOD PROCESSING CENTER
Beneficiary:	LGU BACOOR
Coordinating Agency:	DOST-CALABARZON
Source(s) of Fund:	GIA-CBP

2.19 Designate personnel that will act as **Lead Coordinator** who will monitor the project implementation, ensure attainment of the project objectives and submit the necessary reports stated in 2.3 & 2.12.

3. OWNERSHIP OF EQUIPMENT AND NON-CONSUMABLE

The **DOST-CALABARZON** initially owns all equipment purchased using grant funds until such are transferred to the Implementing Agency. Ownership of equipment may be transferred to **LGU Bacoor** upon completion and clearance of program/ project. **DOST-CALABARZON** reserves the right to transfer ownership of such government equipment through Property Transfer Reports (PTRs) or execution of Deed/s of Donation subject to existing government accounting and auditing laws, rules, and regulations. A PTR or execution of Deed of Donation shall be issued after submission of an inventory of equipment purchased, **List of Equipment Purchased (LEP)**, **Property Acknowledgement Receipts (PAR)**, and **Financial Report**. 3 copies of PTR or Deed/s of Donation signed by **LGU Bacoor** shall be provided before submission to the **DOST-CALABARZON** for Approval. Once transfer is effected, the **LGU Bacoor** shall bear all expenses that may be incurred for repair, maintenance and /or improvement of the equipment.

4. INTELLECTUAL PROPERTY SECTION

STRIKE B. REVILLA
City Mayor

NAME
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LGU Bacoor

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Provincial S&T Director, DOST-CAVITE

Memorandum of Agreement
Enhancing Product Quality of Tahong Chips and Processing Capability of Bacoor Food Processing Center

All data gathered in the course of and as a result of the implementation of the project such as, but not limited to reports, articles, research papers, data bases including project outputs and discoveries shall be jointly owned by the **DOST-CALABARZON**, and **LGU Bacoor**. Government personnel involved in the project shall further be subject to such policies, rules and regulations governing copyrightable and patentable works produced by government personnel.

5. AMENDMENTS

This Agreement or any part or portion hereof shall be amended, modified or revised only through formal written agreement between the Parties hereto citing the specific clause(s) and/or provisions to be revised and their stating the corresponding amendments.

6. EFFECTIVITY AND DURATION

This Agreement shall take effect upon signing by the parties hereto and shall remain in force for **one (1) year** commencing upon the receipt of assistance, renewable for another year thereafter, unless sooner terminated by either party provided that a written notice shall have been served one month prior to its termination.

EMELITA P. BAGSIT
Regional Director, DOST-CALABARZON

FRANCISCO R. BARQUILLA III
ARD-Technical Operations, DOST-CALABARZON

STRIKE B. REVILLA
City Mayor

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Designation
LGU Bacoor

GILDA S. DE JESUS
Provincial S&T Director, DOST-CAVITE

Memorandum of Agreement
Enhancing Product Quality of Tahong Chips and Processing Capability of Bacoor Food Processing Center

IN WITNESS HEREOF, the parties have hereunto set their hands this ___ day of ___, 2025 at the _____

DEPARTMENT OF SCIENCE AND TECHNOLOGY
CALABARZON REGION

LGU Bacoor

EMELITA P. BAGSIT
Regional Director

STRIKE B. REVILLA
City Mayor

SIGNED IN THE PRESENCE OF:

FRANCISCO R. BARQUILLA III
Assistant Regional Director for Technical Operations
DOST-CALABARZON

NAME
Designation
LGU Bacoor

GILDA S. DE JESUS
Provincial S&T Director, DOST-Cavite

CERTIFIED FUNDS AVAILABLE

SHERYL M. VELASCO
Accountant III, DOST-CALABARZON

EMELITA P. BAGSIT
Regional Director, DOST-CALABARZON

FRANCISCO R. BARQUILLA III
ARD-Technical Operations, DOST-CALABARZON

STRIKE B. REVILLA
City Mayor

NAME
Designation
LGU Bacoor

GILDA S. DE JESUS
Provincial S&T Director, DOST-CAVITE

ACKNOWLEDGMENT

REPUBLIC OF THE PHILIPPINES)
PROVINCE OF LAGUNA)
MUNICIPALITY OF LOS BAÑOS)

BEFORE ME, a Notary Public for and in _____, Philippines, this ____ day of _____ 20__ personally appeared:

1. EMELITA P. BAGSIT

Driver's License/ D12-016-000729
Issued on: May 2019
Issued at: Philippines

2. STRIKE B. REVILLA

Government-issued ID:
Issued on:
Issued at:

All known to me to be the same persons who executed the foregoing Memorandum of Agreement consisting of _____pages including this page, and they acknowledged to me the same are their free and voluntary act and deed as well as respective entities they represent.

WITNESS MY HAND SEAL on the date and at the place first above written.

NOTARY PUBLIC

Doc. No.: _____
Page No.: _____
Book No.: _____
Series of 2023

EMELITA P. BAGSIT
Regional Director, DOST-CALABARZON

FRANCISCO R. BARQUILLA III
ARD-Technical Operations, DOST-CALABARZON

STRIKE B. REVILLA
City Mayor

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GILDA S. DE JESUS
Provincial S&T Director, DOST-CAVITE

**ANNEX A
 PROJECT SUMMARY**

Project Title: Enhancing Product Quality of Tahong Chips and Processing Capability of Bacoor Food Processing Center

Beneficiary: LGU Bacoor
 STRIKE B. REVILLA
 City Mayor

Proponent/ Project Leader: DOST-CAVITE

Project Duration: 3 March 2025 – 3 March 2026

Project Cost:

DOST GIA-CBP	Php	607, 432.00
BFPC	Php	172, 800.00
TOTAL:	Php	780, 232.00

OBJECTIVES:

General Objective:

The proposed project aims to improve the Bacoor Food Processing Center's capability and enhance product quality of tahong products through the acquisition of modern production equipment and having product analysis in compliance with the food safety standards within the 3 years of project operation.

Specific Objectives:

1. To enhance the product quality of tahong chips by conducting laboratory testing to determine nutritional composition, utilizing the de-oiler, new packaging materials, and oxygen absorbers to perform controlled shelf-life assessments that extend the shelf life from 3 months to 6 months.;
2. Reduce production cost by 17% (from approx. 48L oil to 40L/ 5ki tahong chips) by using new equipment;
3. Enhance staff capability and competency through technology training and seminars; and
4. Compliance with food safety requirements through FDA-LTO application by 2025.

Expected Output/Impact

Publications	n/a
Patents/IP	n/a
Products	2-Product Nutrifacts Analysis (1-Tahong Chips Plain and 1-Tahong Chips-Salted-Egg Flavor) 2-Product Shelf-life Analysis (1-Tahong Chips Plain and 1-Tahong Chips-Salted-Egg Flavor)
People Services	9-staff trained in Good Manufacturing Practices
Places and Partnerships	1-MOA signed re: Collaboration among DOST4A-PSTO-Cavite and City of Bacoor
Policy	Adoption of policies supporting similar livelihood initiatives (AO 153 for GMP etc.) Compliance with Food safety standards through FDA-LTO applicatio

EMELITA P. BAGSIT
Regional Director, DOST-CALABARZON

FRANCISCO R. BARQUILLA III
ARD-Technical Operations, DOST-CALABARZON

STRIKE B. REVILLA
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Provincial S&T Director, DOST-CAVITE

Memorandum of Agreement
Enhancing Product Quality of Tahong Chips and Processing Capability of Bacoor Food Processing Center

**ANNEX B
 LINE-ITEM BUDGET**

Project Title: Enhancing Product Quality of Tahong Chips and Processing Capability of Bacoor Food Processing Center

Beneficiary: LGU Bacoor
 STRIKE B. REVILLA
 City Mayor

Proponent/ Project Leader: DOST-CAVITE

Project Duration: 3 March 2025 – 3 March 2026

Project Cost:

DOST GIA-CBP	Php	607,432.00
BFPC	Php	172,800.00
TOTAL:	Php	780,232.00

ITEMS	DOST	LGU Bacoor
Personal Services		
Salaries, Php300/dayx3workers/dayx144days/year		76,800.00
PS Sub-total		76,800.00
Maintenance and Other Operating Expenses		
Supplies and Materials Expenses (shall be itemized based on GAM)		
Agricultural Supplies Expenses, etc.		48,000.00
Utility Expenses		
Water, Electricity and Cooking Fuel Expenses		48,000.00
Other Professional Services etc.		
Nutrition Analysis of Tahong Chips (plain)	42,840.00	
Nutrition Analysis of Tahong Chips (salted egg)	39,816.00	
Shelf life Testing of Tahong Chips (plain and salted egg)	153,776.00	
Indirect Cost		
Supplies and Materials Expenses (shall be itemized based on GAM)		
Packaging Materials incl. Oxygen Absorber (Plain & Salted Egg)	146,000.00	
Brand Identity and Label Development (Plain & Salted Egg)	40,000.00	
MOOE Sub-total	422,432.00	96,000.00
Equipment Outlay		
One (1) unit Decoiling Machine	185,000.00	
EO Sub-total	185,000.00	-
TOTAL	607,432.00	172,800.00

Recommending Approval:

FRANCISCO R. BARQUILLA III
 Assistant Regional Director for Technical Operations
 DOST-CALABARZON

Conforme:

STRIKE B. REVILLA
 City Mayor

Approved by:

EMELITA P. BAGSIT
 Regional Director
 DOST-CALABARZON

EMELITA P. BAGSIT
 Regional Director, DOST-CALABARZON

FRANCISCO R. BARQUILLA III
 ARD-Technical Operations, DOST-CALABARZON

STRIKE B. REVILLA
 City Mayor

NAME
 Designation
 LGU Bacoor

GILDA S. DE JESUS
 Provincial S&T Director, DOST-CAVITE

GILDA S. DE JESUS
Provincial S&T Director, DOOST-CAVITE

STRIKE B. REVILLA
City Mayor

EMELITA P. BAGSIT
Regional Director, DOOST-CALABARZON

NAME
Designation
LGU Bacoor

FRANCISCO R. BARQUILLA III
ARD-Technical Operations, DOOST-CALABARZON



ANNEX C

DOOST Farm 5

A - PROJECT WORKPLAN

(1) Program Title: Grant-in-Aid Community-Based Projects
(2) Project Title: Enhancing Processing Capability and Elevating Product Quality of Bacoor Food Processing Center
(3) Project Duration (number of months): 12 _____ (4) Project Start Date: 2023 _____ (5) Project End Date: 2023 _____

(i) OBJECTIVES	(ii) TARGET ACTIVITIES	(iii) TARGET ACCOMPLISHMENT'S QUANTITY / PERCENTAGE					
		Q1	Q2	Q3	Q4	Total	
<p>General Objectives: To improve the Bacoor Food Processing Center's capability and enhance product quality of milling products through the acquisition of modern production equipment and having product analysis in compliance with the food safety standards within 3 years of project operation.</p> <p>Specific Objectives:</p> <ol style="list-style-type: none"> 1. Improve the product quality of milling-related products by having product analysis. 2. Reduce production cost by 1% (from approx. 40L to 40L) 50 milling chips by using new de-dusting machine. 3. Enhance staff capability and competency through technology training and seminars, and. 4. Compliance with food safety requirements through FDA-LTO application by 2025. 	<ul style="list-style-type: none"> ✓ Adjust for old De-odor Machine ✓ Conduct training to the Center's workers on the proper use and operation of De-odor Machine, GMP, and other Food Safety Related Trainings ✓ Product analysis (Nutrition Facts and Specificity Testing) ✓ Enhance product packaging materials (use of Aluminum Stand-up Pouch with Ziplock and Oxygen Absorbers) ✓ Establish a GMP Manual and SOPs, documentation systems for all processes and procedures to ensure traceability and compliance with the FDA application ✓ Maintain standard production quality control and safety procedures increase ✓ Conduct regular internal audits to ensure ongoing compliance with FDA standards. 	<p>For the 1 year of implementation, the expected outputs are the following:</p> <ul style="list-style-type: none"> ✓ Transfer and Use of De-odor Machine ✓ Nutrition Facts and Specificity Test results ✓ Reduce or usage from 40L to 40L per 50 of milling chips, achieving a 1% reduction ✓ Facility Safety training seminars ✓ GAP Food Safety Hazards and HACCP ✓ Edited schedule of milling chips from three months to four months ✓ Achieve FDA-LTO application by 2025. 					

Enhancing Product Quality of Tahong Chips and Processing Capability of Bacoor Food Processing Center

STRIKE B. REVILLA
City Mayor

GILDA S. DE JESUS
Provincial S&T Director, DOST-CAVITE

EMELITA P. BAGSIT
Regional Director, DOST-CALABARZON

NAME
Designation
LGU Bacoor

FRANCISCO R. BARQUILLA III
ARD-Technical Operations, DOST-CALABARZON

ANNEX C
DOST Form 5
B -- EXPECTED OUTPUTS

(1) Program Title: Grant-in-Aid Community-Based Projects
(2) Project Title: Enhancing Processing Capability and Elevating Product Quality of Bacoor Food Processing Center
(3) Project Duration (number of months): 12
(4) Project Start Date: 2025
(5) Project End Date: 2025

(8) EXPECTED OUTPUTS (EPs)	Y1 Objectively Verifiable Indicators (OVIs)				Total
	Q1	Q2	Q3	Q4	
Publications					
Partners-IP					
Products			<ul style="list-style-type: none"> ✓ Increase in product quality ✓ Increase in production capacity ✓ Increase in production efficiency ✓ Increase in production volume ✓ Increase in production stability 		
People Services	<ul style="list-style-type: none"> ✓ Training of 100 workers in food safety-related trainings (GMP, Food Safety, Hazards, and HACCP) 				
Places and Partnerships	<ul style="list-style-type: none"> ✓ Partnership with LGU Bacoor 				
Policy			<ul style="list-style-type: none"> ✓ Policy on food safety 		
(10) POTENTIAL IMPACTS (2Is)					
Social Impact	<ul style="list-style-type: none"> ✓ Improved quality of life for residents ✓ Increased financial stability and self-sufficiency for families ✓ Enhanced community well-being ✓ Reduced migration for job opportunities ✓ Stronger community bonds ✓ Empowerment of local workforce ✓ Improved employment prospects and job satisfaction ✓ Increased consumer trust and satisfaction ✓ Enhanced reputation of BFP's food products ✓ Affordability of high-quality food products for local consumers ✓ Access to fresher products for longer periods ✓ Improved food security ✓ Informed dietary choices for consumers ✓ Promotion of public health and nutrition awareness 				
Economic Impact	<ul style="list-style-type: none"> ✓ Significant increase in local income levels ✓ Reduced unemployment rates ✓ Potential for small business growth ✓ Development of a skilled workforce ✓ Increased productivity and innovation in the local food industry ✓ Ability to compete in local and global markets ✓ Potential for premium pricing due to higher product standards ✓ Reduction in food waste ✓ Better inventory management ✓ Potential for wider distribution and market reach ✓ Potential market advantage due to health-conscious consumers ✓ Compliance with international food safety standards and ✓ Attraction of investments ✓ Stimulation of related industries ✓ Increased tax revenues for local government ✓ Access to broader markets, including international ✓ Avoidance of legal penalties and recalls 				

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C – RISK MANAGEMENT PLAN

(1) Program Title: Grants-in-Aid Community-Based Projects
(2) Project Title: Enhancing Processing Capability and Elevating Product Quality of Bacoor Food Processing Center
(3) Project Duration (number of months): 12 (4) Project Start Date: 2025 (5) Project End Date: 2025

OBJECTIVES	(11) RISKS AND ASSUMPTIONS	(12) RISK MANAGEMENT PLAN
Improve the product quality of tahong-based products	<p>RISKS</p> <ul style="list-style-type: none"> Fluctuation in the quality of raw materials affecting quality of products Staff resistance to adopting new technologies <p>ASSUMPTIONS</p> <ul style="list-style-type: none"> Consistent supply of raw materials The technical staff is well-trained and experienced in the use of new technologies 	<p>Regular monitoring and time management of procurement contracts with the local government units for prompt service and quality.</p> <p>Procurement contracts with local government units for prompt service and quality.</p> <p>Regular monitoring and time management of procurement contracts with the local government units for prompt service and quality.</p> <p>Regular monitoring and time management of procurement contracts with the local government units for prompt service and quality.</p>
Reduce production cost by 17%, from approx. 40L to 40L 50L tahong chips	<p>RISKS</p> <ul style="list-style-type: none"> Fluctuation in the price of raw materials Staff resistance to adopting new technologies <p>ASSUMPTIONS</p> <ul style="list-style-type: none"> Consistent supply of raw materials The technical staff is well-trained and experienced in the use of new technologies 	<p>Regular monitoring and time management of procurement contracts with the local government units for prompt service and quality.</p> <p>Procurement contracts with local government units for prompt service and quality.</p> <p>Regular monitoring and time management of procurement contracts with the local government units for prompt service and quality.</p> <p>Regular monitoring and time management of procurement contracts with the local government units for prompt service and quality.</p>
Increase shelf-life by 10%, from three to four months	<p>RISKS</p> <ul style="list-style-type: none"> Fluctuation in the quality of raw materials Staff resistance to adopting new technologies <p>ASSUMPTIONS</p> <ul style="list-style-type: none"> Consistent supply of raw materials The technical staff is well-trained and experienced in the use of new technologies 	<p>Regular monitoring and time management of procurement contracts with the local government units for prompt service and quality.</p> <p>Procurement contracts with local government units for prompt service and quality.</p> <p>Regular monitoring and time management of procurement contracts with the local government units for prompt service and quality.</p> <p>Regular monitoring and time management of procurement contracts with the local government units for prompt service and quality.</p>
Enhance staff capability and competency through technology training and seminars	<p>RISKS</p> <ul style="list-style-type: none"> Fluctuation in the quality of raw materials Staff resistance to adopting new technologies <p>ASSUMPTIONS</p> <ul style="list-style-type: none"> Consistent supply of raw materials The technical staff is well-trained and experienced in the use of new technologies 	<p>Regular monitoring and time management of procurement contracts with the local government units for prompt service and quality.</p> <p>Procurement contracts with local government units for prompt service and quality.</p> <p>Regular monitoring and time management of procurement contracts with the local government units for prompt service and quality.</p> <p>Regular monitoring and time management of procurement contracts with the local government units for prompt service and quality.</p>
Compliance with food safety requirements through FDA-LTO application by 2025	<p>RISKS</p> <ul style="list-style-type: none"> Fluctuation in the quality of raw materials Staff resistance to adopting new technologies <p>ASSUMPTIONS</p> <ul style="list-style-type: none"> Consistent supply of raw materials The technical staff is well-trained and experienced in the use of new technologies 	<p>Regular monitoring and time management of procurement contracts with the local government units for prompt service and quality.</p> <p>Procurement contracts with local government units for prompt service and quality.</p> <p>Regular monitoring and time management of procurement contracts with the local government units for prompt service and quality.</p> <p>Regular monitoring and time management of procurement contracts with the local government units for prompt service and quality.</p>

EMELITA P. BAGSIT
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 ARD-Technical Operations, DOST-CALABARZON

STRIKE B. REVILLA
 City Mayor

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 LGU Bacoor

GILDA S. DE JESUS
 Provincial S&T Director, DOST-CAVITE

<p>ASSUMPTIONS</p> <p>The following assumptions are made in the preparation of this report and analysis:</p> <p>A. All activities are assumed to be completed within the specified time frame and resources are available for all activities.</p> <p>B. All activities are assumed to be completed within the specified time frame and resources are available for all activities.</p> <p>C. All activities are assumed to be completed within the specified time frame and resources are available for all activities.</p>	<p>Consolidated financial statements for the year 2018-2019. The report is based on the financial statements for the year 2018-2019. The report is based on the financial statements for the year 2018-2019.</p>
--	--

RISK ANALYSIS

Risk Category	Risk Description	Impact	Likelihood	Mitigation Strategies	Responsibility
Operational Risks	Breakdown of machinery or equipment used in the production process.	High	Medium	Regular maintenance and training staff for troubleshooting.	ESPC Management
	Delays or shortages in the supply of raw materials.	High	Medium	Develop relationships with multiple suppliers and maintain inventory.	ESPC Management
	Non-compliance with Good Manufacturing Practices (GMP) or HACCP requirements.	High	Low	Regular audits and training staff on GMP and HACCP. Engage consultants for FDA and ISO 22000.	ESPC Management
Financial Risks	Costs exceed budget due to increase in prices of raw materials.	High	Medium	Data collecting, negotiating with suppliers, and finding alternative sources.	ESPC Management
	Fluctuating exchange rates affecting the cost of imported equipment.	High	Low	Regular monitoring of exchange rates and hedging strategies.	ESPC Management
Market Risks	Low acceptance of the new product in the target market.	Medium	Medium	Market research, pilot marketing, and feedback loops.	ESPC Management
	The emergence of new competitors offering similar products at lower prices.	Medium	Medium	Continuous innovation through R&D and strategic pricing.	ESPC Management
Environmental Risks	Excessive use of water or electricity increasing operational costs.	Low	Low	Water recycling systems and energy audits.	ESPC Management
	Regulation of carbon footprint affecting the company's reputation.	Low	Low	Carbon footprint assessment and reduction strategies.	ESPC Management
Human Resource Risks	Lack of skilled labor among staff in the production area.	High	Medium	Regular training programs and recruitment of skilled workers.	ESPC Management
	Low productivity due to staff absenteeism and high turnover.	High	Low	Employee retention programs and incentive systems.	ESPC Management
Reputational Risks	Product quality issues leading to customer complaints and negative feedback.	High	Medium	Regular quality control checks and customer feedback mechanisms.	ESPC Management
	Negative perception due to staff incidents or accidents related to the company's operations or products.	Medium	Low	Employee safety training and incident response protocols.	ESPC Management

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ANNEX D1

EXECUTIVE SUMMARY FOR THE SEMI-ANNUAL PROGRESS REPORT
DOST Form 6
Attach DOST Forms 8, 11 and 12)

(1) Program Title: Project Title: Project Leader/Gender: Agency: Address/Telephone/Fax/Email: (2) Cooperating Agencies		(3) Site/s of Implementation (Municipality / Municipality / District / Province / Region / Country) Base Station: Site/s of Implementation:		(4) Project Duration (number of months)	(5) Project Start Date	(6) Project End Date
(7) Major Accomplishments						
A. Actual accomplishment of the project (via-axis the objectives)						
OBJECTIVES	TARGET	ACCOMPLISHMENTS			PERCENTAGE (%)	CUMULATIVE (FROM START)
		ACTUAL	FOR THE PERIOD	FOR THE PERIOD		
B. Catch-up Plan						
C. Expected Outputs / IOPs (Expected Outputs should be measurable.)						
EXPECTED OUTPUTS		ACTUAL OUTPUTS				
Publications						
Patents/IF						
Products						
People Services						
Policies and Partnerships						
Policy						
(8) Problems/Concerns						
(9) Suggested solutions to the above concerns						

Enhancing Product Quality of Tahong Chips and Processing Capability of Bacoor Food Processing Center

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ANNEX D4
DOST Form 12
LIST OF EQUIPMENT PURCHASED
(To be accomplished by property supply officer, accountant and researcher together with DOST Form 3)

(1) Title Program: Project:		(2) Implementing Agency Project Duration (number of months): Project Start Date: _____ Project End Date: _____									
(3) Project Leader/Gender		(4) Report for: Yr _____ Qtr _____ Period Covered _____									
(5) Location of Equipment	(6) Person Accountable	(7) Equipment Per LIB [a] Quantity [b] Description	(8) Amount Per LIB	(9) Actual Equipment [a] Quantity [b] Description	(10) Actual Amount of the Cash Total Cost	(11) Serial Number	(12) Date Acquired	(13) Inventory Control No.	(14) Condition		
(15) Total Amount											

Prepared by _____ Certified by _____ Verified by _____ Noted by _____ Invented by _____
 Property/Supply Officer _____ Accountant _____ Project Leader _____ Agency Head _____ DOST Inventory Team Leader _____

STRIKE B. REVILLA
 City Mayor

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 ARD-Technical Operations, DOST-CALABARZON

GILDA S. DE JESUS
 Provincial S&T Director, DOST-CAVITE

ANNEX F						
SUMMARY OF EXPENSES						
Agency Name _____						
PAYEE	Particulars	Official Receipt		Gross Amount	Tax	Sheet No. Amount
		Date	Number			
TOTAL						

Note: Please attach all ORIGINAL OFFICIAL RECEIPTS.

Prepared by:
 Name of Project Leader/ Coordinator
 Date:

**ANNEX G
 STATUS REPORT FORMAT**

- I. Project Title:
- II. Project Beneficiary:
- III. Amount Invested by GIA:
- IV. Date Funds Released to the Beneficiary:
- V. Project Duration:
- VI. Status Report as of _____

• **Expected Output vs Actual Accomplishment**

Expected Output	Actual Accomplishment	Remarks/Justification

• **List of equipment/non-equipment purchased/fabricated with corresponding cost/value;**

Approved S&T Intervention Related Equipment		Actual S&T Intervention Related Equipment Acquired		Remarks/Justification
Qty	Particulars	Qty	Particulars	

• **Status of Liquidation**

Financial Assistance	Amount Utilized per FR (as of _____)	Remarks on Status of Liquidation

• **Volume and value of production including sales generated;**

Name of Product	Volume of Production	Quarter (specify)	Gross Sales

• **No. of new employment generated from the project**

No. of Employees	No. of Males	No. of Females	No. of PWDs	No. of Senior Citizen

• **No. of new indirect employment that directly benefited from the project**

No. of Employees	No. of Males	No. of Females	No. of PWDs	No. of Senior Citizen

• **List of Market Penetrated**

Existing Market	New Market/Specify Place/Effective Date

• **Improvement in production efficiency (includes quantitative indicators on improvement in number and quality of materials; number and value of produced; waste minimization; reject reduction, etc.**

Expected Increase in Productivity	Actual Accomplishment	Remarks/Justification

VII. Problems met & actions taken during project implementation

VIII. Action/target plan for the improvement of project's operation

Prepared by: _____

Noted by: _____

Proponent/PSTC Staff

Concerned PSTD

Date: _____

Note:

If Data/informations were not filled-up personally by the proponent include means on HOW DATA ARE OBTAINED.

EMELITA P. BAGSIT
Regional Director, DOST-CALABARZON

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STRIKE B. REVILLA
City Mayor

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Provincial S&T Director, DOST-CAVITE

Memorandum of Agreement
Enhancing Product Quality of Tahong Chips and Processing Capability of Bacoor Food Processing Center

**ANNEX H
 INVENTORY OF EQUIPMENT**

Project Title: Enhancing Product Quality of Tahong Chips and Processing Capability of Bacoor Food Processing Center

Beneficiary: LGU Bacoor
 STRIKE B. REVILLA
 City Mayor

Proponent/ Project Leader: DOST-CAVITE

Project Duration: 3 March 2025 – 3 March 2026

Project Cost:

DOST GIA-CBP	Php	607,432.00
BFPC	Php	172,800.00
TOTAL:	Php	780,232.00

QTY	Unit	Name of Equipment/ Description/ Specification	Amount	Property No.	Remarks

Inventory Conducted by:

 Regional Office Representative
 Date: _____

Witnessed by:

 Beneficiary/ Beneficiary's Authorized Representative

EMELITA P. BAGSIT
 Regional Director, DOST-CALABARZON

FRANCISCO R. BARQUILLA III
 ARD-Technical Operations, DOST-CALABARZON

STRIKE B. REVILLA
 City Mayor

NAME
 Designation
 LGU Bacoor

GILDA S. DE JESUS
 Provincial S&T Director, DOST-CAVITE

**ANNEX I
ACKNOWLEDGMENT RECEIPT OF EQUIPMENT**

Project Title: Enhancing Product Quality of Tahong Chips and Processing Capability of Bacoor Food Processing Center

Beneficiary: LGU Bacoor
STRIKE B. REVILLA
City Mayor

Proponent/ Project Leader: DOST-CAVITE

Project Duration: 3 March 2025 – 3 March 2026

Project Cost:

DOST GIA-CBP	Php	607,432.00
BFPC	Php	172,800.00
TOTAL:	Php	780,232.00

QTY	Unit	Name of Equipment/ Description/ Specification	Amount	Property No.	Remarks

Received from:

EMELITA P. BAGSIT
Regional Director
DOST-CALABARZON
Date: _____

Received by:

Beneficiary/ Beneficiary's Authorized
Representative
Date: _____

EMELITA P. BAGSIT
Regional Director, DOST-CALABARZON

FRANCISCO R. BARQUILLA III
ARD-Technical Operations, DOST-CALABARZON

STRIKE B. REVILLA
City Mayor

NAME
Designation
LGU Bacoor

GILDA S. DE JESUS
Provincial S&T Director, DOST-CAVITE

**ANNEX J
 TERMINAL AUDITED FINANCIAL REPORT**

Regional Director, DOST-CALABARZON

FRANCISCO R. BARQUILLA III
 APD-Technical Operations, DOST-CALABARZON

Provincial S&T Director, DOST-CAVITE

NAME
 Designation
 LCU Bacoor

10/24/2014
 14:40:00:0000



**DOST Form 14
 TERMINAL FINANCIAL REPORT**
 This is submitted to accountants but should be kept with DOST Form 11, 12, and 13
 (If Applicable)

Particulars	2014 Comprehensive Year		2013 Comprehensive Year		Total	Remarks
	Approved Budget	Actual Expenditures	Approved Budget	Actual Expenditures		
I. Personnel Services:						
A. Direct Cash						
C. Allowances						
D. Indirect Cash						
E. Honoraria						
F. Health and						
G. Transportation and Operating Expenses						
A. Travel						
B. Telephone & Messages						
C. Communications						
D. Other Services						
E. Indirect Cash						
F. Salary						
G. Supplies & Materials						
H. Transportation						
I. Other Services						
J. Health and						
K. Salary (Public)						
L. Salary (Cash)						
M. Salary (Cash)						
Sub Total						
TOTAL						
Other Charges (Expenses not included in REPORT)						
1. Disposition						
Sub Total						
TOTAL						

Note: Other Charges not part of project expenditures but should be accounted in the disposition of fund documents

ACCOUNTS RECEIVABLE **NOTED** **APPROVED** **REVIEWED**
 (Signature) (Signature) (Signature) (Signature)
 (Name) (Name) (Name) (Name)

STATE ACCOUNTS **NOTED** **APPROVED** **REVIEWED**
 (Signature) (Signature) (Signature) (Signature)
 (Name) (Name) (Name) (Name)

PROVINCE **NOTED** **APPROVED** **REVIEWED**
 (Signature) (Signature) (Signature) (Signature)
 (Name) (Name) (Name) (Name)

REGIONAL **NOTED** **APPROVED** **REVIEWED**
 (Signature) (Signature) (Signature) (Signature)
 (Name) (Name) (Name) (Name)

NATIONAL **NOTED** **APPROVED** **REVIEWED**
 (Signature) (Signature) (Signature) (Signature)
 (Name) (Name) (Name) (Name)

EMELITA P. BAGSIT
 Regional Director, DOST-CALABARZON

FRANCISCO R. BARQUILLA III
 ARD-Technical Operations, DOST-CALABARZON

STRIKE B. REVILLA
 City Mayor

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 LGU Bacoor

GILDA S. DE JESUS
 Provincial S&T Director, DOST-CAVITE

ANNEX K



DOST Form 32
REPORT OF INCOME/INTEREST GENERATED/EARNED
 For the year starting _____ up to _____ (date)
 (To be submitted by accountant and researcher together with DOST Form 31)

(1) Title Program: Project:	
(2) Implementing Agency	(3) Project Leader/Gender
(4) Beginning Balance of Income/Interest as of (date) _____ P _____	
(5) Income/Interest for this period	
1. From Operational	P _____
2. Other (Specify)	P _____
Total Income/Interest for the period P _____	
Total Available Income/Interest (beginning balance plus total income/interest for the period) P _____	
(6) Expenses from the generated income or interest of an ongoing project as approved by DOST (startups may use their income in accordance with Section D.3.1(1) of the proposed DOST Startup Guidelines, Sections 10 C.4.1 and 10 C.4.2 of the Revised DOST-GIA Guidelines (DOST A.O. 011, series of 2020)	
Particulars	Amount
1. _____	P _____
2. _____	P _____
3. _____	P _____
Total expenses	P _____
(7) Ending Balance as of (date) _____ (Total available income/interest less total expenses) P _____	

PREPARED BY

CERTIFIED CORRECT:

 Accountant

 Project Leader

NOTED:

 Agency Head