



**MEMORANDUM NO. 319**

Series of 2024

**TO: Mr. Raymund Igcasama**  
Head, Admissions Office

**RE: Designation as Field Supervisor to serve as coordinator of VSU on Samar State University's project titled "Empowering Equity Target Students: Enhancing Access and Success in State Universities and Colleges Across Region VIII"**

**FROM: DR. PROSE IVY. G YEPES**  
University President

**DATE: APRIL 16, 2024**

By virtue of the authority vested in me by the VSU Board of Regents, you are hereby appointed as Field Supervisor of the project spearheaded by Samar State University (SSU) titled "Empowering Equity Target Students: Enhancing Access and Success in State Universities and Colleges Across Region VIII" and to serve as the coordinator of VSU to the project team of this 12-month project.

Moreover, you are entitled to the privileges granted and the responsibilities attached to the position subject to pertinent policies.

Please see the attached file for your reference.

Please be guided accordingly.

Cc: Records Office  
File

**OFFICE OF THE PRESIDENT**

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April 08, 2024

**DR. PROSE IVY G. YEPES**

University President  
Visayas State University

Madam:

*Warmest regards from Samar State University!*

In line with the Commission on Higher Education's effort to promote access and success for quality and inclusive Higher Education, Samar State University was granted the project titled **"Empowering Equity Target Students: Enhancing Access and Success in State Universities and Colleges Across Region VIII "**. SSU was among the three Universities in the Philippines tasked by CHED to head the implementation of the project. All SUCs in Region VIII will be part of the study for SSU.

The project will be implemented for 12 months duration, and as part of this initiative, the undersigned requests your active involvement in the project and requests approval and support on the following:

1. **MOA signing**
2. **Recommendation of One (1) Project Focal Person per campus of your institution**
3. **Recommendation of One (1) Field Supervisor to serve as the coordinator of your institution to the project team.**

The undersigned attached to this letter the CHED endorsement for your reference, and the draft of the MOA approved by SSU's legal retainer for your review and comments.

To kick-start the project, the Project Team will be organizing an **"Orientation cum MoA signing of SUC Presidents and Training of Project Focal Persons and Field Supervisor Activity"** on **May 06-07, 2024** (venue to be announced). Therefore, the undersigned would appreciate your prompt feedback on the MOA so that any necessary adjustments can be made. Also, please identify the project focal persons and field supervisor from your institution to facilitate the required contracts.

Moreover, please accomplish this registration form for the activity on or before April **19, 2024**.  
Link: <https://forms.gle/MCqr4CFQiftmUw3M9>

Your support in this matter will greatly contribute to the successful execution of the project and the advancement of equitable access and success in higher education. The undersigned greatly appreciate your consideration of this request and eagerly anticipates your favorable response.

Very truly yours,



**SHERRIE ANN C. LABID, Ph.D.**  
Executive Director for Research  
Project Leader

Noted:



**REDENTOR S. PALENCIA, Ed.D.**  
University President, SSU



MEMORANDUM OF AGREEMENT

KNOW ALL MEN BY THESE PRESENTS:

This Memorandum of Agreement was executed by and among:

The **SAMAR STATE UNIVERSITY**, a state university established through R.A. 9313 with principal office address at Barangay Guindapunan, Catbalogan City Samar represented herein by its President, DR. REDENTOR S. PALENCIA, mandated to conduct a CHED-funded project entitled “**Empowering Equity Target Students: Enhancing Access and Success across SUCs in Region VIII**”, and hereinafter referred to as the “**SSU**”.

and

The **LEYTE NORMAL UNIVERSITY**, a state university with principal office address at P. Paterno St., Brgy. 50., Tacloban City, Leyte, Philippines represented herein by its University President, DR. EVELYN B. AGUIRRE and hereinafter referred to as the “**LNU**”.

The **EASTERN VISAYAS STATE UNIVERSITY** a state university with principal office address at Arch. Lino R. Gonzaga Avenue, Tacloban City represented herein by its University President, DR. DENNIS C. DE PAZ and hereinafter referred to as the “**EVSU**”.

The **BILIRAN PROVINCE STATE UNIVERSITY**, a state university with principal office address at P.Inocentes St, Naval, Biliran Philippines represented herein by its University President, DR. VICTOR C. CAÑEZO, JR.and hereinafter referred to as the “**BiPSU**”.

The **PALOMPON INSTITUTE OF TECHNOLOGY**, a Higher Education Institution with principal office at Evangelista Street, Guiwan II Palompon, Leyte represented herein by its University President, DR. NORBERTO C. OLAVIDES, JR. and hereinafter referred to as the “**PIT**”,

The **EASTERN SAMAR STATE UNIVERSITY**, a state university with principal office address at Brgy. Maypangdan, Borongan City, Eastern Samar represented herein by its University President, DR. ANDRES C. PAGATPATAN, JR. and hereinafter referred to as the “**ESSU**”,

The **NORTHWEST SAMAR STATE UNIVERSITY**, a state university with principal office address at Gomez Ext, Calbayog City, Samar represented herein by its University President, DR. BENJAMIN L. PECAYO and hereinafter referred to as the “**NWSSU**”,

The **SOUTHERN LEYTE STATE UNIVERSITY**, a state university with principal office address at Concepcion St, Sogod, Southern Leyte represented herein by its University President, DR. JUDE A. DUARTE and hereinafter referred to as the “**SLSU**”,

The **UNIVERSITY OF EASTERN PHILIPPINES**, a state university with principal office address at University Town, Catarman, Northern Samar represented herein by its University President, DR. CHERRY I. ULTRA and hereinafter referred to as the “**UEP**”,



The **VISAYAS STATE UNIVERSITY**, a state university with principal office address at University Town, Catarman, Northern Samar represented herein by its University President, DR. PROSE IVY G. YEPES and hereinafter referred to as the “**VSU**”,

The **SSU, LNU, EVSU, BiPSU, PIT, ESSU, NWSSU, SLSU, UEP, and VSU** shall individually referred as “**PARTY**” and shall also be collectively referred as the “**PARTIES**”

**WITNESSETH:**

**WHEREAS**, **SSU** is a state university in Samar identified by the Commission on Higher Education (CHED) to take the lead on its funded project in line with CHED's strategic plan and is also consistent with the principles outlined in Republic Act 10931, which aims to advance equality, accessibility, and global competitiveness within the education system of the Philippine

**WHEREAS**, **SSU** as a state university is mandated to conduct research and development/extension projects in-line with the thrust and program priorities of the University.

**WHEREAS**, **SSU** has research centers, faculty and personnel equipped with the expertise in research and resources that are crucial in supporting the CHED’s initiative of empowering equity target students and enhancing their access and success in higher education.

**WHEREAS**, **LNU, EVSU, BiPSU, PIT, ESSU, NWSSU, SLSU, UEP, and VSU** are state universities in Region VIII which focuses on the development of human resources and providing the necessary inputs for production and growth in the region.

**WHEREAS**, **LNU, EVSU, BiPSU, PIT, ESSU, NWSSU, SLSU, UEP, and VSU** are committed to demonstrate abilities in fulfilling applicable statutory and regulatory requirements, with an overall focus on risk-based thinking and on customer satisfaction. These universities put premium on revitalized instruction, relevant extension, intensified research, optimized production, and expanded development initiatives.

**WHEREAS**, **LNU, EVSU, BiPSU, PIT, ESSU, NWSSU, SLSU, UEP, and VSU** are duty-bound to continual improvement recognizing changes as opportunities at hand. With the established Quality Management System as foundation and guide for actions to take further steps toward becoming the leading state University.

**WHEREAS**, the **PARTIES** acknowledge the significance of ensuring that all Filipinos have access to quality, accessible, and inclusive higher education.

**WHEREAS**, the **PARTIES** commit to implementing initiatives that will ensure that the deserving marginalized students are represented in higher education and be able to complete their studies.

**WHEREAS**, the **PARTIES** recognize the value of data-driven policies on inclusive higher education through this CHED-commissioned research.

**WHEREAS**, the **PARTIES** recognize that cooperation joined by a common goal to reinforce collaborative research could enhance scientific bases for developing policies and targeted interventions aimed at improving access and success of marginalized students.



DR. NORBERTO C. OLAVIDES  
President, PIT

DR. SONIA A. PAJARON  
Research, Innovation and Extension Services-PIT

DR. JUDE A. DUARTE  
President, SLSU

DR. FRANCIS ANN R. SY  
VP-Research, Innovation & Extension Services, SLSU

DR. CHERRY I. ULTRA  
President, UEP

DR. KARINA MILAGROS C. LIM  
VP- Research, Development & Extension, UEP

DR. REDENTOR S. PALENCIA  
President, SSU

DR. SHERRIE ANN C. LABID  
Executive Director, Research SSU

DR. PROSE IVY G. YEPES  
President, VSU

DR. EVELYN B. AGUIRRE  
President, LNU

ENGR. MIRADOR G. LABRADOR  
VP-Research & Extension, SSU

DR. MARIA JULIET C. CENIZA  
VP-Research, Extension &  
Innovation, VSU

DR. LINA G. FABIAN  
VP-Research, Innovation and Extension, LNU

**WHEREAS, the PARTIES** share a common goal of ensuring that all students, regardless of their socio-economic background, have equal access to quality education and achieve academic success.

**ARTICLE I  
OBJECTIVES**

The general purpose of this MOA is to strengthen the technical cooperation of the **PARTIES** by:

- 1.1 Establishing the terms and conditions of the collaboration between **SSU and LNU, EVSU, BiPSU, PIT, ESSU, NWSSU, SLSU, UEP, VSU** in the conduct of the study;
- 1.2 Defining the roles and responsibilities of each SUCs in the study;
- 1.3 Ensuring the protection and welfare of study participants;
- 1.4 Ensuring the ethical conduct of the study;
- 1.5 Provision of complementary services needed in the study;
- 1.6 Undertaking other cooperative activities as may be determined by the **PARTIES**.
- 1.7 Promoting the dissemination and utilization of study results.

**ARTICLE II  
RESPONSIBILITIES OF PARTIES**

2.1 The **PARTIES** shall:

2.1.1 Have shared responsibility to fulfill the terms and conditions of the agreement, to communicate effectively, to maintain transparency and accountability, and to work towards the achievement of their shared objectives.

2.1.2 Comply with all ethical and legal requirements in the conduct of the study, including obtaining approval from the Institutional Review Board (IRB) and ensuring the confidentiality of study participants.

2.1.3 Ensure that all study participants are fully informed of the study's purpose, procedures, and risks, and that they provide informed consent for their participation.

2.1.4 Work collaboratively to identify and address any issues or challenges that may arise during the course of the agreement, and to make necessary adjustments to ensure the successful completion of the study

2.1.5 Acknowledge each other's contribution in all publications and presentations arising from the study.

2.1.6 Acknowledge and agree that any and all confidential information shared between SSU and other parties during the course of this partnership shall be considered as confidential and shall not be disclosed to any third party without the express written consent of both Parties.

2.2 The **SSU** shall:

2.2.1 Provide support and expertise for the conduct of the study, including research staff, necessary research materials, and orientation/training for focal persons.

2.2.2. Formalize the conduct of the study with the University President of the partner Universities and its assigned focal persons per campus.

DR. ANDRES C. PAGATPATAN, JR.  
President, ESSU

DR. DENNIS C. DE PAZ  
President, EVSU

DR. VICTOR C. CAÑEZO, JR.  
President, BiPSU

DR. BENJAMIN L. PECAYO  
President, NwSSU

DR. LITO D. LACABA  
VP-Research & Extension, ESSU

DR. ANALYN C. ESPAÑO  
VP-Planning, Research, Development &  
Extension, EVSU

DR. ROLAND A. NIEZ  
VP-Research, Innovation & Extension, BiPSU

DR. RIZ RUPERT L. ORTIZ  
VP-Research, Extension &  
External Affairs, NwSSU



2.2.3 Be responsible for collecting data from the focal person of the partner universities, monitoring the data collection process, and analyzing the data based on the objectives of the study.

2.2.4 Report study results to the other PARTIES and other stakeholders, as well as dissemination of findings through academic publications, conferences, or other means.

2.2.5 Appropriately acknowledge and credit the other PARTIES with the technical knowledge gained brought forth from agreements stated in this MOA; and

2.2 The LNU, EVSU, BiPSU, PIT, ESSU, NWSSU, SLSU, UEP, and VSU shall:

2.2.1 Identify a focal person per campus to take the lead in the general data collection process. The assigned focal person shall:

2.2.1.1 Comply with ethical guidelines and regulations, such as obtaining informed consent from study participants and protecting their privacy and confidentiality.

2.2.1.2 Ensure effective communication and collaboration between different parties involved in the data collection process.

2.2.1.3 Communicate regularly to the SSU project team regarding the progress of data collection and serve as a point of contact for addressing any problems or challenges that arise during the data collection process to ensure timely completion of the project.

2.2.1.4 Conduct data gathering and FGDs including other necessary action for data gathering completion

2.2.1.5 Encourage alumni, students, parents, faculties, and program chairs in the conduct of survey and FGDs.

2.2.1.6 Be responsible for ensuring the completeness and accuracy of the information/data collected from the questionnaire.

2.2.2. Provide assistance and access to its facilities, resources, and information necessary for the conduct of the study, including its student records.

2.2.3 Allow the conduct of data collection activities, including interviews, with study participants.

2.2.4 Appropriately acknowledge SSU whenever results and findings from this MOA are presented in a public forum.

2.2.5 Keep in strict confidence any and all information that LNU, EVSU, BiPSU, PIT, ESSU, NWSSU, SLSU, UEP, and VSU had come to know from this MOA and shall not use any information gained for any purpose other than specifically stated in this MOA.

### ARTICLE III FINANCIAL RESPONSIBILITIES

The PARTIES do not have any financial obligations to each other. However, SSU shall bear the responsibility for remunerating the LNU's, EVSU's, BiPSU's, PIT's, ESSU's, NWSSU's, SLSU's, UEP's, and VSU's assigned focal persons per campus by providing them with honoraria commensurate with their participation in the study and campus size in terms of student population. This ensures that the assigned focal persons are fairly compensated for





ARTICLE VII  
PUBLICITY

Neither Party will identify the other in any promotional advertising or other promotional materials to be disseminated to the public or use the name of any faculty member, employee, or student or any trademark, service mark, trade name, or symbol of the other.

IN WITNESS WHEREOF, the PARTIES, through their duly authorized representatives, hereunto set their hands on this \_\_\_\_ day of \_\_\_\_\_ 2023 in \_\_\_\_\_.

HEI President:

Signed in the presence of:

SSU

**DR. REDENTOR S. PALENCIA**  
University President, SSU  
Gov't Issued ID \_\_\_\_\_  
ID # \_\_\_\_\_

**ENGR. MIRADOR G. LABRADOR**  
Vice President, Research  
and Extension Services

**DR. SHERRIE ANN C. LABID**  
Project Leader  
Executive Director for Research

LNU

**DR. EVELYN B. AGUIRRE**  
University President  
Gov't Issued ID \_\_\_\_\_  
ID # \_\_\_\_\_

**DR. LINA G. FABIAN**  
Vice President, Research, Innovation,  
and Extension

EVSU

**DR. DENNIS C. DE PAZ**  
University President  
Gov't Issued ID \_\_\_\_\_  
ID # \_\_\_\_\_

**DR. ANALYN C. ESPAÑO**  
Vice President, Research and  
Development, and Extension Services



**BiPSU**

**DR. VICTOR C. CAÑEZO, JR.**  
University President  
Gov't Issued ID \_\_\_\_\_  
ID # \_\_\_\_\_

**DR. ROLAND A. NIEZ**  
Vice President for Research, Innovation, and  
Extension Services

**PIT**

**DR. NORBERTO C. OLAVIDES**  
College President  
Gov't Issued ID \_\_\_\_\_  
ID # \_\_\_\_\_

**DR. SONIA A. PAJARON**  
Vice President for Research,  
Innovation, and Extension Services

**ESSU**

**DR. ANDRES C. PAGATPATAN, JR.**  
University President  
Gov't Issued ID \_\_\_\_\_  
ID # \_\_\_\_\_

**DR. LITO D. LACABA**  
Vice President, Research and  
Extension

**NwSSU**

**DR. BENJAMIN L. PECAYO**  
University President  
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**DR. RIZ RUPERT L. ORTIZ**  
Vice President for Research, Extension and  
External Affairs

**SLSU**

**DR. JUDE A. DUARTE**  
University President  
Gov't Issued ID \_\_\_\_\_  
ID # \_\_\_\_\_

**DR. FRANCIS ANN R. SY**  
Vice President, Research, Innovation  
and Extension Services

ACKNOWLEDGEMENT

REPUBLIC OF THE PHILIPPINES )  
Province of \_\_\_\_\_ ) S. S.  
City/Municipality of \_\_\_\_\_ )

BEFORE ME, a Notary Public, for and in the City of Catbalogan, this \_\_\_\_ day of \_\_\_\_\_, 2023, personally appeared and known to me to be the same persons who executed the foregoing instrument and who acknowledged to me that the same is their free and voluntary act and deed.

The foregoing instrument related to the Memorandum of Agreement (MOA) consisting, of nine (9) pages, including the page in which this acknowledgment is written, signed by the parties, including their instrumental witnesses on each and every page thereof and sealed with my notarial seal.

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

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