

MEMORANDUM OF AGREEMENT

KNOW ALL MEN BY THESE PRESENTS:

This **Memorandum of Agreement** is made and entered into this ____th day of _____, 2025 at _____ by and between:

NSDB-PNC 7405Ed Scholars Alumni Scholars Association (NPSA), an alumni organization with principal address at _____, represented herein by its Interim President, **JONATHAN A. BAYOGAN**, hereinafter referred to as the "**DONOR**";

and

PHILIPPINE NORMAL UNIVERSITY, a public research university created by and operating pursuant to Republic Act 9647, with principal office address at 104, Taft Avenue, Ermita, Manila, 1000 Metro Manila, represented herein by its University President, **BERT J. TUGA, Ph. D**, hereinafter referred to as "**PNU**".

WITNESSETH:

WHEREAS, the **DONOR** is an alumni organization desirous to provide educational assistance in support to economically challenged but deserving senior college students enrolled at **PNU** through a financial assistance program;

WHEREAS, **PNU** is an educational institution that offers courses relevant to the needs of the country and is fervent in lending assistance to its underprivileged but deserving undergraduate students;

WHEREAS, the **DONOR** has offered to partner with **PNU** for the effective implementation of a student financial assistance program herein referred to as the **NSDB-PNC PROJECT 7405 Ed. Scholars Alumni Association (NPSA) Educational Assistance Program** for the benefit of selected underprivileged senior students enrolled at **PNU**;

NOW THEREFORE, for and in consideration of the above premises, the parties have agreed on the scholarship program under the following terms and conditions:

I. OBLIGATIONS OF THE PARTIES

A. The DONOR shall:

1. Provide financial assistance and benefits to at least ONE (1) or more grantees who are enrolled as a graduating student in any bachelor program with a science or math-related major at the PNU beginning the Academic Year 2025-2026. The number of slots offered to qualified and interested applicants may vary, subject to the DONOR's discretion and available funds.
2. Subject to its approval, provide the grantee with extended financial assistance during the School Year but outside the regular terms, specifically the summer term, if required and necessary;
3. Grant to the scholar, in the form of a monthly stipend, a total of **THIRTY THOUSAND PESOS (PhP 30,000.00)** in the three terms (1st, 2nd, 3rd) of the school year and a school supplies allowance of **TEN THOUSAND PESOS (PhP 10,000.00)**;
4. Conduct the final screening and selection of student applicants screened and recommended by PNU's Scholarship Coordinator;
5. Coordinate with PNU to monitor the implementation of the Scholarship Grant policies and procedures; and
6. Release the funds/check covering the scholarship benefits directly to the recipients.

B. PNU shall:

1. Nominate qualified graduating undergraduate students enrolled in any of the above-listed courses who possess the necessary qualifications and requirements as set forth by the **NSDB-**

PNC PROJECT 7405 Ed. Scholars Alumni Association (NPSA) Educational Assistance Program;

2. Release notices that will provide information on the **NSDB-PNC PROJECT 7405 Ed. Scholars Alumni Association (NPSA) Educational Assistance Program** through the Student Affairs and Services Office (SASO), subject to the University's rules and regulations on posting such notices.
3. Accept applications and conduct pre-screening procedures consisting of, but not limited to, interviews, based on the requirements for grantees as stipulated herein;
4. Provide the donor with a shortlist of applicants eligible for the **NSDB-PNC PROJECT 7405 Ed. Scholars Alumni Association (NPSA) Educational Assistance Program** is based only on the agreed-upon qualifications.
5. Immediately inform in writing the donor of any forthcoming or actual vacancy should a grantee be unable to continue with his/her scholarship and accordingly recommend qualified applicant(s) to fill the vacant slot(s). This shall include any development or changes in the academic or financial circumstances of any **NSDB-PNC PROJECT 7405 Ed. Scholars Alumni Association (NPSA) Educational Assistance Program** grantee affected or will affect his/her eligibility under the scholarship grant;
6. Submit to the donor the photocopies of the grantee's documentary requirements, such as, but not limited to current registration card and a copy of grades as officially appearing in PNU's Student Information System;
7. Furnish the Donor a compiled status report of the scholastic records of the grantee as officially declared in PNU's Student Information System, four weeks after the end of each term;
8. Keep a separate file record of each **NSDB-PNC PROJECT 7405 Ed. Scholars Alumni Association (NPSA) Educational Assistance Program** grantee and maintain its confidentiality. Allow the donor to gain access to such records whenever requested.
9. Inform and discuss with the grantees their duties and responsibilities as stated herein to be evidenced by their conformity in writing;
10. Ensure the efficient administration of the **NSDB-PNC PROJECT 7405 Ed. Scholars Alumni Association (NPSA) Educational Assistance Program**.

II. TERMINATION.

Either Party may, by written notice to the other, immediately terminate this Agreement if one is:

- A. in breach of any of the terms of this Agreement or if the instructions of the other which, in case of a breach capable of remedy, is not remedied by the party at fault within ten (10) calendar days from his/her receipt of a notice from the offended party specifying the breach and requiring its remedy;
- B. incompetent, inefficient, commits misrepresentation, concealment, and/or any serious or persistent negligence in respect of its obligations hereunder;
- C. unable or refuses to carry out the duties reasonably and properly required of it hereunder;
- D. guilty of committing any act that has caused injury or could reasonably be foreseen to injure the reputation or community standing of the other party, or subject it to loss or damage; or
- E. guilty of having committed any act or omission that will result in the other Party's loss of trust and confidence in the other.

In the event any of the above circumstances occur, all scholarship grants will be terminated as of the date of the Notice of Termination.

III. EFFECTIVITY.

This Agreement shall be in effect starting Academic School Year 2025-2026 and shall be automatically renewed every school year thereafter unless notice to the contrary is given by either party within thirty (30) days before the expiration of the original or renewed term.

IV. NOTICES.

All notices, requests, consents, and other documents required under this agreement shall be given/served either by personal delivery, in writing, by fax, through email or registered mail, or sent through reputable courier services with return receipt requested, and postage prepaid properly addressed to the Party or its designated agent/representative. Notices shall be addressed as follows:

If to: **NSDB-PNC PROJECT 7405 Ed. Scholars Alumni Association (NPSA) Educational Assistance Program**
Attention: NPSA Interim President [Jonathan A. Bayogan]
Address: 43 Azucena St, Panorama Homes, Buhangin, Davao City
Email Address: jbayogan@gmail.com; jab@dnsc.edu.ph

If to **PHILIPPINE NORMAL UNIVERSITY:**
Attention: Ms. Marie Chiela C. Malcampo, RGC (Scholarship Coordinator)
Address: 104, Taft Avenue Ermita, Manila, 1000 Metro Manila
Tel no. (02) 5317-1768 local 713
Email Address: malcampo.mcc@pnu.edu.ph

V. GOVERNING LAW AND SETTLEMENT OF DISPUTES.

This Agreement shall be governed by and construed under the laws of the Philippines. Any dispute in connection with the implementation of this Contract shall, if practicable, be resolved by amicable negotiations done in good faith. However, in case of failure to arrive at any amicable settlement, legal actions, suits or proceedings shall be filed in the proper courts of Manila City, Philippines, to the exclusion of all other venues.

VI. GENERAL PROVISIONS

1. This Agreement constitutes the entire agreement of the parties on the subject hereof and supersedes all prior understandings and instruments on such subject. The PARTIES may, upon mutual consent, amend or modify this Agreement anytime by or through an addendum signed by them, which addendum shall form an integral part of this Agreement;
2. No waiver of any provision of this Contract shall constitute a waiver of any other provision(s) or the same provision on another occasion. Failure of either party to enforce any provision of this Contract shall not constitute a waiver of such provision or any other provision(s) of this Contract.
3. Should any provision of this Contract be held by a court of competent jurisdiction to be illegal, invalid, and unenforceable, such provision may be modified by such court in compliance with the law giving effect to the intent of the parties and enforced as modified. All other terms and conditions of this Contract shall remain in full force and effect and shall be construed by the modified provision.

VII. DATA PRIVACY AND CONFIDENTIALITY.

In furtherance of this Agreement, PNU will necessarily disclose or make available to the scholarship donor certain personal information or data of its undergraduate students to enable the latter to discharge its obligations and provide the relevant services under this Agreement. Both parties acknowledge and agree that said personal information or personal data should be strictly protected and kept confidential at all times.

Further to his, both agree and undertake:

- a. to be bound by the Philippine Data Privacy Act of 2012, its implementing rules and regulations, and the regulations and issuances of the National Privacy Commission and other regulatory, governmental, or statutory bodies, and accordingly execute a separate Data Sharing Agreement;
- b. to use the personal data solely to facilitate this Agreement.
- c. to use the highest standard of diligence to ensure that its employees and representatives observe the confidentiality of the personal data and will prohibit any unauthorized access to, use, or duplication of any of the personal data in whole or in part.

IN WITNESS WHEREOF, the parties have hereto set their hands and affixed their signatures on this document _____ day of _____, 2025 in the City of _____, Philippines

**NSDB-PNC PROJECT 7405 Ed. Scholars
Alumni Association (NPSA) Educational
Assistance Program**

PHILIPPINE NORMAL UNIVERSITY

By:

By:

JONATHAN A BAYOGAN
Interim NPSA President

BERT J. TUGA, Ph. D
University President

WITNESSES:

DR. RAFAEL P. SALDANA
Secretary

DENMARK L. YONSON, Ph. D
*Vice President for Student Success and
Stakeholders Services*

Republic of the Philippines)
City of _____) S.S.

ACKNOWLEDGMENT

Before me, a Notary Public for and in _____, Philippines, this day of _____ personally appeared the following:

Name	ID Number	Date/Place of Issue
JONATHAN A. BAYOGAN	OSCA ID #16-31030	2017-06-21, Davao City
BERT J. TUGA, Ph. D		

Known to me and to me known 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 and of the entities they respectively represent in this instance.

This instrument refers to a Memorandum of Agreement consisting of eight (8) pages, including this page and its annexes, whereon this Acknowledgment is written and has been signed by the parties and their witnesses on all the pages thereof.

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

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

Notary Public

**NSDB-PNC PROJECT 7405 Ed. Scholars Alumni Association (NPSA)
Educational Assistance Program**

ANNEX A

QUALIFICATIONS FOR CONFERMENT

A student applying for inclusion in the **NSDB-PNC PROJECT 7405 Ed. Scholars Alumni Association (NPSA) Educational Assistance Program** must possess all the qualifications indicated below, as substantiated by the required supporting documents:

1. Must be a Filipino Citizen;
2. Must be a bona fide student in PNU in the **4th year level** and enrolled in any degree program preferably majoring in science or math;
3. Must have a General Weighted Average (GWA) of at least 89-91.99 % or 1.75 (Good);
4. Must be a First Generation College Student.
5. Must carry the regular load prescribed in the curriculum;
6. Must not have a failing grade (5.0), INC, Dropped, or withdrawn final grade;
7. Must pass the scholarship screening process conducted by the duly constituted university committee;
8. Must belong to a family whose combined family income is not more than THREE HUNDRED THOUSAND PESOS (Php 300,000.00) per annum;
9. Must be of good moral and academic character
10. Must not be a recipient of any other scholarship funded by other private Foundation or the like

**NSDB-PNC PROJECT 7405 Ed. Scholars Alumni Association (NPSA)
Educational Assistance Program**

ANNEX B

REQUIREMENTS FOR APPLICATION

An applicant must submit the original copy and 2 photocopies of the following:

1. Current Registration Card;
2. Personal Data Sheet from the PWEBBS System/Portal
3. Print Screen copy of grades (recent 3 Terms) from the university portal;
4. Filled-out Application form with one (1) recent 2x2 Photo;
5. Photocopy of Parents' or Guardian's latest ITR or **Certificate of Indigency** from Barangay indicated as permanent address, or Certificate of Non-payment of ITR
6. Autobiography/Personal Essay
7. Bank or Cash Card account, preferably Land Bank or Bank of the Philippines Islands, where the financial assistance will be deposited.

**NSDB-PNC PROJECT 7405 Ed. Scholars Alumni Association (NPSA)
Educational Assistance Program**

ANNEX C

RESPONSIBILITIES OF A GRANTEE (Before and after graduation)

1. Communicate regularly with the PNU Scholarship Coordinator about his/her academic performance;
2. Participate in future activities related to the scholarship program (e.g., meetings, the Thanksgiving program for donors, etc.); and
3. Provide updates on personal contact information and other details to the donor and PNU.

TERMS AND CONDITIONS OF SUPPORT

1. Enrolment of the regular number of units/load as prescribed in the curriculum of each school term until the completion of the course;
2. No dropping of any subject or withdrawal.
3. Students who are accepted in the **NSDB-PNC PROJECT 7405 Ed. Scholars Alumni Association (NPSA) Educational Assistance Program**
4. must maintain a General Weighted Average (GWA) of no lower than 89-91.99 % or 1.75 (Good), with no failing grades in any subject;
5. Enrolment registration should be submitted every school term. Deferment of enrolment shall not be allowed.
6. A pool of shortlisted scholars will be selected by the PNU scholarship coordinator and will be subject to the approval and acceptance of the donor.
7. Disbursement of scholarship financial assistance shall be processed only upon submission of the following requirements at SASO:
 - Scholarship Agreement Form (if any)
 - Previous Registration Card/Form
 - Current Registration Card/Form
 - Copy of grades from the PWEBBS System/Portal
 - Updated Personal Data Sheet from the PWEBBS System/Portal
7. Should PNU subject the grantee to any disciplinary action, the PNU, together with the donor, shall decide if the merits of the case should warrant the termination of the scholarship;
Grounds for termination of the assistance:
 - Failure to meet the grade requirement
 - Shifting of course
 - Deferment of enrolment
 - Violation of school policies (i.e. major offense); and
 - Conviction of a Crime
8. PNU shall submit to the donor within four weeks from the end of every term the status reports on the grantees' academic records;