



DEC 15 2023

Memorandum Order

No. 355, s. 2023

TO : ALL CONCERNED

**SUBJECT : SUBMISSION OF ALL NECESSARY DOCUMENTS
AND COMPLIANCE TO THE COMPLETE STAFF
WORK REQUIREMENT FOR PARTNERSHIP
AGREEMENT PROPOSALS TO BE INCLUDED IN
THE VETTING/SCREENING PROCESS**

To ensure efficient and high-quality collaborations with the University, all concerned parties/proponents of partnership agreement proposals are directed to submit all necessary documents to the Screening Committee secretariat along with the proposal.

Further, all concerned parties/proponents must comply with Fiscal and UDPRC Resolution No. 52-13, s. 2022 requiring complete staff work for all agreement proposals.

Failure to observe the above directives will cause the proposal to be excluded from the vetting/screening process.

Lastly, should there be difficulties in constructing your proposals, please review the guidelines in drafting MOA/Us outlined in OP Memo No. 248, s. 2023.

Enclosed is the list of necessary documents for the reference of all parties involved.

For strict compliance.


ROLYN C. DAGUIL, PhD
University President



**LIST OF DOCUMENTS/COMPLETE STAFF WORK REQUIRED BY THE SCREENING
COMMITTEE FOR THE DELIBERATION OF PROPOSALS ON PARTNERSHIP
AGREEMENTS:**

I. Research

1. Copy of slide presentation
2. Budget Plan (WFP)
3. Endorsement from sponsoring college for budget allocation
4. Approved Scholarly Work
5. HGDG Form (for internally funded projects)
6. Gantt Chart, if necessary

II. Extension

1. Copy of slide presentation
2. Budget Plan (WFP)
3. Endorsement from sponsoring college for budget allocation
4. Approved Scholarly Work
5. Needs Assessment Result/Report or letter request from the stakeholder/community
6. HGDG Form (for internally funded)
7. Gantt Chart, if necessary

III. International Engagement

1. Copy of slide presentation
2. CHED IAS Certification
3. University/Organization Profile (to include proof of legitimacy of the university/organization)
4. Engagement Plan
 - 3 or 5 years depending on what is stipulated in the partnership agreement
 - List of activities with corresponding estimated budgetary expense indicated (WFP)
 - Focal person, department, program per activities
5. Twinning Program:
 - Objectives and Nature of the Twinning Program
 - Background of the foreign institution including its recognition from the Ministry of Education or its equivalent
 - Certification of accreditation of the contracting parties (e.g. SUC Level)
 - CHED Certification/Accreditation to handle the program
 - Budget Plan (WFP)
 - Certification of Availability of Accommodation

6. Student Exchange Program:
 - Comparative Equivalency of Grades
 - CHED Certification/Accreditation to handle the program
 - Certification of Availability of Accommodation
 - Budget Plan (WFP)

IV. Internship/Industry Immersion (Local)

1. Copy of Slide presentation
2. Budget Plan (WFP)
3. Endorsement from sponsoring college for budget allocation
4. Gantt Chart, if necessary

V. Production/Resource Generation

1. Copy of Slide presentation
2. Budget Plan (WFP)
3. Feasibility Study
4. Endorsement from sponsoring college for budget allocation
5. At least one (1) activity per year as basis for internationalization ranking
6. Gantt Chart, if necessary

VI. Partnership with National/Regional/Local Government Units/Agencies

1. Copy of Slide presentation
2. Budget Plan (WFP)
3. Endorsement from sponsoring college for budget allocation
4. Gantt Chart, if necessary

VII. Technology Commercialization and Consultancy Services

1. Copy of Slide presentation
2. Full Project Proposal
3. Budget Plan (WFP)
4. Approved Scholarly Work
5. Proof of Government-to-Government Procurement Agreement
6. Copy of the funding agency's APP, PPMP, BAC Resolution recommending agency to agency procurement, and Notice of Award
7. Gantt Chart, if necessary

xxx Nothing follows xxx

Notes:

1. All agreements requiring funding from the University must have a certification from the University Budget Officer that it has been *"reviewed and found aligned with the University's indicative budget."*
2. The Screening Committee reserves the right to request additional or other documents when deemed necessary.
3. Should any document listed above be found NOT applicable, the proponent must indicate the fact in the cover letter.