



Republic of the Philippines  
Province of Cavite  
**CITY OF BACOR**

**Office of the Sangguniang Panlungsod**



**DISTRICT I**

HON. CATHERINE SARINO-EVARISTO  
*City Councillor*

HON. MICHAEL E. SOLIS  
*City Councillor*

HON. ADRIELITO G. GAWARAN  
*City Councillor*

HON. RAMON N. BAUTISTA  
*City Councillor*

HON. ALEJANDRO F. GUTIERREZ  
*City Councillor*

HON. LEVY M. TELA  
*City Councillor*

**DISTRICT II**

HON. ROBERTO L. ADVINCULA  
*City Councillor*

EMERGENCY LEAVE

HON. REYNALDO D. PALABRICA  
*City Councillor*

HON. REYNALDO M. FABIAN  
*City Councillor*

HON. ROGELIO M. NOLASCO  
*City Councillor*

HON. ALDE JOSELITO F. PAGULAYAN  
*City Councillor*

HON. SIMPLICIO G. DOMINGUEZ  
*City Councillor*

HON. RAMDY C. FRANCISCO  
*Liga ng mga Barangay Vice-President*

HON. PALM ANGEL S. BUNCIO  
*SK Federation President*

Attested by:

ATTY. KHALID A. ATEGA, JR.  
*Sangguniang Panlungsod Secretary*  
MS. CRISTINA R. MALAWIG  
*Supervising Administrative Officer*

Certified by:

HON. CATHERINE SARINO-EVARISTO  
*Acting Presiding Officer*

Noted by:

HON. STRIKE B. REVILLA  
*City Mayor*

**CITY RESOLUTION NO. 2025-660**  
**Series of 2025**

**A RESOLUTION AUTHORIZING THE CITY MAYOR TO SIGN A MEMORANDUM OF AGREEMENT WITH THE DEPARTMENT OF SCIENCE AND TECHNOLOGY-REGIONAL OFFICE 4A ON BEHALF OF THE CITY GOVERNMENT OF BACORR REGARDING THE IMPLEMENTATION OF THE PROJECT PROPOSAL ENTITLED: "ENHANCING PRODUCT QUALITY OF TAHONG CHIPS AND PROCESSING CAPABILITY OF BACORR FOOD PROCESSING CENTER".**

Sponsored:

**Hon. Alde Joselito F. Pagulayan**

Co-Sponsored:

**Hon. Roberto L. Advincula, Hon. Ramon N. Bautista, Hon. Palm Angel S. Buncio, Hon. Simplicio G. Dominguez, Hon. Randy C. Francisco, Hon. Adrielito G. Gawaran, Hon. Reynaldo M. Fabian, Hon. Alejandro F. Gutierrez, Hon. Rogelio M. Nolasco, Hon. Michael E. Solis, and Hon. Levy M. Tela.**

**WHEREAS**, the Office of the City Mayor formally requested the Sangguniang Panlungsod to pass a resolution authorizing the City Mayor to sign a Memorandum of Agreement with the Department of Science and Technology (DOST) Regional Office 4A (CALABARZON) on behalf of the City Government of Bacoor regarding the implementation of the project proposal entitled: "Enhancing Product Quality of Tahong Chips and Processing Capability of Bacoor Food Processing Center".

**WHEREAS**, the City Government of Bacoor intends to improve the capability of the Bacoor Food Processing Center through the acquisition of various modern production equipment and having the product analysis in compliance with the food safety standards within one (1) year of the implementation (March 3, 2025 to March 3, 2026) of the said project entitled: "Enhancing Product Quality of Tahong Chips and Processing Capability of Bacoor Food Processing Center".

**WHEREAS**, the City Government of Bacoor was identified as a beneficiary under the project of the DOST-CALABARZON entitled: "DOST-CALABARZON Regional Grants-In-Aid Program Community-Based Projects" (GIA-CBP)". The amount to be granted by the DOST to the city government is Six Hundred Seven Thousand Four Hundred Thirty-Two Pesos



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*SK Federation President*

Attested by:

ATTY. KHALID A. ATEGA, JR.  
*Sangguniang Panlungsod Secretary*

MS. CRISTINA R. MALAWIG  
*Supervising Administrative Officer*

Certified by:

HON. CATHERINE SARINO-EVARISTO  
*Acting Presiding Officer*

Noted by:

HON. STRIKE B. REVILLA  
*City Mayor*

(PhP607,432.00.) for the successful implementation of the aforementioned project.

**WHEREAS**, a draft Memorandum of Agreement, a copy of which is attached hereto and made a part of this Resolution as **Annex "A"**, between the DOST (CALABARZON) and the city government was submitted for review by the Sangguniang Panlungsod.

**NOW THEREFORE**, upon motion of Hon. Alde Joselito F. Pagulayan unanimously seconded by the council in regular session duly assembled, **BE IT RESOLVED AS IT IS HEREBY RESOLVED** by the Sangguniang Panlungsod to authorize the City Mayor, Hon. Strike B. Revilla, to sign a Memorandum of Agreement with the Department of Science and Technology, Regional Office 4A on behalf of the City Government of Bacoor regarding the implementation of the project Proposal entitled: "Enhancing Product Quality of Tahong Chips and Processing Capability of Bacoor Food Processing Center".

**RESOLVED FURTHER**, to furnish the Office of the City Mayor, the DOST Regional Office 4A, the University of the Philippines-Office of the National Administrative Register (UP-ONAR) and other government agencies concerned with copies of this resolution.

**APPROVED** this 17<sup>th</sup> day of February 2025 at the City of Bacoor, Cavite by the 5th Sangguniang Panlungsod of the City of Bacoor, Cavite.

I hereby certify that the foregoing resolution was duly passed in accordance with law by the Sangguniang Panlungsod of the City of Bacoor, Cavite on the 17<sup>th</sup> day of February 2025.

Certified:

HON. CATHERINE SARINO-EVARISTO  
*Acting City Vice Mayor/Acting Presiding Officer*

Attested:

MS. CRISTINA R. MALAWIG  
*Supervising Administrative Officer*



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HON. RAMDY C. FRANCISCO  
Liga ng mga Barangay Vice-President

HON. PALM ANGEL S. BUNCIO  
SK Federation President

Attested by:

ATTY. KHALID A. ATEGA, JR.  
Sangguniang Panlungsod Secretary

MS. CRISTINA R. MALAWIG  
Supervising Administrative Officer

Certified by:

HON. CATHERINE SARINO-EVARISTO  
Acting Presiding Officer

Noted by:

HON. STRIKE B. REVILLA  
City Mayor

Noted:

HON. STRIKE B. REVILLA  
City Mayor

**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, **Mrs. 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** violates 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

**VIRINEO D. NEVILLA**

City Mayor

**NAME**

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**GILDA S. DE JESUS**

Provincial S&T Director, DOST-CAVITE

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

- 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:	<b>ENHANCING PRODUCT QUALITY OF TAHONG CHIPS AND PROCESSING CAPABILITY OF BACoor FOOD PROCESSING CENTER</b>
Beneficiary:	<b>LGU BACoor</b>
Coordinating Agency:	<b>DOST-CALABARZON</b>
Source(s) of Fund:	<b>GIA-CBP</b>

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**

**EMELITA P. BAGSIT**  
Regional Director, DOST-CALABARZON

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

**SHINE D. REVELLA**  
City Mayor

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Designation  
LGU Bacoor

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

Memorandum of Agreement  
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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**  
ARU-Technical Operations, DOST-CALABARZON

**STRIKE B. REVILLA**  
City Mayor

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**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 WHEREOF, 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

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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
BFFC	Php	172, 800.00
<b>TOTAL:</b>	<b>Php</b>	<b>780, 232.00</b>

**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. 4\$L oil to 40L/ 5kl 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	8-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

**EMILITA P. BAGSIY**  
Regional Director, DOST-CALABARZON

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ARD-Technical Operations, DOST-CALABARZON

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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
<b>TOTAL:</b>	<b>Php</b>	<b>780,232.00</b>

ITEMS	DOST	LGU Bacoor
Personal Services		
Salaries, Php300/dayx3workers/dayx144days/year		76,800.00
<b>PS Sub-total</b>		<b>76,800.00</b>
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	
<b>MOOE Sub-total</b>	<b>422,432.00</b>	<b>96,000.00</b>
Equipment Outlay		
One (1) unit Decoding Machine	185,000.00	
<b>EO Sub-total</b>	<b>185,000.00</b>	-
<b>TOTAL</b>	<b>607,432.00</b>	<b>172,800.00</b>

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, DOST-CAVITE

City Mayor

EMELITA P. BAGSIT  
 Regional Director, DOST-CALABARZON

NAME  
 Designation  
 LGU Bacoor

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



ANNEX C  
 DOST Form 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: 2024  
 (5) Project End Date: 2025

(8) OBJECTIVES	(9) TARGET ACTIVITIES	(10) TARGET ACCOMPLISHMENTS (Quantity, if possible)	Y1				
			Q1	Q2	Q3	Q4	Total
<p><b>General Objective:</b> To improve the Bacoor Food Processing Center's capacity and enhance product quality of 180000 products through the acquisition of modern production equipment and having product analysis in compliance with the food safety standards within 3-years of pre-trial operation.</p> <p><b>Specific Objectives:</b></p> <ol style="list-style-type: none"> <li>1. Improve the product quality of bahcoy-based products by having product analysis</li> <li>2. Reduce production cost by 17% (from approx. 48L to 40L SH Bahcoy chips) by using new drying machine.</li> <li>3. Enhance staff capacity and competency through technology training and seminars and</li> <li>4. Compliance with food safety requirements through FDA-LTO application by 2025.</li> </ol>	<ul style="list-style-type: none"> <li>Acquire and use De-oler Machine.</li> <li>Conduct training to the Center's workers on the proper use and operation of De-oler Machine, GMP, and other Food Safety Related Trainings</li> <li>Product analysis (Residual Fats and Saturated Fats)</li> <li>Enhance product packaging materials (use of Aluminum Stand up Pouch with Ziplock and Oxygen Absorbers)</li> <li>Establish a GMP Manual and SQOP documentation system for all processes and procedures to ensure traceability and compliance with the FDA application</li> <li>Establish detailed product quality control and safety procedures records.</li> <li>Conduct regular internal audits to ensure ongoing compliance with FDA standards.</li> </ul>	<ul style="list-style-type: none"> <li>For the 1<sup>st</sup> year of implementation, the expected outputs are the following:</li> <li>Transfer and Use of De-oler Machine.</li> <li>Residual Fats and Saturated Fats results</li> <li>Reduce of usage from 48L to 40L per 5kg of Bahcoy chips, achieving a 17% reduction.</li> <li>Feasible Surveys/Assessments (SQOP, Food Safety Hazards, and HACCP)</li> <li>Extend schedule of Bahcoy chips from three months to four months</li> <li>Achieve FDA-LTO application by 2025.</li> </ul>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

GILDA S. DE JESUS  
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City Mayor

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 APD-Technical Operations, DOST-CALABARZON

**ANNEX C**  
 DOST Form 5  
**B - EXPECTED OUTPUTS**

(1) Program Title: **Grasshopper 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: **2024**  
 (5) Project End Date: **2025**

(1) EXPECTED OUTPUTS (40%)	(2) Objectively Verifiable Indicators (OVIs)			Total
	Q1	Q2	Q3	
Publications				
Participip				
Products			<ul style="list-style-type: none"> <li>✓ Two (2) BPOSS also vegetable products prepared and branded with new labels and company logo production</li> <li>✓ Increase in product availability</li> <li>✓ Reduce production costs by 15%</li> <li>✓ Two (2) BPOSS crop variants with nutritional information labeling and shelf life</li> </ul>	
People Services	<ul style="list-style-type: none"> <li>✓ Train 8 workers on the use and operation of One-Step Bagging</li> <li>✓ Train 9 workers in food safety-related usinings (GMP, Food Safety Hazards, and HACCP)</li> <li>✓ SAHDA's guidance Collaboration among DOST-Hampden-Cawite and City of Bacoor</li> </ul>			
Places and Partnerships			✓ FOCALTO appraisal	
Policy				
(10) POTENTIAL IMPACTS (25%)				
Social Impact	<ul style="list-style-type: none"> <li>✓ Improved quality of life for residents; increased financial stability and self-sufficiency for families;</li> <li>✓ Enhanced community well-being; reduced migration for job opportunities; stronger community bonds;</li> <li>✓ Employment of local workers; improved employment prospects and job satisfaction</li> <li>✓ Increased consumer trust and satisfaction; enhanced reputation of BPOCs food products;</li> <li>✓ Affordability of high-quality food products for local consumers;</li> <li>✓ Access to fresher products for longer periods; improved food security;</li> <li>✓ Improved dietary choices for consumers; promotion of public health and nutrition awareness;</li> <li>✓ Significant increase in local income levels; reduced unemployment rates; potential for small business growth;</li> <li>✓ Development of a skilled workforce; increased productivity and innovation in the local food industry;</li> <li>✓ Ability to compete in local and global markets; potential for premium pricing due to higher product standards;</li> <li>✓ Reduction in food waste; better inventory management; potential for wider distribution and market reach;</li> <li>✓ Potential market advantage due to health-conscious consumers; compliance with international food safety standards; and</li> <li>✓ Attraction of investments; stimulation of related industries; increased tax revenues for local government;</li> <li>✓ Access to broader markets, including international, avoidance of legal penalties and recalls</li> </ul>			
Economic Impact				

DOST Form 5

GILDA S. DE JESUS  
Provincial SAT Director, DOST-CANITE

City Mayor

NAME  
Designation  
LSU Bacor

EMELITA P. BAGSIT  
Regional Director, DOST-CALABARZON  
FRANCISCO R. BARQUILLA III  
ARD-Technical Operations, DOST-CALABARZON

ANNEX C

C – RISK MANAGEMENT PLAN

41) Program Title: Grant-in-Aid Community-Based Projects  
42) Project Title: Enhancing Processing Capability and Elevating Product Quality of Bacor Food Processing Center  
43) Project Duration (number of months): 32 (4) Project Start Date: 2024  
45) Project End Date: 2025

OBJECTIVES		11) RISKS AND ASSUMPTIONS	
Improve the product quality of (shong) based products	<p><b>RISKS</b> Inconsistent supply of raw material affecting quality Equipment malfunctions or delays in acquiring new level of RST RST resistance in adopting new processes <b>ASSUMPTIONS</b> Continuous availability of high-quality green materials (KAGRO) The maintenance equipment functions as intended and is acquired on schedule RST are willing and able to adapt to new processes and technologies</p>	<p><b>RISKS</b> Regular maintenance and timely replacement of equipment parts Establish contracts with reliable equipment suppliers for prompt service and support Implement ROST quality control protocols and conduct regular testing services for raw material Perform routine audits and inspections Source raw materials from authorized suppliers and implement stringent raw material inspection procedures.</p>	<p><b>RISKS</b> Regular maintenance and timely replacement of equipment parts Establish contracts with reliable equipment suppliers for prompt service and support Implement ROST quality control protocols and conduct regular testing services for raw material Perform routine audits and inspections Source raw materials from authorized suppliers and implement stringent raw material inspection procedures.</p>
Reduce production cost by 17% (from approx. ₱81 to ₱69 (Laluna chips)	<p><b>RISKS</b> Inaccurate cost estimates and budgeting Unforeseen operational costs increase Raw material price fluctuations <b>ASSUMPTIONS</b> Dedicated training and technological research center production costs Existing operational costs remain stable or decrease New equipment operates efficiently and reduces or usages</p>	<p><b>RISKS</b> Establish long-term contracts with suppliers to lock in prices Explore alternative suppliers to maintain cost flexibility Invest in staff training (SST) to improve efficiency Invest in energy-efficient equipment and explore renewable energy options. Identify utility usage and implement conservation practices.</p>	<p><b>RISKS</b> Establish long-term contracts with suppliers to lock in prices Explore alternative suppliers to maintain cost flexibility Invest in staff training (SST) to improve efficiency Invest in energy-efficient equipment and explore renewable energy options. Identify utility usage and implement conservation practices.</p>
Increase shelf-life by 10% (from three to four months)	<p><b>RISKS</b> Inadequate shelf-life testing results Inconsistent storage conditions affecting shelf-life Packaging contamination or quality degradation during extended shelf-life <b>ASSUMPTIONS</b> Shelf-life testing methods are accurate and reliable Storage conditions are controlled consistently Product formulation and packaging effectively preserve quality over the extended period</p>	<p><b>RISKS</b> Upgrade storage facilities to ensure optimal temperature and humidity control, implement strict monitoring of shipment handling Invest in high-quality packaging materials and conduct regular packaging integrity tests Work with suppliers to ensure packaging meets required standards.</p>	<p><b>RISKS</b> Upgrade storage facilities to ensure optimal temperature and humidity control, implement strict monitoring of shipment handling Invest in high-quality packaging materials and conduct regular packaging integrity tests Work with suppliers to ensure packaging meets required standards.</p>
Enhance staff capability and competency through technology training and seminars	<p><b>RISKS</b> Irregular participation of equipment in training programs Training program not effectively addressing skill gaps Limited resources for comprehensive training programs <b>ASSUMPTIONS</b> Staff are motivated and actively participate in training sessions Training content is relevant and directly applicable to the staff's roles Sufficient resources are allocated for training and continuous skill upgrading</p>	<p><b>RISKS</b> Provide incentives for training attendance and ensure training sessions are interactive and engaging Develop training sessions at convenient times for staff Allocate sufficient budget for comprehensive training programs. Develop multiple retention programs and promote a positive work environment through employee development opportunities and recognition awards/performances</p>	<p><b>RISKS</b> Provide incentives for training attendance and ensure training sessions are interactive and engaging Develop training sessions at convenient times for staff Allocate sufficient budget for comprehensive training programs. Develop multiple retention programs and promote a positive work environment through employee development opportunities and recognition awards/performances</p>
Compliance with food safety requirements through FDA, LTO application by 2025	<p><b>RISKS</b> Delays in the regulatory approval process Non-compliance with regulatory standards due to overlooked requirements Inconsistent costs and resources needed for compliance Regulatory requirements change frequently</p>	<p><b>RISKS</b> Engage an regulatory documentation and maintain constant communication with the FDA. Seek assistance from the DOST Food Safety Team. Stay informed on regulatory changes and update compliance protocols accordingly.</p>	<p><b>RISKS</b> Engage an regulatory documentation and maintain constant communication with the FDA. Seek assistance from the DOST Food Safety Team. Stay informed on regulatory changes and update compliance protocols accordingly.</p>

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

STARING D. ALVILLO  
City Mayor

NAME  
Designation  
LGU Bacoor

EVELITA P. BAGSI  
Regional Director, DOST-CALABARZON

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

**ASSUMPTIONS**  
Timely submission and processing of regulatory applications. All regulatory standards and requirements are clearly understood and adhere to adequate budget and resources are allocated for achieving and maintaining compliance. ERP are utilized and connected to adhering to food safety protocols.

Conduct regular internal audits to ensure adherence to regulatory requirements. Implement a documentation system to ensure all records are accurate and up-to-date. Provide training workshops on proper GMP documentation.

**RISK ANALYSIS**

Risk Category	Risk Description	Impact	Likelihood	Management Strategies	Responsibility
Equipment Failure	Breakdown or malfunction of manufacturing equipment affecting production schedules.	High	Medium	Regular maintenance, acquisition of high-quality equipment, and having spare for replacement.	ERP Management
Supply Chain Disruption	Changes or interruptions in the supply of raw materials (Almonds) due to international trade issues or from competitors with Good Manufacturing Practices (GMP) or food regulations leads to legal issues.	High	Medium	Develop multiple supplier relationships, maintain inventory for critical raw materials, regular internal audits, staff training on GMP compliance, engage consultants on FDA, LTO processes.	ERP Management Supply Chain Management
Financial Risk	Costs exceed budget due to inflation on expenses in equipment acquisition or maintenance. Inadequate funds to cover operational costs or delayed investments.	High	Medium	Conduct budgeting, contingency planning, regular financial reviews and audits. Diversify funding sources, secure grants, and implement cost-control measures.	ERP Management ERP Management
Market Risks	Low acceptance of almond-based products in the target market affects sales and revenues. The emergence of non-competitors offering similar products at lower prices.	Medium	Medium	Market research, robust marketing strategy, and product differentiation based on consumer feedback. Competitive analysis, continuous product innovation and enhance value proposition through quality and benefits.	ERP Management ERP Management
Employee/Operational Risks	Fluctuating turnover of skilled workers causing production inefficiencies. Degradation of essential areas affecting the supply of green almonds.	High	Low	Offer competitive wages, apply incentives, provide training and development. Hire skilled workers. Sustainable sourcing practices, employee engagement initiatives, and collaboration with community organizations.	ERP Management ERP Management
Human Resource Risks	Inadequate skills or training among staff on latest modern equipment and processes.	High	Medium	Conduct intensive training programs, continuous professional development, hire skilled workers.	ERP Management
Regulatory Risks	Low product quality leads to customer dissatisfaction and negative publicity.	High	Low	Stringent quality control processes, regular safety audits, and customer feedback mechanisms.	ERP Management
Public Perception	Negative perception due to any reports of issues related to the device operation or products.	Medium	Low	Proactive public relations, transparent communication, and community engagement initiatives.	ERP Management

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

**VIRVINA D. TUGILLAN**  
 City Mayor

**NAME**  
 Designation  
 LGU Bacoor

**EMELITA P. BAGSIT**  
 Regional Director, DOST-CALABARZON

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



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

**ANNEX 01**

(1) Program Title: \_\_\_\_\_  
 Project Title: \_\_\_\_\_  
 Project Leader/Gender: \_\_\_\_\_  
 Agency: \_\_\_\_\_  
 Address/Telephone/Fax/E-mail: \_\_\_\_\_  
 (2) Cooperating Agencies: \_\_\_\_\_

(3) Site/s of Implementation (Name of 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 (view the objectives)

OBJECTIVES	TARGET	ACTUAL	ACCOMPLISHMENTS	
			PERCENTAGE (%)	CUMULATIVE (FROM START)
B. Catch-up Plan				
C. Expected Outputs / GPs (Expected Outputs should be measurable.)				
Publications	EXPECTED OUTPUTS	ACTUAL OUTPUTS		
Patents/ITP				
Products				
People Services				
Partnerships				
Policy				
(8) Problems/Concerns _____				
(9) Suggested solutions to the above concerns _____				



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

City Mayor

NAME  
 Designation  
 LGU Bacoor

EMELITA P. BAGSIT  
 Regional Director, DOST-CALABARZON  
 FRANCISCO R. BARQUILLA III  
 ARD - Technical Operations, DOST-CALABARZON

ANNEX D2



DOST Form 3  
 FINANCIAL REPORT  
 To be submitted by Implementing Agency (for use by the Agency)  
 as of \_\_\_\_\_

(1) Title of Program/Project	(2) Project Lead/Co-Leader	(3) Date when fund was received by Implementing Agency	(4) Implementing Agency: Implementation Date/Season	(5) Budget	(6) Disbursement	(7) Balance	(8) Remarks
Project Start Date Project End Date Project Start Date Project End Date	Project Start Date Project End Date Project Start Date Project End Date	Budget (US\$)	Current (US\$)	Total To Date (US\$)	Unreleased Budget (US\$)	Total Disbursement Budget (US\$)	Project Start Date Project End Date Project Start Date Project End Date
1. Purpose/ Services A. Direct Cost 1. Salaries 2. Honoraria 3. Consultant/Travel 4. Other Services 5. Other Services 6. Capital Outlay (Equipment/Initial Cost) Sub-Total							
2. Indirect Cost (Supports amount for conducting agency and implementing agency)							
3. Total							
4. Materials and Operating Expenses A. Travel 1. Travel 2. Support & Materials 3. Consultant/Travel 4. Other Services B. Indirect Cost (Supports amount for conducting agency and implementing agency) 1. Honoraria 2. Consultant/Travel 3. Consultant/Travel 4. Other Services 5. Other Services 6. Capital Outlay (Equipment/Initial Cost) Sub-Total							
TOTAL							
And Other Charges (Expenses are included in BIR/BOI Depreciation)							
Sub-Total							
GRAND TOTAL							

Note: Other Charges are not part of project expenditures but should be accounted in the budget of funds used.

Chief Accountant/Prudencia No. \_\_\_\_\_

Program/Project Leader \_\_\_\_\_

APPROVED:

Agency Head or Authorized Representative \_\_\_\_\_

REFERRED: (For Monitoring or Future Initiatives)  
 Action of the Implementing Agency \_\_\_\_\_

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

JOYLINE D. REVELLON  
 City Mayor

NAME  
 Designation  
 LGU Bacoor

EMELITA P. BAGSAT  
 Regional Director, DOST-CALABARZON

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

**ANNEX D3**  
**DOST Form 11**  
**LIST OF PERSONNEL INVOLVED**

(1) Title Program: Project:	(2) Project Leader/Gender:		(3) Implementing Agency:		(8) Highest Educational Attainment/ Discipline (Field of Specialization)
	(5) Designation	(6) Remuneration	(7) Percent Time	(4) Personnel/Gender	
	In Office	In Office (Salary)	For This Particular Project	(a) This Project	(b) Other Project
	Particular Project (include Reference/Duties and Responsibilities)				

CERTIFIED CORRECT:

Project Escaler

NOTED:

Agency Head or Authorized Representative

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

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 City Mayor

**EMELITA P. BAGSI**  
 Regional Director, DOST-CALABARZON

**NAME**  
 Designation  
 LGU Bacoor

**FRANCISCO R. BARQUILLA III**  
 ARD-Technical Operator, DOST-CALABARZON

**ANNEX 04**  
**DOST Form 32**  
**LIST OF EQUIPMENT PURCHASE**  
 (to be accomplished by property/supply officer, accountant and researcher together with DOST Form 9)

(1) Title Program: Project:	(2) Implementing Agency	Project Duration (number of months):		(4) Report for:	Period Covered	(13) Inventory Control No.	(14) Condition
		Project Start Date:	Project End Date:				
(3) Project Leader/Gender		Yr _____	Or _____				
(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 (a) Total Cost (b) Total Cost	(11) Social Member	(12) Date Acquired
(15) Total Amount							

Prepared by: \_\_\_\_\_ Certified by: \_\_\_\_\_ Verified by: \_\_\_\_\_ Noted by: \_\_\_\_\_ Sanctioned by: \_\_\_\_\_  
 Property/Supply Officer      Accountant      Project Leader      Agency Head      DOST Inventory Team Leader

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

**OLIVERA D. REVILLA**  
 City Mayor

**NAME**  
 Designation  
 LGU Bacoor

**EMELITA P. BAGSIT**  
 Regional Director, DOST-CALABARZON

**FRANCISCO R. BARQUILLANA III**  
 ARD-Technical Operations, DOST-CALABARZON

**Annex E1**



**EXECUTIVE SUMMARY FOR THE TERMINAL REPORT**  
DOST Form 19  
 March DOST Forms 8, 9 and 10

(1) Program Title: Project Title: Agency: Address/Institution/State/Province:			
(2) State of Implementation: Date Started: State of Implementation:			
(4) Project Goal(s) (number of activities): Project Start Date: Project End Date:		Revised (if applicable):	Project Start Date: Project End Date:
(5) Major Accomplishments: A. Achievement(s) (number of the goal(s) (check all that apply)) the objectives: PROJECTED ACCOMPLISHMENTS			
B. Expected Output (the expected outputs should be measurable): EXPECTED OUTPUTS			
Pushed up Finance		ACTUAL OUTPUTS	
Physical			
People Services Policy and Procedures Policy			
(6) Risk Management Plan OBJECTIVES		ACTION TAKEN	
(7) Problem Statement/Concerns		(8) Supporting Documents	
Prepared by: Name and Signature Title		Hooped by: Name and Signature Position/Division P. 510	

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

**EDUARDO B. NERILUM**  
 City Mayor

**EMELITA P. BAGSI**  
 Regional Director, DOST-CALABARZON

**NAME**  
 Designation  
 LGU Mayor

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

**Annex E2**



**DOST Form 9**  
**SCHEDULE OF ACCOUNTS PAYABLE**  
 (To be submitted by accountant and researcher together with DOST Form 8)

SFO 017  
 Rev. 3/05-15-2013

(1) Title Program: Project:	(2) Project Leader	(3) Implementing Agency	ACCOUNTS PAYABLE		(8) Remarks
			(7a) Due and Demandable *	(7b) Not yet due and demandable **	
(4) Payee	(5) Particulars	(6) Amount			
Total					

\* Due and Demandable - goods are delivered, services have been rendered  
 \*\* Not yet due and demandable - OBLIGATED/UNDEED only, no delivery or service rendered yet

CERTIFIED CORRECT:

APPROVED:

Chief Accountant

Coordinator of Project Leader

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

JOYNTAL B. ORTIZ  
 City Mayor

**NAME**  
 Designation  
 LGU Baroor

**EMELITA P. BAGSI**  
 Regional Director, DOST-CALABARZON

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

**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 G/A:
- 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-on-equipment purchased/fabrics with corresponding cost value:	Approved S&T Intervention	Actual S&T Intervention Related	Equipment Acquired	Qty	Particulars	Remarks/Justification
	Related Equipment	Particulars	Particulars	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: \_\_\_\_\_

Prepared for PSTC Staff

Concerned PSTD

Date: \_\_\_\_\_

Note:

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

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

FRANCISCO R. BARQUILLA  
 City Mayor

NAME  
 Designation  
 LGU Baroor

EMELITA P. BAGSIT  
 Regional Director, DOST-CALABARZON

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

**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
<b>TOTAL:</b>	<b>Php</b>	<b>780,232.00</b>

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

**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

Inventory Conducted by:

\_\_\_\_\_  
 Regional Office Representative  
 Date: \_\_\_\_\_

Witnessed by:

\_\_\_\_\_  
 Beneficiary/ Beneficiary's Authorized Representative

**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
BPPC	Php	172,800.00
<b>TOTAL:</b>	<b>Php</b>	<b>780,232.00</b>

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

**SILVINO D. REYVILLA**  
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



LISTED  
IN: MCS 28-2011

**DOST Form 15**  
**TERMINAL FINANCIAL REPORT**

To be submitted, processed and included together with DOST Form 11, 12, and 13

[1] Title Program Project	[2] Start Date		[3] Completion Date		[4] Project Lead/Client		[5] Remarks
	From	To	Total Approved Budget	Reported Budget (per report)	Total Disbursements	Unexpended Balance/Savings	
			15	11	11	42 = 10 428 44	12
<b>I Personal Services</b>							
<b>A. Direct Cost</b>							
1. Salaries/Wages							
2. Honoraria							
<b>B. Indirect Cost: (Separate amounts for coordinating agency and implementing agency/s)</b>							
1. Salaries							
2. Honoraria							
<b>Sub-Total</b>							
<b>II Maintenance and Operating Expenses</b>							
<b>A. Direct Cost</b>							
1. Travel							
2. Supplies & Materials							
3. Communications							
4. Other (Specify)							
<b>B. Indirect Cost: (Separate amounts for coordinating agency and implementing agency/s)</b>							
1. Travel							
2. Supplies & Materials							
3. Communications							
4. Other Services							
<b>Sub-Total</b>							
<b>III Capital Outlay</b>							
<b>A. Direct Cost</b>							
<b>B. Indirect Cost</b>							
<b>Sub-Total</b>							
<b>TOTAL</b>							
<b>ADD: Other Charges (Excludes not included in I-III)</b>							
1. Depreciation							
<b>Sub-Total</b>							
<b>GRAND TOTAL</b>							

Note: Other Charges are not part of project disbursements but should be accounted in the liquidation of funds transferred.

QUESTIONS CORRECTION: \_\_\_\_\_ APPROVED: \_\_\_\_\_

Chief Accountant: \_\_\_\_\_ Program/Project Leader: \_\_\_\_\_

Agency Head or Authorized Representative: \_\_\_\_\_

Accountant of the Reporting Agency: \_\_\_\_\_

Account of the Reporting Agency: \_\_\_\_\_

Account of the Reporting Agency: \_\_\_\_\_

Account of the Reporting Agency: \_\_\_\_\_

**ANNEX J**  
**TERMINAL AUDITED FINANCIAL REPORT**

**EMELITA P. BAGSAT**  
 Regional Director, DOST-CALABARZON

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

**STEFANO D. NEVILLA**  
 City Mayor

**NAME**  
 Designation  
 LGU Bacoor

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

**ANNEX K**



DOST Form 13

**REPORT OF INCOME/INTEREST GENERATED/EARNED**  
 For the year starting \_\_\_\_\_ up to \_\_\_\_\_ (date)  
 (To be submitted by accountant and researcher together with DOST Form 8)

(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 Operation	P _____
2. Others (Specify)	P _____
<b>Total Income/Interest for the period</b> P _____	
<b>Total Available Income/Interest</b> (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 IX ii (i) of the proposed DOST Startup Guidelines, Sections 10.C.A.f and 10.C.4.g of the Revised DOST-GIA Guidelines (DOST A.O. 011, series of 2020)	
Particulars	<u>Amount</u>
1. _____	P _____
2. _____	P _____
3. _____	P _____
<b>Total expenses</b>	P _____
(7) Ending Balance as of (date) _____ (Total available income/interest less total expenses) P _____	

PREPARED BY:

\_\_\_\_\_  
 Accountant

CERTIFIED CORRECT:

\_\_\_\_\_  
 Project Leader

NOTED:

\_\_\_\_\_  
 Agency Head