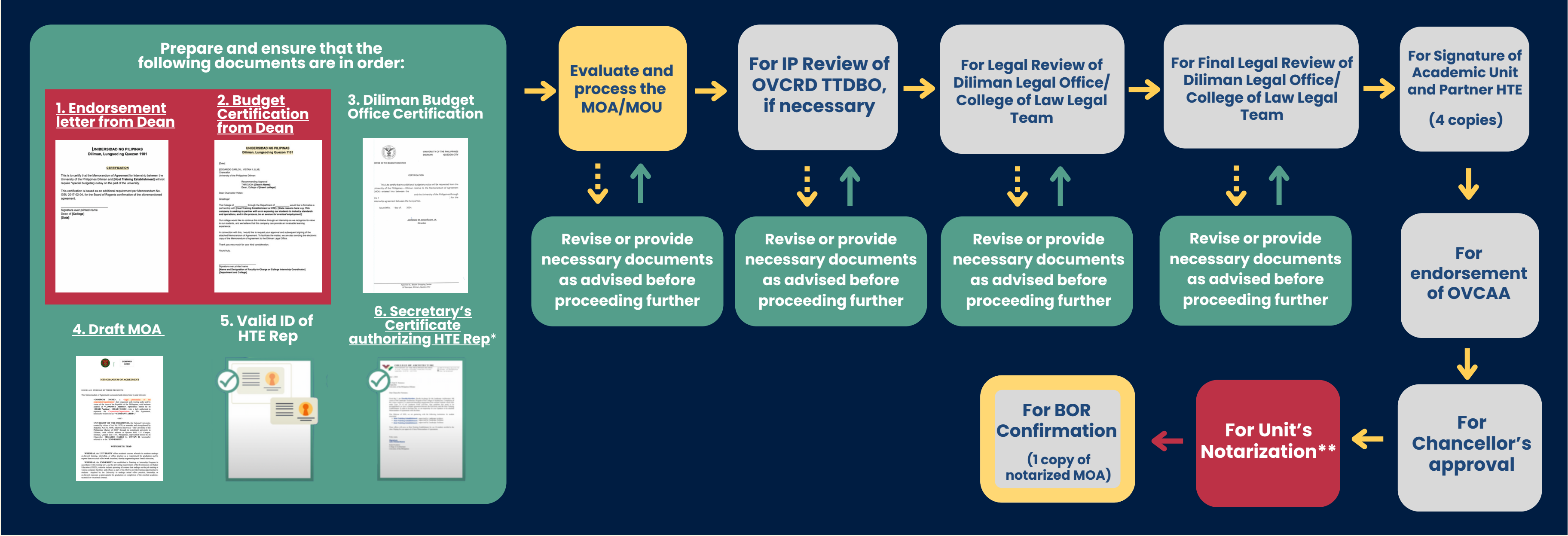


# MOA Processing with HTEs



\* If the HTE is a corporation, a Secretary's Certificate must be submitted; If HTE is a sole proprietorship, the name of the owner must be indicated in the MOA, and a Certificate of DTI registration must be supplied. Otherwise, a Special Power of Attorney (SPA) for the signatory must be secured if the s/he is not the owner. If HTE is a partnership, an SPA for the signatory must be secured if s/he is not a partner; If HTE is a local-government unit (LGU), a Sangguniang Bayan (SB) Resolution must be submitted.

\*\*After the notarization, the requesting unit must send one (1) notarized copy of the MOA to OFA Diliman as soon as possible. This is to get BOR Confirmation within the allotted period of three months after the MOA is signed by the Chancellor. The other three notarized copies are for the requesting unit's Dean, the FIC, and the HTE.