

MEMORANDUM OF AGREEMENT

Know all Men by These Presents:

This Memorandum of Agreement made and entered by and between:

The **DEPARTMENT OF FOREIGN AFFAIRS**, a government agency created by virtue of Commonwealth Act No.732, with principal address at 2330 Roxas Boulevard, Pasay City, Philippines, represented herein by the Acting Undersecretary, **CARLOS D. SORRETA**, hereinafter referred to as "**DFA**";

and

The **INTERNATIONAL SCHOOL OF SUSTAINABLE TOURISM, INC.**, a private non-stock and non-profit corporation duly organized and existing by virtue of Philippine laws, with office address at the ISST/IIRR, KM 39 Brgy Biga II Aguinaldo Hiway, Silang Cavite represented herein by its President, **DR. GUILLERMINA T. GABOR** and hereinafter referred to as **ISST**;

- WITNESSETH, that –

WHEREAS, the ISST is mandated to conduct a "SUSTAINABLE TOURISM WORKSHOP" a Tourism that takes the full account of its current and future economic, social and environmental impacts addressing the needs of visitors, the industry and has a training facilities, resources and services;

WHEREAS, the **DFA** has sought the capacities and services of ISST to which the ISST has expressed its willingness to assist the **DFA** in implementing the workshop.

NOW, THEREFORE, for and in consideration of the foregoing premises, the parties agree as follows:

Section 1. Scope of Work/Description of the Project. The Parties hereby undertake to carry-out the Workshop.

Section 2. Obligations of the ISST. The ISST shall:

- a. Develop and customize the materials for the training workshop according to the training workshop needs of the **DFA**, to be conducted on the dates to be agreed by both parties;
- b. Provide the services of the resource persons, training assistants and training coordinators for the entire duration of the training courses; wherein training assistant will assist the Resource Speaker in addressing the queries of participants during workshops;
- c. Provide pdf/electronic copies of training materials, photos, and exercises to participants through a shared Google® drive;
- d. Ensure the smooth conduct of the training workshop course;
- e. Ensure the safekeeping of the data to be provided by the **DFA** in accordance with the Data Privacy Act;

- f. Provide Certificates of Attendance and Completion to successful participants based on the agreed criteria;
- g. Submit training completion report of the workshop.

Section 3. Obligations of the DFA. The DFA shall

- a. Coordinate with the ISST on the preparation and implementation of the workshop
- b. Assign a focal person who will work closely with the ISST on matters related to the workshop
- c. Provide funding for the conduct of all activities relevant to the training as defined in the cost estimate (Annex A);
- d. Ensure timely transfer of funds to ISST for said workshop, which should be received by ISST at least 5 days but not more than 10 days after the workshop
- e. Provide pertinent information and materials especially data generated by **DFA** that will assist the ISST team in organizing the workshop.
- f. Identify participants who will attend the training course and submit final list of participants (with corresponding participant's email address) to ISST at (2) days before the schedule of the workshop;

Section 4. Statement of Consideration (Fees)

- a. DFA shall transfer to ISST the total amount of "ONE HUNDRED EIGHTY-TWO THOUSAND NINETY PESOS (P182,090.00) only for the conduct of SUSTAINABLE TOURISM WORKSHOP to cover payment of expenses for the development and customization of the course, supplies, rent of training facilities and equipment, honoraria of the resource persons, and conduct/management of the training
- b. The billing and payment of services rendered shall be made in accordance with the following schedule:

Percent	Activity/Expected Output	Cost (Php)
100%	Upon conduct of workshop and submission of completion report	182,090.00
TOTAL		182,090.00

Account name: INTERNATIONAL SCHOOL OF SUSTAINABLE TOURISM
 Account number: 1514 7000 5719
 Name of Bank: PHILIPPINE NATIONAL BANK
 Branch: ROXAS BLVD., PASAY
 Bank Address: Roxas Blvd., Pasay City

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[Signature]

[Signature]

[Signature]

Section 5. Confidentiality of Information

Any information or document obtained in connection with the execution or implementation of this Agreement shall not be disclosed to any person or entity without the written consent of the DFA. The non-disclosure and confidentiality requirement in this provision shall continue even after the expiration of termination of this Agreement.

Section 6. Binding Effect


This Agreement shall be binding on the parties and their respective successors-in-interest.

IN WITNESS WHEREOF, the parties hereto have signed this Agreement on the 04 OCT 2022 in Pasay City.

DEPARTMENT OF FOREIGN AFFAIRS
By: 
CARLOS D. SORRETA
Undersecretary
Multilateral Affairs and International
Economic Relations (OUMAIER)

**INTERNATIONAL SCHOOL OF
SUSTAINABLE TOURISM**
By: 
GUILLERMINA T. GABOR
President

Signed in the presence of:


GINA A. JAMORALIN
Assistant Secretary
Office of the Undersecretary for
Multilateral Affairs and International
Economic Relations, DFA


MERLITA C DELMUNDO
Finance Officer
International School of Sustainable
Tourism

ACKNOWLEDGMENT

REPUBLIC OF THE PHILIPPINES) S.S.
CITY OF MANILA

BEFORE ME, A Notary Public for and in CITY OF MANILA this 01 DEC 2022
day of _____ personally appeared:

Name	Government Issued Identification	Date/Place issued
GINA A. JAMORALIN		
GUILLERMINA T. GABOR		

Known to me as the same persons who executed the foregoing instrument and they acknowledged to me that the same is their free and voluntary act and deed and that of the entities they respectively represent.

This instrument, consisting of 3, including this page and its Annex whereon this Acknowledgement is written, signed by the parties together with their instrumental witness one each page thereof.

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

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Book No. XXV
Series of 2022

Adasa
ATTY. HENRY D. ADASA
 NOTARY PUBLIC CITY OF MANILA
 NOTARIAL COMMISSION 2020-097 / 12/31/2022 Manila
 IBP NO. 178598 - 01/03/2022, PASIG
 PTR NO. 0060197 - 01/03/2022 MLA
 ROLL NO. 29679, TIN: 172-528-620
 MCLE COMPL. NO. VII-DC00165 6/26/2019 Valid April 14, 2025
 URBAN DECA HOMES MANILA, B-2, UNIT 355, TONDO, MLA. (30)