



Republic of the Philippines
Department of Education
REGION IV-A CALABARZON



MEMORANDUM OF AGREEMENT

KNOW ALL MEN BY THESE PRESENTS:

This Memorandum of Agreement is made and entered into by and between:

DepEd Region IV-A CALABARZON, with office address at Gate 2, Karangalan Drive, Cainta, Rizal, herein represented by its **Regional Director, ATTY. ALBERTO T. ESCOBARTE** (hereafter referred to as the **Procuring Entity**);

-and-

APO PRODUCTION UNIT, INC., a Recognized Government Printer (RFG) and a Government-Owned and Controlled Corporation (GOCC), with office address at 2/F PIA Building, Visayas Avenue, Diliman, Quezon City, herein represented by its **President, ATTY. GIL CARLOS R. PUYAT** (hereafter referred to as the **Servicing Agency**);

The Procuring Entity and the Servicing Agency shall be collectively called **"PARTIES"**;

WITNESSETH:

WHEREAS, the DepEd Region IV-A CALABARZON received fund allocation under **SARO No. OSEC-4AA-25-02389** and **SARO No. OSEC-4A-25-02405** intended for Transition Learning Resources (LRs) with the total amount of **One Hundred Seventy-Four Million Eight Hundred Eighty-Four Thousand Nine Hundred Ninety-Nine Pesos and 28/100 (Php174,884,999.28)**.

WHEREAS, pursuant to the said fund allocation, DepEd Region IV-A CALABARZON Approved Budget Allocation (ABC) is **EIGHTY-SEVEN MILLION FOUR HUNDRED FORTY-TWO THOUSAND FOUR HUNDRED NINETY-NINE PESOS AND 63/100 (Php87,442,499.63)** for the **PRINTING AND DELIVERY OF LEARNING ACTIVITY SHEETS (LAS) AND LEARNING EXEMPLARS (LEs) FOR GRADES 2, 3, 5 AND 8 LEARNERS FOR QUARTER 2 - SCHOOL YEAR 2025-2026**.

WHEREAS, as per BAC Resolution No. BR01-2025-253, the approved procurement method for the production and delivery of Learning Activity Sheets (LAS) and Learning Exemplars (LEs) is through **Negotiated Procurement (Agency to Agency)** which shall be undertaken by the Procuring Entity and the Servicing Agency.

WHEREAS, on August 20, 2025, the BAC sent Request for Quotations (RFQ) to APO Production Unit, Inc. (APO), a Recognized Government Printer (RGP).

WHEREAS, in response **APO Production Unit, Inc.** submitted its proposal before the deadline for the submission of bids, offering the financial bid price at **SIXTY-FOUR CENTAVOS (Php0.64)**.

WHEREAS, after the review and evaluation of the quotation with attached certificate, it was determined that the offer of **APO PRODUCTION UNIT INC.** complied with the requirements and provided the most advantageous term to this Office.

NOW THEREFORE, for and in consideration of the foregoing premises, the Parties hereby agree and bind themselves as follows:

Article I GENERAL PROVISIONS

1. This Agreement between the **Procuring Entity** and the **Servicing Agency** shall be for the printing and delivery of Learning Activity Sheets (LAS) and Learning Exemplars (LEs) for Grades 2, 3, 5 and 8 Learners for Quarter 2 – School Year 2025-2026.
2. The following marked Annexes attached hereto, shall be deemed to form part and made an integral part of this Agreement:

Annex "A"	Terms of Reference
Annex "B"	Price Quotation from the Servicing Agency
Annex "C"	SDO Address and Contact Persons
Annex "D"	Computation on the price of the LAS and LEs

ARTICLE II OBLIGATION OF THE SERVICING AGENCY

1. The **Servicing Agency** shall print and deliver the Learning Activity Sheets (LAS) and Learning Exemplars (LEs) for Grades 2, 3, 5 and 8 Learners for Quarter 2 – School Year 2025-2026.
2. The Servicing Agency shall deliver the LAS and LEs to the identified Schools Division Offices of DepEd Region IV-A CALABARZON. (See Annex "C").
3. The Contract period to print and deliver the LAS and LEs shall be complete within **twenty (20) calendar days upon receipt of the Notice to Proceed.**
4. The goods shall be packed, labeled, and delivered to their destination. The Servicing Agency shall bear costs of inland transportation, insurance, and other services required to convey the goods to their final destination.
5. Delivery and unloading shall be done only during office hours between 8:00 am to 5:00 pm, Monday to Friday except holidays. The Receiving Personnel reserves the right to refuse to receive/accept delivered goods made before 8:00am or after 5:00pm and on non-working days.
6. The Servicing Agency shall replace all rejected goods and complete the delivery within seven (7) calendar days from receipt of a Notice of Rejection and under instruction from the Receiving Personnel.
7. The goods shall be properly packed based on the allocation/list per recipient and placed in unused corrugated box and sealed to withstand rough handling.
8. Each box shall contain the intended allocation, wrapped and sealed in plain plastic for adequate protection against moisture and water damage.
9. Each box shall be properly labeled to indicate the following: Title, Quantity, Name of recipient and address.

10. The maximum weight per box should not be more than 20 kilos.

11. In case of delay in the printing and delivery of the LAS and LEs by the **Servicing Agency**, the Servicing Agency shall be liable to pay the Procuring Entity liquidated damages at the applicable rate of one tenth (1/10) of one (1) percent of the cost of the unperformed portion for every day of delay until actual complete delivery or performance pursuant to GPPB Resolution No. 02-2020.

ARTICLE III OBLIGATION OF PROCURING ENTITY

1. The **Procuring Entity** shall provide the Servicing Agency with the contents and layouts to be followed in the printing of the LAS and LEs indicated in the Terms of Reference (Annex A).
2. Upon complete delivery and acceptance of all concerned Schools Division Offices of the printed LAS and LEs, the **Procuring Entity** shall pay the Servicing Agency the total amount as stated in **Article IV** of this Agreement.
3. In case of delay by the Servicing Agency and the total sum of liquidated damages reaches ten percent (10%) of the total contract price, the **Procuring Entity** has the following options: (a) Terminate the Contract pursuant to the Guidelines on Termination of Contract; or (b) Allow the Servicing Agency to continue the works without prejudice to the continued imposition of liquidated damages until the works have been completed. Liquidated damages is an amount equal to or at least one tenth (1/10) of one (1) percent of the cost of the unperformed portion for every day of delay until actual complete delivery or performance pursuant to GPPB Resolution No. 02-2020.

ARTICLE IV TERMS OF PAYMENT

1. The price of LAS and LEs shall be based on the price quotation submitted by the servicing agency hereto attached as **Annex "B"**.
2. Upon complete delivery and acceptance of the Schools Division Offices of the LAS and LEs and after submission of the **Statement of Billing Account** together with all other documentary requirements by the **Servicing Agency**, the **Procuring Entity** shall pay, **within thirty (30) working days**, the sum representing the full total contract price amounting to **EIGHTY-SEVEN MILLION FOUR HUNDRED FORTY-TWO THOUSAND FOUR HUNDRED NINETY-NINE PESOS AND 63/100 (Php87,442,499.63)**.
3. In case of delay in the payment of the contract price by the **Procuring Entity**, the Procuring Entity, by way of reciprocal obligations, shall be liable to pay the Servicing Agency the accrued legal interests as may be provided for by law.

ARTICLE V AMENDMENTS

Amendment or modification of any of the terms and conditions of this Agreement shall be valid and binding provided it is evidenced by a subsequent written Supplemental Memorandum of Agreement duly executed and signed by the respective authorized representatives of both parties.

ARTICLE VI MISCELLANEOUS PROVISIONS

1. The parties are independent of each other, and nothing in this Agreement shall be construed so as to constitute the parties as partners, joint ventures, agents, employees or representatives of the other for any purpose whatsoever.
2. If any part of this Agreement is declared unenforceable or void by a court of competent jurisdiction, the rest of the Agreement shall nevertheless remain in full force and effect.
3. No failure, omission or delay of any of the parties in exercising any of its rights, privileges and remedies hereunder shall operate as a waiver thereof. No waiver or departure from the terms of this Agreement shall be valid and binding unless made in a written Supplemental Memorandum of Agreement and signed by the party's authorized representative.
4. It is further stipulated and expressly understood that existing laws, rules, regulations in so far as not inconsistent or modified by the contract, shall form part and parcel of this Agreement.
5. In case of conflict arising from this Agreement, both parties shall agree to freely and voluntarily submit themselves to proper mediation and Arbitration proceedings pursuant to Presidential Decree No. 242 and other related laws on mediation and arbitration.

IN WITNESS WHEREOF, the parties have hereunto affixed their signatures this ____ day of February 2025 at Cainta, Rizal, Philippines.

DEPED REGION IV-A CALABARZON

APO PRODUCTION UNIT, INC.

By:



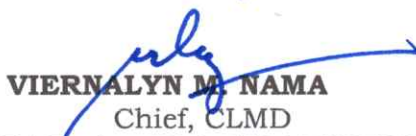
ATTY. ALBERTO T. ESCOBARTE,
Regional Director

By:



ATTY. GIL CARLOS R. PUYAT
President

WITNESSES:



VIERNALYN M. NAMA
Chief, CLMD
DepEd Region IV-A CALABARZON



Dominic E. Tajon
Sales & Marketing Manager

REPUBLIC OF THE PHILIPPINES)

S.S

QUEZON CITY

ACKNOWLEDGMENT

BEFORE ME, a Notary Public in and for QUEZON CITY, Philippines, this

09 SEP 2025, the parties personally appeared:

NAME	GOVERNMENT ISSUED ID NO.
ATTY. ALBERTO T. ESCOBARTE Regional Director	DepEd Employee No. 4529876
ATTY. GIL CARLOS R. PUYAT President	PASSPORT No: P2491155C

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

The foregoing instrument is a **MEMORANDUM OF AGREEMENT** consisting of **five (5) pages** (exclusive of attachments), including this page on which this Acknowledgment is written and signed by the parties hereto and their instrumental witness on the left-hand margin of each and every page hereof.

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

Doc. No. 277;
Page No. 56;
Book No. ~~XXXI~~;
Series of 2025.

NOTARY PUBLIC

~~Atty. DONATO C. MANGIAT~~

Notary Public

Commission No. NP-030 (Expires December 31, 2025)

IBP No. 483603, December 15, 2024, OC

PTR No. 6989466, January 02, 2025, QC

Attorney's Roll No. 34845

MCLE Compliance VIII No. 0038964

Issued on June 23, 2025, Valid until April 14, 2028

Office Address: No. 2 Marunong St., Brgy. Central, OC