



Republic of the Philippines
Department of Education
REGION IV-A CALABARZON
GATE 2, KARANGALAN VILLAGE
1900 CAINTA, RIZAL



1 September 2021

Regional Memorandum

Student Information System Pilot Schools

To **Schools Division Superintendents**
Division Information Technology Officers
School Heads Concerned
ICT Coordinators
School Registrar

1. In partnership with the Digital Software Technology Consultancy, this Office through the ICT Unit and Education Support Service Division announces the pilot schools for the student information system. See attached enclosure.
2. The identified Pilot Schools are request to fill out the forms sent to their email and submit not later than September 3, 2021 to ict.calabarzon@deped.gov.ph.
3. Training for the school recipients will be on September 7-10, 2021 from 8:00 a.m. to 12:00 Noon.
4. Participants of the training are the School Heads, ICT Coordinator and School Registrar.
5. Attached also is a copy of Memorandum of Agreement.
6. For clarification and queries, please contact Mark Anthony Espiritu and/or Rey M. Valenzuela at ict.calabarzon@deped.gov.ph.
7. Immediate dissemination of this Memorandum is desired.


FRANCIS CESAR B. BRINGAS
Regional Director

cc: ict/reym



"EXCELLENCE is a CULTURE and QUALITY is a COMMITMENT"

Tunkline: 02-8682-5773/8684-4914/8647-7487
Website: depedcalabarzon.ph
Document Inquiry : <https://r4a-teadoc.com/inquire>
Facebook: DepEd R-4A Calabarzon

List of School Recipient of Enrollment System and LMS

| | SDOs | School | Category | School Head | ICT Coordinator |
|----|-------------|--|-------------------|---------------------------|---|
| 1 | Antipolo | Antipolo NHS | Junior | Mr. Rommel Beltran | Mr. Raphael V. Perez Mr. John Joseph Anatacio |
| 2 | Bacoor City | Queen's Row Elementary School | Elementary | Ms. Milagros E. Vinluan | Mr. Ruben T. Ventura Mr. Norman F. Vargas Ms. Camille F. Fungo |
| 3 | Bats City | Batangas NHS | Integrated School | Ms. Aida C. Gutierrez | Ms. Charisse A. Mercado Mr. Ervin Emil Torio Mr. Joel N. Malaluan |
| 4 | Bats Prov | Malvar Central School | Elementary | Mr. Gilbert L. Perez | Ms Jennifer T. Malabanan |
| 5 | Binan | Jacobo Z. Gonzales Memorial National High School | Junior | Mr. Oliver P. Caliwag | Mr. Kevin Kristian M. Dela Rosa |
| 6 | Cabuyao | Cabuyao Integrated /national High School | Integrated School | Ms. Teodora M. Galang | Mr. Allan Gilbert M. Jain |
| 7 | Calamba | Camp Vicente Lim Integrated School | Integrated School | Ms. Mildred M. De Leon | Ms. Marie Christ A. Catindig Mr. Patrick R. Nahial Aidibel S. Villanueva |
| 8 | Cavite City | Cavite National High School- Cavite City | Junior | Mr. Randie L. Salonga | Ms Kathleen M. Trinidad Isabelo G. Rambacud, Jr. Maria Jasmine A. Almazan |
| 9 | Cavite Prov | Trece Martires City National High School | Junior | Mr. Magdaleno R. Lubigan | Mr. Rene D. Creencia Ms. Jean Lynnette U. Madlansacay Ms. Lerma N. Rodil |
| 10 | Dasmariñas | Dasmariñas Integrated High School | Integrated School | Mr. Raymundo B. Reyes Jr. | Ms. Olga U. Soriano Jovelle F. Padernos Ms. Johanna Jane V. Estillana |

| | | | | | |
|----|------------|---------------------------------------|-------------------|--------------------------|--|
| 11 | Gen Tri | Luis Y. Ferrer Jr. Senior High School | Senior | Ms. Sally P. Genuino | Mr. Emmanuel C. Sta Maria Ms. Rosalie P. Lujero Ms. Rhodora C. Gatdula |
| 12 | Imus City | Imus NHS | Junior | Mr. Arturo P. Rosaroso | Ms Joann C. Gripo |
| 13 | Laguna | Laguna Senior High School | Senior | Asher H. Pasco | Mr. Julius M. Malabanan Ms. Kathleen Gem V. Guevarra Mr. Joel Malaluan |
| 14 | Lipa City | Lipa City Senior High School | Senior | Ms. Mercedes G. Jumarang | Mr. Joseph Ma. Steven C. Cabalo Ms. Yvette Landicho Mr. Marco Gonzalvo |
| 15 | Lucena | Lucena West I Elementary School | Elementary | Ms Juvarta O. Tierra | Ms. Mara R. Maaliw Ms. Richelle T. Domingo Paul John R. De las Alas |
| 16 | Quezon | Burdeos NHS (Judith NHS) | Junior | Ms. Mamita B. Banderada | Ms. Divina V. Amam Ms. Marietta Ayapana |
| 17 | Rizal | Kasiglahan Village Elementary School | Elementary | Ms. Elizabeth B. Medina | Mr. Christopher C. Llanera Mr. Kentian C. Vargas Kaycess P. Serrano |
| 18 | San pablo | Felix Amante Senior High School | Senior | Mr. Renante B. Bonilla | Ms. Erlinda F. Lacbay Mr. Jezreel Punto Mr. Romar J. Laguna |
| 19 | Santa Rosa | Balibago Integrated High School | Integrated School | Ms. Erma S. Jamon | Ms. Maria Lee-Anne T. De Leon |
| 20 | Tanauan | Tanauan North CS | Elementary | Ms Rowena Bathan | Ms. Bernadette G. Bathan Ms. Gladys V. Macahia |
| 21 | Tayabas | Luis Palad Integrated High School | Integrated School | Mr. Gener C. Delos Reyes | Mr. Marlon P. Villa Mr. Jojo Oabel Mr. Mikko John E. Rodillas |

MEMORANDUM OF AGREEMENT



This MEMORANDUM OF AGREEMENT is made and executed this _____ by and between:

DIGITAL SOFTWARE TECHNOLOGY CONSULTANCY represented by **THOMAS C. SADDUL**, Chief Executive Officer herein referred to as the **FIRST PARTY**, with an office located at 240B Peacock St., Brgy. Sun Valley, Paranaque City, Metro Manila, Philippines.

and

DepEd Region IV-A(CALABARZON) represented by **FRANCIS CESAR B. BRINGAS**, Regional Director, herein referred to as **SECOND PARTY**, with an office located at Gate 2 Karangalan Village, Cainta, Rizal.

WITNESSETH

1. PURPOSE & SCOPE.

The purpose of this Memorandum of Agreement is to set forth the terms and conditions, scope of work and responsibilities of the parties associated with their collaboration to further the development of Online Systems particularly Students Information and Accounting System (SIAS) and Online Payroll and other necessary school systems to suit the needs of Public Schools and school offices in the Philippines given demands of the service amidst fast changes brought about by technology breakthroughs Specifically, both parties will cooperate to further enhance and develop school systems and other systems particularly but not limited to SIAS and Online Payroll.

2. BACKGROUND.

Both parties see the benefits of this project, have a desire to pursue the project and have determined that each brings unique expertise and experience necessary to accomplish the objectives outlined above.

The **FIRST PARTY** has unique expertise and experience in developing online school systems that suit the needs and requirement of Public Schools and maintaining, protecting and further enhancing school systems in order suit the needs of schools and to ensure safety of school significant information and safeguard the same against unlawful or unauthorized use of school data.

The **SECOND PARTY** has unique expertise and experience in determining necessary school reports and current school system of data management, identifying areas of work where simplification and/or automation could be done, clarifying specific school transactions, procedures and processes that may be automated and determining other specific needs of schools in terms of Learning Management by school personnel, students and the parents as well.

3. RESPONSIBILITIES of the FIRST PARTY

THE FIRST PARTY shall undertake to

3.1 Provide free continuing subscription of Twenty-One Schools in Region IV-A(CALABARZON) to be chosen by the SECOND PARTY to the systems

developed by the FIRST PARTY. The systems include but not limited to (1) Grading System, Universal, Raw scores, (2) Learning Management Systems, (3) Gate/visitor management systems with SMS notifications and (4) Cashless canteen point of sale system.

- 3.2 For system to be implemented in the future, co-develop with SECOND PARTY systems which will help in the management and operation of the schools
- 3.3 Provide free maintenance of all school systems piloted at Twenty-One Schools;
- 3.4 Train personnel of the SECOND PARTY and its participating schools to operate, manage and secure the systems;
- 3.5 Surrender the whole database of each system in case this agreement is terminated; and
- 3.6 Ensure safety and protection of school information against its unauthorized and unlawful use.

4. RESPONSIBILITIES OF THE SECOND PARTY

THE SECOND PARTY shall undertake the following:

- 4.1 Provide data and support to the SECOND PARTY in the implementation of this agreement;
- 4.2 Identify the Twenty-one schools which will participate in this activity and the personnel of the schools and Schools Division Office who will be trained by the FIRST PARTY.

5. DATA SHARING AGREEMENT:

In view of Item 3 of this agreement and in view of the sharing of the data between the parties, the FIRST PARTY further undertake to:

- 5.1 Maintain the security of the program and files from possible breach;
- 5.2 Maintain the confidentiality of the information and data that will come to the FIRST PARTY because of this agreement;
- 5.3 Exercise at least the same degree of care it uses to protect its own data and confidential information from misuse and unauthorized access or disclosure;
- 5.4 Use appropriate safeguard to protect the information and generated data from misuse and unauthorized access or disclosure including: (a) Maintaining security measures including physical control; (b) taking any other measures reasonably necessary to prevent any use or disclosure of the data other than as allowed under this agreement.
- 5.5 Not to attempt to identify any person whose information is contained in any data or attempt to contact those persons.
- 5.6 Promptly report to SECOND PARTY any unauthorized use or disclosure of data within 24 hours from knowledge of the unauthorized use or disclosure;

- 5.7 Cooperate with any remediation that the **SECOND PARTY**, in its discretion may determine necessary to address any applicable reporting requirement and mitigate the effect of such unauthorized use or disclosure of data including measures necessary to restore goodwill with stakeholders, including research subjects, collaborators, governmental authorities and the public;
- 5.8 Not copy, decompile, modify, reverse engineer, or create derivative works out of any of the data;
- 5.9 Not release the names of individuals, or information that could be linked to an individual, nor will the recipient present the results of data analysis in any manner that would reveal the identity of individuals;
- 5.10 Not release the individual addresses, nor will the recipient present the results of the data analysis in any manner that would reveal individual addresses;
- 5.11 Not release any data from the system without consent of **SECOND PARTY**
- 5.12 Not share, publish or otherwise release any findings or conclusions derived from analysis of data obtained from the system without prior approval of **SECOND PARTY**;
- 5.13 Return data and any other property, information and documents including confidential information provided by **SECOND PARTY**;
- 5.14 Destroy all copies it made from the data and all other property information and documents including confidential information;
- 5.15 Report to the **SECOND PARTY** and to the Data Privacy Commission any breach of data security within twenty four (24) hours from knowledge of the breach;
- 5.16 Provide data privacy notice and consent form in the program/system; and
- 5.17 Do such other acts which are necessary to accomplish the responsibilities in this agreement.

[Handwritten signature]

[Handwritten initials]

6. **TERMS AND CONDITIONS.**

It is mutually understood and agreed by and between the parties that:

- 6.1 Each party takes legal and financial responsibility for the actions of its respective employees, officers, agents, representatives and volunteers. Each party agrees to indemnify, defend and hold harmless the other to the fullest extent permitted by law from and against any and all demands, claims, actions, liabilities, losses, damages, and costs, including reasonable attorney's fees, arising out of or resulting from the indemnifying party's acts or omissions related to its participation under this Memorandum of Agreement, and each party shall bear the proportionate cost of any damages attributable to the fault of such party, its officers, agents, employees and

[Handwritten signature]

4

MOA

Digital Software Technology Consultancy

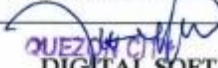
independent contractors. It is the intention of the parties that, where fault is determined to have been contributory, principles of comparative fault will be applied.

- 6.2 Each party, at its sole cost and expense, shall carry insurance or self-insure to cover its activities in connection with this MOA, and obtain, keep in force and maintain, insurance or equivalent programs of self-insurance, for general liability, workers compensation and business automobile liability adequate to cover its potential liabilities hereunder.
- 6.3 This MOA may be amended from time to time by mutual agreement of the parties in a written modification signed by both parties.
- 6.4 This MOA may be terminated by mutual agreement of the parties by notifying the other party at least Five (5) days prior to the termination. Any violation of this agreement may be a ground for any of the parties to terminate this agreement.

7. MONITORING AND EVALUATION

The SECOND PARTY reserves the right to monitor the implementation of this agreement.

In witness hereof, the parties affixed their signature on this 20 AUG 2021
at _____


DIGITAL SOFTWARE
TECHNOLOGY CONSULTANCY

DEPARTMENT OF EDUCATION
Region IV-A CALABARZON

Represented by


THOMAS C. SADDUL
President / CEO / Chief Architect

Represented by


FRANCIS CESAR B. BRINGAS
Regional Director

Signed in the presence of



ACKNOWLEDGEMENT

Republic of the Philippines)
) S.S.

Before me, a Notary Public for and in the QUEZON CITY this
____ day of _____, personally appeared.

20 AUG 2021

| Name | ID | Date and place of issue |
|--------------------------|----|-------------------------|
| THOMAS C. SADDUL | | |
| FRANCIS CESAR B. BRINGAS | | |

All known to me to be the same persons who executed the foregoing instrument and they acknowledged to me that the same is their free and voluntary act and deed as well as they voluntary act of the institutions/agencies they represent.

This instrument consists of 5 pages including this page wherein the acknowledgement is written, duly signed by the parties and their witnesses on each and every page hereof.

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

Doc No.: 343
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Book No.: 13
Series of: 1021

Concepcion P. Villarena
ATTY. CONCEPCION P. VILLARENA
Notary Public for Quezon City
Until December 31, 2021
PTR No. 0885150 / 11-4-2021 / QC
IBP No. 083508 / 10-02-0119 / QC
Roll No. 30457 / 05-09-00
MCLE VI-0030379 / 2-21-2020
Adm. Matter No. NP-001(2020-2021)
TIN NO. 131-942-754

P. J.

Agda

Quenda