Samar Colleges, Inc.

Procedures Manual

Forging Partnerships and/or Collaboration

(Anchored on Continuous Quality Improvement (CQI) and the PDCA Cycle)

Document Reference Code: _____
Effective Date: April 10, 2026
Revision Number: _____

	Name	Position	Signature
Prepared by	**RITCHELLE D. JABAGAT, LPT**	OIC Director for Quality Assurance Office	
	MARILYN D. CARDOSO, Ph.D.	SVP for Programs Development and Quality Assurance	
Reviewed by	**PEDRITO G. PADILLA, Ph.D.**	SVP for Academic Programs	
	MELDRITO B. VALLES, Ph.D.	SVP for Cultural and External Affairs	
	LETECIA R. GUERRA, Ph.D.	SVP for Basic Education	
	MANUELILDA ROSARIO A. TORREVILLAS	SVP for Administration/ School Administrator	
Approved by	**RHETT CAESAR L. PICZON**	School President/ Chairman, BoD	

REVISION HISTORY

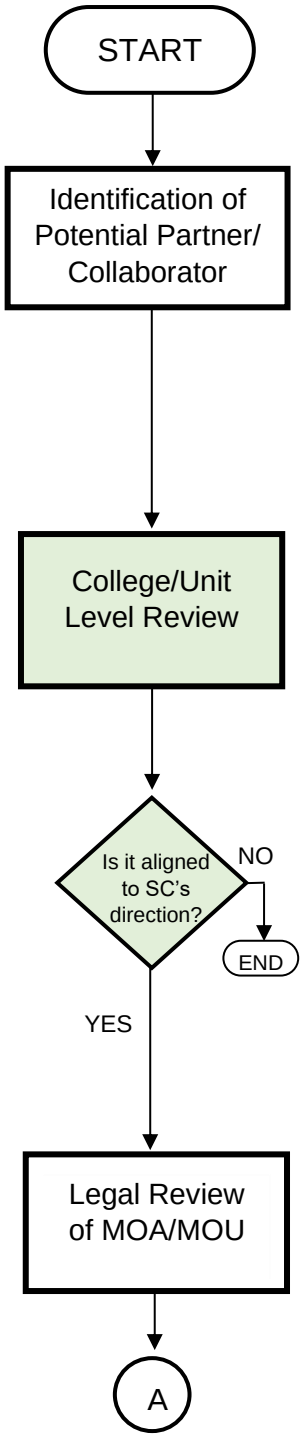
Date	Rev. No.	Details of Change	Owner

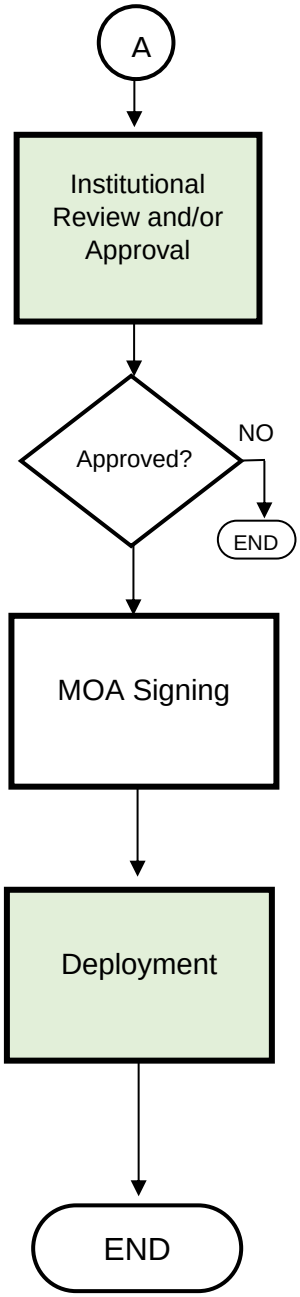
1. Definitions, Acronyms, and Abbreviations

1.1 Acronyms and/or definitions

CMO	CHED Memorandum Order
DCC	Document Control Center
MOA	Memorandum of Agreement
MOU	Memorandum of Understanding
SVPs	Senior Vice Presidents
SVPPDQA	Senior Vice President for Programs Development and Quality Assurance

1.3 Detailed Procedure

Process Flow	Responsible Persons	Details	Documented Information
	Dean/ Program Head/ Unit Head/ Key Official/ Concerned Personnel	Identifies potential partner institution/ organization Conducts initial exploratory communication Determines areas of collaboration, such as: • Joint research • Extension activities • Faculty exchange • Student Exchange • Internationalization initiatives • Internship programs • Academic program development • Innovation and technology transfer • Others	Letter of Invitation from interested potential partner or Letter of Intent to forge Partnership Draft MOA/MOU (*See WI-Partnerships-Form_A*)
	Dean/ Program Head/ Unit Head	Reviews draft MOA/MOU Determines strategic alignment of the partnership. Partnerships/ collaborations must align with at least one of the following: • Institutional Vision, Mission, and Goals • Academic program development • Research and innovation agenda • Community engagement/extension • Internationalization and mobility programs • Industry linkages and employability initiatives, or • As determined by the ManCom/ ExeCom	Filled Out Evaluation Checklist (*See WI-Partnerships-Form_B*)
	SVPs Legal Consultant	Facilitates the review and finalization of the MOA/MOU	Finalized Copy of MOA/MOU

	SVPs	Reviews/endorses approval of MOA/MOU	Letter showing approval of MOA/MOU
	School President	Approves MOA/MOU	
	Partner Agency SVPs Dean/Faculty President	Signs MOA/MOU	Perfected MOA/MOU
	Dean/ Program Head / Unit Head	Provides copy of perfected MOA/MOU to: • DCC • SVPs • Deans • Unit Heads	Signed Acknowledge-ment Receipt (See *SVPPDQA-General-Form_A*)

SAMAR COLLEGES, INC.
Catbalogan City

and

PARTNER AGENCY/INSTITUTION
Address

MEMORANDUM OF AGREEMENT

KNOW ALL MEN BY THESE PRESENTS:

This MEMORANDUM OF AGREEMENT is made and entered into by and between:

SAMAR COLLEGES, INC., a private HEI with address at Catbalogan City, Samar, represented herein by **RHETT CAESAR L. PICZON,** the Chairman of the Board of Directors and the School President, herein referred to as "**SC".**

-and-

PARTNER AGENCY/INSTITUTION, a *(specify the kind of organization/agency, e.g., university, college, etc.)* existing by virtue of _____ with principal office address at _____, duly represented by _____ the **POSITION**, hereinafter referred to as **"**_____**"**,

WITNESSETH, THAT:

WHEREAS, *(Provide the legal, institutional, or relevant basis supporting the need for this partnership/collaboration.)*;

(Additional WHEREAS clauses may be incorporated, as deemed necessary, to fully articulate the legal, institutional, and/or contextual grounds of the partnership or collaboration.)

NOW, THEREFORE, for and in consideration of the foregoing premises, the parties hereby agree to join together in the implementation and bind themselves to the terms and conditions stated herein:

1.0 Title of the Program, Project, and Activities

The Program/Partnership will be entitled **"**_____**".**

2.0. Project Implementation source of fund/cost

3.0 Program/Project Description and Objectives

4.0 Duties and Responsibilities of Samar Colleges, Inc.

5.0 Duties and Responsibilities of Partner Agency/Institution

6.0 Addendums

7.0 Duration

This Agreement shall take effect immediately upon signing hereof and shall continue to be binding until the period of _____. This agreement shall be reviewed six (6) months before its expiration to determine whether, subject to the mutual efforts by the parties, it will be renewed and continued to be in full force and effect.

Notwithstanding the foregoing, the "SC" or the "_____" reserves the right to terminate this Agreement subject to **fifteen (15) days** prior written notice to the other party.

8.0 Dispute Resolution

The parties will attempt in good faith to resolve any dispute, controversy, issue, or claim arising out of or relating to this agreement, or the breach, termination on invalidity thereof through negotiations between representatives of each of the parties with authority to settle the relevant dispute. If the dispute cannot be settled amicably within thirty (30) days from the date on which either party has served written notice on the other of the dispute, then the matter may be referred to as arbitration, as the case may be, in accordance with the administrative code, prevailing laws, rules, and jurisprudence on arbitration between national government agencies.

This memorandum of Agreement shall take effect upon signing and shall be in force and effect for the duration of ____ years from _____ to _____.

IN WITNESS WHEREOF, the parties have here unto set their hands on this _____day of _____ at _____, Philippines.

SAMAR COLLEGES, INC.	**PARTNER AGENCY/INSTITUTION**
_____	_____
RHETT CAESAR L. PICZON	***Name of the President/Head/Representative***
Chaiman of the Board of Directors and School President	*Position/Designation*

Signed in the Presence of:

_____	_____
Name	***Name***
Position/Designation	*Position/Designation*
_____	_____
Name	***Name***
Position/Designation	*Position/Designation*

REPUBLIC OF THE PHILIPPINES)
Catbalogan City, Samar) s.s.

ACKNOWLEDGEMENT

BEFORE ME, a notary public for and in Catbalogan City, Samar, this _____ day of _____, 20__ personally appeared:

NAME	TYPE OF VALID I.D.	VALID I.D. NO.	DATE/ PLACE ISSUED	EXPIRY DATE
First Party				
RHETT CAESAR L. PICZON	_____	_____	_____	_____
Second Party				
HEAD/REPRESENTATIVE	_____	_____	_____	_____

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.

The foregoing instrument relates to a MOA consisting of _____ pages including the page on which this acknowledgment is written, has been signed on the left margin of each and every page thereof by the parties and their witnesses, and sealed with my notarial seal.

WITNESS MY HAND AND NOTARIAL SEAL, this _____ day of _____, 20__ in Catbalogan City, Samar Philippines.

NOTARY PUBLIC

Doc No. _____;
Page No. _____;
Book No. _____;
Series of 20___

SAMAR COLLEGES, INC.
Mabini Avenue, Catbalogan City, Samar, Phils 6700
Tel: +6355-5438381
Website: samarcollege.edu.ph
Email: info@samarcollege.edu.ph

Samar Colleges, Inc.
Evaluation Checklist of Prospective Partner/Collaborator

Indicator/Criteria	Yes	No	Remarks
1. The proposed partner/collaborator is a registered institution/organization			
2. The proposed partner/collaborator is duly accredited/recognized.			
3. The proposed partner/collaborator has a positive institutional reputation.			
4. The proposed partner's/collaborator's VMGO are compatible with the VMGO of Samar Colleges, Inc.			
5. Others, please specify: _____ _____			

Recommendation:

☐ Recommended
☐ Not Recommended
☐ Recommended with Conditions:
_____

Evaluator:

_____
(*Printed name and Signature*)

Samar Colleges, Inc.
Mabini Ave., Catbalogan City, Samar, Phils. 6700
Tel. + 6355-5438381/8594
Website: www.samarcollege.edu.ph
Email: info@samarcollege.edu.ph

ACKNOWLEDGMENT RECEIPT

Title of Document

	NAME	POSITION/DEPARTMENT	SIGNATURE/DATE
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April 14, 2026

TO: ManCom/ExeCom/Deans/Principals

Respectfully transmitting herewith a copy of the **Work Instruction for Forging Partnerships and/or Collaborations**, which has been duly approved by the School President, effective April 10, 2026.

This document was developed in compliance with the recommendations and findings of CHEDRO VIII during their recent onsite monitoring visit, particularly on the need to establish a formal policy or guideline governing how the institution engages in collaboration, partnership, or networking with other institutions.

Further, this document shall serve as a reference for all colleges and units and may also be utilized to strengthen documented evidence for future related undertakings.

Attached are the following documents:

1. Work Instruction for Forging Partnerships and/or Collaborations
2. Supporting Forms

For your reference and dissemination.

Thank you so much.

Very truly yours,

MARILYN D. CARDOSO, Ph.D.
SVP for Programs Development and Quality Assurance

SAMAR COLLEGES, INC.-DCC
CATBALOGAN CITY
RELEASED
DOC. NO. 2026-0414-0125-10
DATE: 4/14/26 TIME: 1:00 pm
BY: VIVENCIO O. VERZOSA
DCC OFFICER

Samar Colleges, Inc.
Mabini Ave., Catbalogan City, Samar, Phils. 6700
Tel. + 6355-5438381/8594
Website: www.samarcollege.edu.ph
Email: info@samarcollege.edu.ph

ACKNOWLEDGMENT RECEIPT

Forging Partnerships and/or Collaborations (Work Instruction)

	NAME	POSITION/DEPARTMENT	SIGNATURE/DATE
1.	Ms. Manuelilda Rosario A. Torrevillas	SVP for Administration/ School Administrator	for: 04/14/26
2.	Mrs. Fidencia P. Oral	SVP for Finance	for: 4/14/26
3.	Dr. Pedrito G. Padilla	SVP for Academic Programs	4/14/26
4.	Dr. Meldrito B. Valles	SVP for Student Cultural and External Affairs	by: 4/14/26
5.	Dr. Letecia R. Guerra	SVP for Basic Education	4/14/26
6.	Dr. Nimfa T. Torremoro	Dean, Graduate School	4/14/26
7.	Dr. Natalia B. Uy	Dean, CBM	4/14/26
8.	Dr. Jaquelyn G. Montales	Dean, CoEd	4/14/26
9.	Ms. Mary-Ann D. Abaigar	OIC Dean, CoCJE	4/14/26
10.	Dr. Robert R. Flora	Dean, CITAS	4/14/26
11.	Dr. Lydia A. Gonzales	Head, HRMD	4/10/26
12.	Mr. Roque D. Villarin	Director, Campus Communication and External Services	4/14/26
13	Mr. Jerick C. Cuevas	OIC Dean, OSAS	4/14/26
14	Mrs. Johanna C. Flora	Director, SCTI	4/14/2026