



J.H. CERILLES STATE COLLEGE

F. Consolacion St., Balangasan District, Pagadian City, Zamboanga del Sur

jhcscpag.info@gmail.com

Telephone No. (062)945-0727

School of Law



VISION

Leading higher education institution serving the ASEAN community with quality, innovative and culture-sensitive programs

MISSION

- Provides need-based tertiary and advanced programs in Agriculture, Education and allied fields;
- Undertakes applied research, extension and production services that yield - workable and durable solutions to sector specific challenges, thus improving the socio-economic well-being of identified communities

CORE VALUES

Justice, Peace and Unity
Hope, Honesty and Humility
Credibility and Integrity
Social Responsibility and Interfaith Dialogue
Collaboration and Shared Competence

ANNEX F

MEMORANDUM OF AGREEMENT FOR THE IMPLEMENTATION OF THE EXTENSION PROJECT

KNOW ALL MEN BY THESE PRESENTS:

This **MEMORANDUM OF AGREEMENT (MOA)** is entered into this ____ day of _____ 2026, in _____, Philippines, by and among: **J.H. CERILLES STATE COLLEGE (JHCSC) – SCHOOL OF LAW, CLINICAL LEGAL EDUCATION PROGRAM (CLEP)**, a state institution of higher learning, with principal office at Pagadian City, Zamboanga del Sur, represented herein by its authorized representative, **ATTY. ROMYLYN O. REGIDOR, CPA, LL.M., Dean of the School of Law/CLEP Adviser**, hereinafter referred to as “**JHCSC-SOL/CLEP**”;

-and-

LOCAL GOVERNMENT UNIT OF LAKEWOOD, ZAMBOANGA DEL SUR, represented by its duly authorized representative, hereinafter referred to as “**LGU-Lakewood**”;

-and-

ANCESTRAL DOMAIN MUNICIPAL OFFICE (ADMO) OF LAKEWOOD, represented by its duly authorized representative, hereinafter referred to as “**ADMO**”;

-and-

NATIONAL COMMISSION ON INDIGENOUS PEOPLES (NCIP) – ZAMBOANGA DEL SUR, represented by its duly authorized representative, hereinafter referred to as “**NCIP**”;

-and-

SUBANEN COMMUNITY OF LAKEWOOD, ZAMBOANGA DEL SUR, represented by its duly recognized community/tribal representatives, hereinafter referred to as the “**SUBANEN COMMUNITY**.”

Collectively, the parties shall be referred to as the “**Parties**.”

WITNESSETH:

WHEREAS,

The JHCSC School of Law–Clinical Legal Education Program seeks to extend accessible, practical, and culturally responsive legal education and community legal empowerment initiatives to underserved communities;

WHEREAS,

A completed qualitative study entitled “**A Qualitative Study: Assessing the Legal Needs and Access to Justice of the Indigenous Peoples in Zamboanga del Sur Focusing the Subanen Community**” identified gaps in practical legal awareness, access to formal legal assistance, knowledge of legal procedures and documentation, and institutional accessibility among selected members of the Subanen community in Lakewood, Zamboanga del Sur.



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WHEREAS,

The study further recognized the continuing importance of the **Timuay, community elders, tribal councils, and Indigenous Peoples representatives** in customary dispute resolution and community consultation, while emphasizing the need to strengthen linkages with appropriate formal legal and government institutions.

WHEREAS,

The Parties recognize the importance of collaborative and culturally responsive interventions that promote legal literacy, access to appropriate services, community participation, leadership development, and constructive engagement between the Subanen community and relevant government and legal institutions;

WHEREAS,

The Parties desire to establish a collaborative framework for the implementation of the extension project entitled:

“LEGAL LITERACY SESSION FOR SUBANEN YOUTH: EMPOWERING SUBANEN LEADERS THROUGH POLICY ADVOCACY AND LGU ENGAGEMENT WORKSHOP”

ARTICLE I

PURPOSE OF THE AGREEMENT

This Agreement establishes the cooperation and responsibilities of the Parties in implementing the proposed extension project, which shall consist of:

1. **Legal Literacy Session for Subanen Youth**, targeting approximately **50 Subanen youth**; and
2. **Empowering Subanen Leaders: Policy Advocacy and LGU Engagement Workshop**, targeting approximately **50 Subanen community leaders**, including Timuays, IP leaders, youth leaders, and other recognized representatives.

The project shall be implemented from **October 1 to December 5, 2026**.

ARTICLE II

OBJECTIVES

The project aims to:

1. strengthen legal literacy among Subanen youth and community leaders;
2. increase awareness of Indigenous Peoples' rights, legal remedies, government services, and appropriate referral mechanisms;
3. improve practical understanding of common legal concerns, particularly land, documentation, family/community concerns, and access to government services;
4. promote understanding of the relationship between customary and formal justice mechanisms;
5. strengthen youth participation and community leadership;
6. develop the capacity of community leaders to articulate concerns and engage relevant government institutions;
7. facilitate community-based advocacy and action planning; and
8. strengthen collaboration among JHCSC-SOL/CLEP, the Subanen community, LGU-Lakewood, ADMO, NCIP, and other appropriate stakeholders.



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ARTICLE III RESPONSIBILITIES OF THE PARTIES

A. JHCSC-SOL/CLEP shall:

1. serve as the **lead implementing institution** of the project;
2. prepare the project design, training materials, presentations, and activity guides;
3. provide qualified faculty members, lawyers, CLEP students, and resource persons;
4. facilitate the legal literacy session and leadership workshop;
5. coordinate with partner agencies and community representatives;
6. administer appropriate pre- and post-activity assessments and participant evaluations;
7. document the implementation and consolidate project outputs;
8. prepare the terminal/accomplishment report; and
9. comply with applicable JHCSC policies on extension activities, finance, procurement, documentation, and data privacy.

B. LGU-Lakewood shall:

1. assist in community coordination and mobilization;
2. facilitate appropriate coordination with concerned municipal offices;
3. provide relevant resource persons, when available;
4. assist in identifying appropriate government services and referral mechanisms;
5. participate in the policy advocacy and LGU engagement workshop; and
6. provide available logistical or in-kind support, subject to applicable government rules and availability of resources.

C. ADMO shall:

1. provide relevant information concerning ancestral-domain-related programs and services;
2. participate as a technical/resource partner during appropriate project activities;
3. assist in identifying appropriate referral mechanisms concerning ancestral-domain concerns; and
4. support community-government coordination within its mandate.

D. NCIP shall:

1. provide appropriate technical/resource persons on Indigenous Peoples' rights and relevant government mechanisms;
2. provide information regarding available NCIP programs and services;
3. participate in legal literacy and/or leadership activities, as appropriate;
4. assist in identifying appropriate referral pathways for concerns within its mandate; and
5. support culturally appropriate community engagement.

E. SUBANEN COMMUNITY shall:

1. facilitate community participation through recognized leaders and representatives;
2. assist in identifying appropriate participants;
3. support the participation of Timuays, elders, youth leaders, and other community representatives;
4. participate actively in the project activities;
5. provide community perspectives relevant to the workshop and advocacy planning; and



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6. assist in sustaining appropriate community-level initiatives developed through the project.

ARTICLE IV

CONTRIBUTIONS AND SUPPORT

The Parties may provide financial, logistical, technical, material, personnel, venue, transportation, food, communication, or other forms of support necessary for project implementation.

Any financial contribution, sponsorship, donation, or counterpart support shall be properly documented and shall be subject to the applicable accounting, auditing, procurement, and institutional policies of the concerned Party.

No Party shall be required to provide financial support unless expressly agreed upon in writing and authorized by its applicable rules and procedures.

ARTICLE V

PROJECT FUNDING

The estimated project requirement is **PHP 115,000.00**, subject to the approved project proposal and applicable JHCSC financial and accounting policies.

The project budget shall primarily cover:

- instructional and workshop materials;
- supplies;
- communication and coordination;
- transportation and field-related expenses;
- meals and snacks;
- documentation; and
- other necessary operational expenses.

Partner and sponsor contributions may be treated as financial or in-kind counterpart support, as applicable.

ARTICLE VI

IMPLEMENTATION PERIOD

The project shall be implemented from **October 1 to December 5, 2026**, according to the following general schedule:

Activity	Date
Project Orientation/Planning/Partner Coordination	October 1–2, 2026
Community Coordination and Participant Mobilization	October 5–9, 2026
Preparation of Materials and Logistics	October 12–23, 2026
Legal Literacy Session for Subanen Youth	October 31, 2026
Youth Evaluation and Documentation	November 2–6, 2026
Leaders Workshop Preparation/Coordination	November 9–20, 2026
Policy Advocacy and LGU Engagement Workshop	November 28, 2026
Leaders' Evaluation and Documentation	November 30–December 2, 2026
Consolidation and Final Report	December 3–5, 2026



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The schedule may be modified upon mutual agreement of the Parties due to operational, community, weather, institutional, or other legitimate considerations.

ARTICLE VII

CULTURAL RESPECT AND COMMUNITY PARTICIPATION

The Parties agree that project activities shall be implemented in a manner that respects the culture, traditions, customary leadership, community protocols, and dignity of the Subanen people.

The project shall complement rather than unnecessarily displace existing customary practices. Discussions concerning customary and formal justice shall be undertaken in a manner that promotes understanding, appropriate referral, and constructive institutional cooperation.

ARTICLE VIII

CONFIDENTIALITY AND DATA PRIVACY

The Parties shall exercise reasonable care in handling personal information, participant records, evaluation results, photographs, and other project documentation.

Personal or sensitive legal concerns disclosed during activities shall not be publicly disclosed without appropriate consent, except when disclosure is required by law or applicable institutional policy.

Project reports shall, whenever practicable, present participant information in aggregate or non-identifying form.

ARTICLE IX

DOCUMENTATION AND USE OF PROJECT OUTPUTS

JHCSC-SOL/CLEP shall document project implementation through attendance records, photographs, evaluation forms, activity reports, workshop outputs, and other appropriate documentation.

The Parties may use non-confidential project outputs for legitimate institutional reporting, extension documentation, academic purposes, and advocacy, provided that appropriate consent, attribution, cultural sensitivity, and applicable privacy requirements are observed.

ARTICLE X

NON-EXCLUSIVITY

This Agreement shall not prevent any Party from entering into similar agreements or undertaking other programs with other institutions, provided that such activities do not conflict with the obligations established under this Agreement.

ARTICLE XI

AMENDMENTS

Any amendment, modification, or addition to this Agreement shall be made in writing and signed by the duly authorized representatives of the concerned Parties.



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ARTICLE XII TERMINATION

Any Party may request termination of this Agreement upon written notice to the other Parties. The Parties shall, whenever practicable, endeavor to complete activities already underway and settle outstanding responsibilities before termination.

Termination shall not affect obligations already incurred prior to the effective date of termination.

ARTICLE XIII EFFECTIVITY

This Agreement shall take effect upon signing by the duly authorized representatives of the Parties and shall remain effective until the completion of the project and submission of the final project documentation, unless earlier terminated or extended by mutual written agreement.

ARTICLE XIV SEPARABILITY

If any provision of this Agreement is declared invalid or unenforceable, the remaining provisions shall continue to be valid and enforceable to the extent permitted by law.

IN WITNESS WHEREOF, the Parties have hereunto affixed their signatures this ____ day of _____ 2026 at _____, Philippines.

J.H. CERILLES STATE COLLEGE

SCHOOL OF LAW – CLINICAL LEGAL EDUCATION PROGRAM

ATTY. ROMYLYN O. REGIDOR, CPA, LL.M.

Dean, School of Law / CLEP Adviser

Signature: _____

Date: _____

LOCAL GOVERNMENT UNIT OF LAKEWOOD

Authorized Representative

Position: _____

Signature: _____

Date: _____

ANCESTRAL DOMAIN MUNICIPAL OFFICE

Authorized Representative

Position: _____

Signature: _____

Date: _____



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NATIONAL COMMISSION ON INDIGENOUS PEOPLES ZAMBOANGA DEL SUR

Authorized Representative
Position: _____
Signature: _____
Date: _____

SUBANEN COMMUNITY OF LAKEWOOD

Authorized Community/Tribal Representative
Position/Designation: _____
Signature: _____
Date: _____

SIGNED IN THE PRESENCE OF:

Name/Position

Name/Position

ACKNOWLEDGMENT

REPUBLIC OF THE PHILIPPINES)
PROVINCE OF ZAMBOANGA DEL SUR) S.S.
CITY/MUNICIPALITY OF _____)

BEFORE ME, a Notary Public for and in the City/Municipality of _____, this ____ day of _____ 2026, personally appeared the foregoing authorized representatives of the Parties, who are known to me and who acknowledged that this **Memorandum of Agreement** is their free and voluntary act and deed and that of the institutions/organizations they respectively represent.

This instrument consists of ____ pages, including this page on which the acknowledgment is written, and has been signed by the Parties and their witnesses on each page.

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

NOTARY PUBLIC

Doc. No. _____;
Page No. _____;
Book No. _____;
Series of 2026.