



## MEMORANDUM

No. 42 s. 2024

TO : All Extension and Program Coordinators  
FROM : Campus Director  
DATE : 5 March 2024  
SUBJECT : **MOU and MOAs for Extension Programs**

This is to amplify and put into a Memo what I specified in my letter to **Prof. Kristine Lovele E. Navarrete**, Head of Extension Services, dated 4 March 2024, with the subject "Extension Program Proposal and Proper Conduct of Extension Activities". You are, therefore, hereby required to observe the following major steps in preparing the MOU, MOAs, and extension project proposals.

**First**, like "problem formulation" in research, you need to think of a problem or issue or any gap in a particular community (in Ormoc City and beyond) that you wish to see addressed in your extension program. This involves initial engagements/talks with stakeholders in the community, like the barangay captain or purok leaders.

**Second**, once you and key stakeholders in the target communities came up with initial arrangements, then prepare a memorandum of understanding (MOU) with the said community.<sup>1</sup>

**Third**, when the MOU is ready, then you prepare a research-based<sup>2</sup> extension **project proposal**.<sup>3</sup> Please note that your extension project proposal should directly address the problem or issue or gap that you have identified in the community from the very beginning.

**Fourth**, once the extension project proposal is signed by all the signatories, then this is the perfect time for you to come up with a memorandum of agreement (MOA) with the partner community or communities. Please note that the terms contained in the MOA are based on the specific activities or concerns articulated in the "extension project proposal".

Lastly, please note that each extension project should have its own respective MOA. For example, if EVSU Ormoc has three extension projects/programs in Barangay Danao, then it must have three MOAs as well, but with only one MOU.

Please be guided accordingly.

In the service of God, country, and EVSU,



**DR. JEFFRY OCAY**

Copy furnished:

- Head, Extension Services
- All Department Heads

**EVSU Ormoc Campus: Forward and Beyond**

*One Dream, One Hope, One University*

Address: Brgy. Don Felipe Larrazabal, Ormoc City, Philippines 6541 – PHILIPPINES | Telefax: +63(53)560-9803 | e-Mail: [jeffry.ocay@evsu.edu.ph](mailto:jeffry.ocay@evsu.edu.ph) | Website: <https://ormoc.evsu.edu.ph/>

<sup>1</sup> Please note that partnerships between and among groups or communities normally begin with a memorandum of understanding (MOU). This is because from the very beginning, groups or communities do not exactly know what they wish to enter into with each other. Hence, the MOU will provide the general concepts, principles, and theoretical bases of the future "agreements". With the MOU, therefore, groups and communities can now start engaging with each other, but no specific terms to agree with. Once parties decide to work on a particular project, for example, EVSU Ormoc and Barangay Linao "agree" to work on the digitalization of the operations of the latter, then this is the time that both parties enter into a memorandum of agreement (MOA). As we can see then, an MOU is more general, while a MOA is very specific, and most of the time, stems from an MOU.

<sup>2</sup> Ideally, your proposed extension activity/program must be based on the recommendations of your completed research(es) either published or not. If you don't yet have a completed research, you may use the research(es) of other scholars (local or abroad) as basis of your proposed extension program.

<sup>3</sup> You can secure the project proposal template from Prof. Navarrete.