



Republic of the Philippines
Province of Cavite
CITY OF BACOR

Office of the Sangguniang Panlungsod



CITY RESOLUTION NO.2025-855
Series of 2025

DISTRICT I

HON. CATHERINE SARINO-EVARISTO
City Councilor/Acting City Vice Mayor

HON. MIGUEL N. BAUTISTA
City Councilor

HON. ADRIELITO G. GAWARAN
City Councilor

HON. MANOLO S. GALVEZ JR.
City Councilor

HON. RICARDO F. UGALDE
City Councilor

HON. LEVY M. TELA
City Councilor

DISTRICT II

HON. ROBERTO I. ADVINCULA
City Councilor

HON. REYNALDO D. PALABRICA
City Councilor

HON. ROGELIO M. NOLASCO
City Councilor

HON. REYNALDO M. FABIAN
City Councilor

HON. SIMPLICIO G. DOMINGUEZ
City Councilor

HON. HORACIO M. BRILLANTES JR.
City Councilor

HON. RANDY C. FRANCISCO
City Councilor-ABC President

HON. PALM ANGELS S. BUNCIO
City Councilor- SK Federation President

Attested by:

Cristina R. Malawig
MS. CRISTINA R. MALAWIG
Supervising Administrative Officer

Certified by:

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

Noted:

HON. ROWENA BAUTISTA-MENDIOLA
Acting City Mayor

A RESOLUTION AUTHORIZING MAYOR STRIKE B. REVILLA TO SIGN A MEMORANDUM OF AGREEMENT ON BEHALF OF THE CITY GOVERNMENT OF THE CITY OF BACOR, CAVITE WITH THE DEPARTMENT OF INFORMATION AND COMMUNICATIONS TECHNOLOGY IN RELATION TO THE Tech4ED PROJECT.

Sponsored by:

Hon. Adriellito G. Gawaran

Co-sponsored by:

Hon. Randy C. Francisco

WHEREAS, on 13 November 2025, the Sangguniang Panlungsod received a letter from Mayor Strike B. Revilla formally requesting the City Council to pass a resolution authorizing him to sign a proposed Memorandum of Agreement between the City Government and the Department of Information and Communications Technology in relation to the implementation of the Tech4ED Project of the said agency. A copy of the proposed MOA was attached to the said letter and is deemed an integral part of this Resolution as **Annex "A"**.

WHEREAS, the members of the City Council unanimously voted in favor of suspending the internal rules of procedure of the 6th Sangguniang Panlungsod in view of the transcendental importance of the said request on the education of young Bacooreños.

WHEREAS, pursuant to the doctrine enunciated by the Supreme Court in *Malonzo v. Zamora* (311 SCRA 224), the Sangguniang Panlungsod went on recess and conducted a hearing during the said recess with regard the said request. Invited during the said hearing was Ms. Carmelita F. Gawaran (head of the City Livelihood and Development Department) and Atty. Kim Nyca Lofranco (City Legal Officer). During the said hearing, Ms. Gawaran and Atty. Lofranco assured the City Council that the provisions of the said MOA are not contrary to law and are advantageous to the public and to the City Government.

WHEREAS, after the said hearing, the Sangguniang Panlungsod reconvened and Councilor Adriellito G. Gawaran moved for the approval of Mayor Revilla's request in view of



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Attested by:

MS. CRISTINA R. MALAWIG
Supervising Administrative Officer

Certified by:

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

Noted:

HON. ROWENA BAUTISTA-MENDIOLA
Acting City Mayor



the unanimous finding of the members of the City Council that the provisions of the proposed MOA are not contrary to law and are advantageous to the public and to the City Government.

NOW THEREFORE, upon motion of Councilor Adrielito G. Gawaran, duly seconded by Councilor Randy C. Francisco, **BE IT RESOLVED AS IT IS HEREBY RESOLVED** by the 6th Sangguniang Panlungsod of the City of Bacoor, Cavite during a regular session duly assembled to authorize Mayor Strike B. Revilla to sign the Memorandum of Agreement with the DICT with regard the implementation of the Tech4ED Project in partnership with the City Government of the City of Bacoor, Cavite.

RESOLVED LASTLY to furnish the Office of the City Mayor, the DICT, the City Livelihood and Development Department and other government agencies concerned with copies of this Resolution.

APPROVED this 17th day of November 2025 at the City of Bacoor, Cavite.

I hereby certify that the foregoing Resolution was duly approved in accordance with law.

Certified:

HON. CATHERINE SARINO-EVARISTO
Acting City Vice Mayor

Attested:

MS. CRISTINA R. MALAWIG
Supervising Administrative Officer

Noted:

HON. ROWENA BAUTISTA-MENDIOLA
Acting City Mayor

MEMORANDUM OF AGREEMENT

KNOWALL MEN BY THESE PRESENTS:

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

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

and-

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

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

WITNESSETH: That

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

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

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

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

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

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

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

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

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

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

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

SECTION 1. PURPOSE OF THE MOA

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

SECTION 2. SCOPE OF THE PROGRAM

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

SECTION 3. TERMS OF AGREEMENT

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

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

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

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

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

SECTION 4. OBLIGATIONS OF DICT

DICT shall render the following to the PARTNER:

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

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

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

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

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

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

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

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

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

The PARTNER shall be responsible for the following:

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

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

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

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

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

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

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

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

5.8 Ensure that each equipment shall be readily available and functional for use of the target sectors of the Tech4ED Project for at least the prescribed operational days in a year, for the duration of the MOA;

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

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

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

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

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

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

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

SECTION 6. OTHER PROVISIONS

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

SECTION 7. FUNDING

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

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

SECTION 8. DETAILS OF THE EQUIPMENT PACKAGE

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

Equipment Package

No.	Equipment Type	Quantity	Serial Number
1	Lenovo ideapad 330- 151KB4GB 1T HDD	25	PF1QC8VD PF1RG6HR PF1QCB2B

SECTION 9. DURATION AND EFFECTIVITY OF THE MOA

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

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

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

SECTION 10. MONITORING AND COMPLIANCE

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

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

SECTION 11. RELATIONSHIP

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

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

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

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

SECTION 12. AMENDMENTS

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

SECTION 13. SEPARABILITY CLAUSE

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

SECTION 14. ASSIGNMENT AND SUCCESSION

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

SECTION 15. GOVERNING LAW

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

SECTION 16. SETTLEMENT OF DISPUTE

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

SECTION 17. VENUE

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

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

**DEPARTMENT OF INFORMATION AND
LOCAL COMMUNICATIONS TECHNOLOGY**

GOVERNMENT UNIT

IVAN IONNE UY
Secretary

STRIKE B. REVILLA
Mayor, City of Bacoor

IN THE PRESENCE OF

**DEPARTMENT OF INFORMATION AND
COMMUNICATIONS TECHNOLOGY**

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

DIR FELIX S. TABANAO, JR.
REGIONAL DIRECTOR
Designation

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

ACKNOWLEDGEMENT

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

Personally appeared:

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

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

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

NOTARY PUBLIC

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

ANNEX "A"

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

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

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

***CCTV Camera – optional**

TECH4ED CENTER OPERATIONS AND GUIDELINES

1. Opening procedures-

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

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

2. Center Maintenance -

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

3. House Rules-

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

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

4. Center Staff Shifting/Scheduling

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

5. Profiling Users-

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

6. Handling User Complaints and Feedback-

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

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

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

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

8. Closing Procedures –

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