



Republic of the Philippines  
**Department of Education**  
REGION XII  
SCHOOLS DIVISION OF SOUTH COTABATO

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## MEMORANDUM OF UNDERSTANDING

**KNOW ALL MEN BY THESE PRESENTS:**

This Memorandum of Understanding (MOU) made and entered into this \_\_\_\_\_, 2020 between the **DEPARTMENT OF EDUCATION/ [name of school]**, with office address at \_\_\_\_\_, Philippines, represented in this Agreement by its School Principal , \_\_\_\_\_, herein referred to as the **“FIRST PARTY”**;

and

Mr/Mrs/Ms. \_\_\_\_\_, single/married/widow of legal age, a parent/guardian of \_\_\_\_\_, a grade \_\_\_\_\_ learner, with home address at \_\_\_\_\_ hereinafter referred to as the **“SECOND PARTY”**;

**WITNESSETH:**

WHEREAS, the **FIRST PARTY** will distribute tablets this year as school shift to a blended education system during the coronavirus new normal to avoid exposing students to the virus.

WHEREAS, the **FIRST PARTY** ensure that students have internet-capable equipment to be used in their online classes through different virtual meeting platforms or virtual classrooms such as Google Meet, Schoology, etc and to make the most of the DepEd Commons, an online platform that can be used for virtual classes that also serve as a repository of learning modules

WHEREAS, the **SECOND PARTY**, is mandated to take good care and use the tablet pc’s carefully and for educational purposes only



**Address:** Alunan Avenue, City of Koronadal, South Cotabato 9506  
**Telephone Number:** (083)228-3801  
**Email Address:** [south.cotabato@deped.gov.ph](mailto:south.cotabato@deped.gov.ph)





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WHEREAS, the parties to this Understanding, considering their respective obligations, mandates, resources and expertise and, desirous of accomplishing better output and effective teaching-learning process have agreed to work together to accomplish these objectives to commence on \_\_\_\_\_.

NOW, THEREFORE, for and in consideration of the foregoing premises, and in pursuance of their desire to cooperate in a defined area and in recognition of shared interest in strengthening cooperation to this new normal set-up in education and academic-related activities on the basis of mutual benefits, the FIRST and SECOND PARTY have reached the following understanding:

### **GENERAL AGREEMENT**

1.1 Subject to their respective rights and obligations as set out in this Understanding, the Parties shall cooperate and endeavor to achieve the following:

### **OBLIGATIONS OF THE FIRST PARTY**

2.1 The First Party shall, for its exclusive account, timely, properly and adequately perform the following:

- (a) Supply tablet pc's to selected learners;
- (b) Responsible for the installation of content updates to the units;
- (c) Monitor the units borrowed by the learners;

### **OBLIGATIONS OF THE SECOND PARTY**

3.1 The Second Party shall, for its exclusive account, timely, properly and adequately perform the following:

- (a) Responsible for taking good care of the tablet personal computer;
- (b) Use the units for online classes and other related academic-purposes only; therefore, online games should not be installed in tablet PC's;
- (c) Understand that it is a privilege and not a right to have regular access to a laptop;



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- (d) Follow all guidelines in the acceptable use policy that I have reviewed and signed.
- (e) Responsible for using a laptop in a respectful manner;
- (f) Protect the tablet from being dropped or damaged in any way.
- (g) Understand that there are consequences for any contract violation while using the laptop. I know that these violations will be reported to the principal as well as my family.
- (h) Liable to the units if it is destroyed or loss;

**IN WITNESS WHEREOF**, the parties have signed this Memorandum of Understanding on this \_\_\_\_\_ day of \_\_\_\_\_, 2021 at \_\_\_\_\_.

\_\_\_\_\_  
School Principal II  
First Party

\_\_\_\_\_  
Signature over Printed Name of Parent/Guardian  
Second Party

**SIGNED IN THE PRESENCE OF**

\_\_\_\_\_  
Computer Laboratory In-charge

\_\_\_\_\_  
Computer Laboratory In-charge

**ACKNOWLEDGMENT**

REPUBLIC OF THE PHILIPPINES  
Province of South Cotabato  
[municipality]

SUBSCRIBE AND SWORN BEFORE ME this \_\_\_\_\_ at \_\_\_\_\_, South Cotabato, personally appeared \_\_\_\_\_ representing the **SECOND PARTY** with **Residence Certificate No.** \_\_\_\_\_ issued at \_\_\_\_\_, South Cotabato, known to me and to be known to be the same person executed the foregoing contract and acknowledgment that the same in their free act and deed.



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