Republic of the Philippines
PROVINCE OF SURIGAO DEL SUR
TANDAG CITY

BAGONG PILIPINAS

Provincial Governor's Office

November 9, 2026

RELEASED
PGO-SURIGAO DEL SUR
SIGNATURE OVER PRINTED NAME
CONTROL NO: DATE: 11-09-26 TIME: 1144

THE HONORABLE MEMBERS
Office of the Provincial Council
This Province

Thru: **HON. MANUEL O. ALAMEDA, SR.**
Provincial Vice Governor & Presiding Officer

SANGGUNIANG PANLALAWIGAN
TANGGAPAN
RECEIVED
DATE: 11/9/26
BY:
TIME: 3:00 pm
TANDAG CITY, SURIGAO DEL SUR

Sir:

Greetings!

May we respectfully request the passage of a Sangguniang Panlalawigan Resolution authorizing the Provincial Governor to enter into and sign a Memorandum of Understanding (MOU) with the Philippine Statistical Research and Training Institute (PSRTI) for the provision and utilization of the Template Dashboard for the 2024 Community-Based Monitoring System (CBMS) Data Analysis and Visualization Using Microsoft Power BI, and the Standard Excel Template for Computing Selected Comprehensive Development Plan (CDP) and Sustainable Development Goals (SDG) Indicators.

We are hoping for your favourable action on the matter.

Truly yours,

JOHNNY T. PIMENTEL
Provincial Governor

PROVINCE OF SURIGAO DEL SUR
Office of the Secretary to the Sangguniang Panlalawigan
Tel. No.: 086-2115832
Email: ossp@surigaodelsur.gov.ph
OSSP-26-06521

Republic of the Philippines
PROVINCE OF SURIGAO DEL SUR
TANDAG

Provincial Legal Office

11-06-26 - 10:57 AM

2nd Indorsement

November 6, 2026

RECEIVED
PGO-SURIGAO DEL SUR
SIGNATURE OVER PRINTED NAME
CONTROL NO: 5515 DATE: 11-6-26 TIME: 10:57

Respectfully returned to **HON. JOHNNY T. PIMENTEL**, Governor of this province, the herein 1st Indorsement dated November 4, 2026, pertaining to the draft **MEMORANDUM OF UNDERSTANDING** between the **PHILIPPINE STATISTICAL RESEARCH AND TRAINING INSTITUTE (PSRTI)**, the research and training arm of the Philippine Statistical System created under Republic Act No. 10625, and the **PROVINCE OF SURIGAO DEL SUR**, for the provision and use of the Template Dashboard for 2024 CBMS Data Analysis and Visualization Using Microsoft Power BI and the Standard Excel Template for Computing Selected CDP and SDG Indicators.

After a careful review of the said MOU, the undersigned finds the same to be in order, considering that it is in line with R.A. No. 11315, otherwise known as the Community-Based Monitoring System Act, entails no financial obligation on the part of the Province except as may be duly authorized, and leaves the custody and control of the Province's CBMS data with the Province, in accordance with the Data Privacy Act of 2012. In view thereof, it is respectfully recommended that the Governor sign the MOU after an authority from the Sangguniang Panlalawigan is secured.

ATTY. LIMUEL L. AUZA
Provincial Legal Officer

RELEASED
PGO-SURIGAO DEL SUR
SIGNATURE OVER PRINTED NAME
CONTROL NO: DATE: 11-5-26 TIME: 8:06am

Republic of the Philippines
PROVINCE OF SURIGAO DEL SUR
TANDAG CITY

BAGONG PILIPINAS

Office of the Governor

SUBJECT: **LETTER DATED NOVEMBER 4, 2026, RE: TRANSMITTAL OF MEMORANDUM OF UNDERSTANDINGWITH THE PHILIPPINE STATISTICAL RESEARCH AND TRAINING INSTITUTE (PSRTI)**

1st Indorsement

November 4, 2026

Respectfully indorsed to **Atty. Limuel L. Auza, Provincial Legal Officer,** this Province, the herein basic communication from Vilma A. Ronquillo, EnP, Provincial Planning and Development Coordinator, for your legal opinion.

JOHNNY T. PIMENTEL
Provincial Governor

By authority of the Governor:

MARJORIE V. PAGARAN
Assistant Provincial Administrator

PROVINCIAL LEGAL OFFICE
RECEIVED
DATE: 11/05/26
TIME: 10:38 AM
BY:
PROVINCE OF SURIGAO DEL SUR

PGO RECORDS/MVP/CHA

Republic of the Philippines
PROVINCE OF SURIGAO DEL SUR
Capitol Hills, Tandag City

BAGONG PILIPINAS

Provincial Planning and Development Office

November 4, 2026

JOHNNY T. PIMENTEL
Provincial Governor
Province of Surigao del Sur
Tandag City

RECEIVED
PGO-SURIGAO DEL SUR
SIGNATURE OVER PRINTED NAME
CONTROL NO: 5482 DATE: 11-4-26 TIME: 1:20 PM

TO: PROVINCIAL GOVERNOR'S OFFICE
FROM: THE PROVINCIAL PLANNING AND DEVELOPMENT COORDINATOR
SUBJECT: TRANSMITTAL OF MEMORANDUM OF UNDERSTANDING (MOU) FOR REVIEW

Respectfully transmitted herewith is the attached draft Memorandum of Understanding (MOU) between the Philippine Statistical Research and Training Institute (PSRTI) and the Local Government Unit, relative to the provision and utilization of the 2024 Community-Based Monitoring System (CBMS) analytical tools.

In this connection, may we respectfully request your Office to review the attached document and provide the necessary legal comments and recommendations, if any, prior to its finalization and execution.

For your appropriate action.

Thank you.

Respectfully yours,

VILMA A. RONQUILLO, EnP
Provincial Planning and Development Coordinator

MEMORANDUM OF UNDERSTANDING

KNOW ALL MEN BY THESE PRESENTS

This **MEMORANDUM OF UNDERSTANDING (MOU)** is made and entered into this _____ day of _____ 2026 by and between:

PHILIPPINE STATISTICAL RESEARCH AND TRAINING INSTITUTE (PSRTI), the research and training arm of the Philippine Statistical System, created pursuant to **Republic Act No. 10625,** with principal office at the 15th and 16th Floors, The Upper Class Tower, Barangay Paligsahan, Quezon City, represented herein by its Executive Director III, **JOSEFINA V. ALMEDA, PhD**, hereinafter referred to as **"PSRTI"**;

-and-

LOCAL GOVERNMENT UNIT OF _____, represented herein by its Local Chief Executive, _____, hereinafter referred to as "**LGU _____**";

PSRTI and LGU _____ shall hereinafter be referred to individually or as a "**Party**" and collectively as the "**Parties**".

WITNESSETH

WHEREAS, Republic Act No. 10625 mandates PSRTI to undertake statistical research, training, and capacity-building programs in support of the Philippine Statistical System;

WHEREAS, Republic Act No. 11315, otherwise known as the *Community-Based Monitoring System Act*, institutionalizes the CBMS and provides for capacity building of cities and municipalities through PSRTI in coordination with concerned government agencies;

WHEREAS, PSRTI seeks to strengthen the capacity of LGUs to analyze, interpret, visualize, and use CBMS data for evidence-based planning and decision-making;

NOW, THEREFORE, the Parties hereby agree as follows:

SECTION 1. PURPOSE

This MOU establishes the cooperation between PSRTI and LGU _____ for the provision and use of the following:

1. **Template Dashboard for 2024 CBMS Data Analysis and Visualization Using Microsoft Power BI**; and
2. **Standard Excel Template for Computing Selected Comprehensive Development Plan (CDP) and Sustainable Development Goal (SDG) Indicators Using 2024 CBMS Data**.

These tools shall support local development planning, CDP preparation and updating, SDG monitoring, program monitoring and evaluation, policy formulation, resource allocation, and evidence-based decision-making.

Only CDP and SDG indicators that can be appropriately computed or supported using available 2024 CBMS data shall be included in the Standard Excel Template.

SECTION 2. OBLIGATIONS OF PSRTI

PSRTI shall:

1. Provide the Power BI Template Dashboard and Standard Excel Template;

<<NAME>>
<<Position>>

MARIA PRAXEDES R. PEÑA
Chief Statistical Specialist
Training Division, PSRTI

<<NAME>>
<<Position>>

JOSEFINA V. ALMEDA, PhD
Executive Director III, PSRTI

2. Provide the necessary user guides, technical documentation, indicator definitions, formulas, and data-input specifications;
3. Provide a scheduled online orientation on the use of the Power BI Template Dashboard and Standard Excel Template to designated LGU personnel;
4. Provide reasonable technical assistance directly related to the structure and functionality of the tools;
5. Use sample, synthetic, anonymized, de-identified data during the scheduled online orientation; and
6. Maintain the confidentiality and security of any non-public information lawfully made available to PSRTI.

<<NAME>>
<<Position>>

SECTION 3. OBLIGATIONS OF THE LGU

LGU _____ shall:

1. Designate qualified personnel responsible for the use and management of the PSRTI CBMS analytical tools;
2. Use the tools primarily for authorized official government purposes;
3. Use only CBMS data that the LGU is legally authorized to access and process;
4. Ensure the accuracy, completeness, proper preparation, confidentiality, and security of the data used;
5. Validate and properly interpret indicators, analyses, and other outputs before official use or dissemination; and
6. Provide the necessary computers, Microsoft Power BI and Microsoft Excel software or licenses, connectivity, and other ICT requirements.

MARIA PRAXEDES R. PEÑA
Chief Statistical Specialist
Training Division, PSRTI

The LGU may customize appropriate portions of the tools for local application but shall exercise due care when modifying formulas, indicator definitions, data models, or other core components that may affect the validity or comparability of results.

SECTION 4. COMPLIANCE WITH OFFICIAL STANDARDS

The Parties recognize the **Philippine Statistics Authority (PSA)** as the lead agency for the implementation of the CBMS pursuant to Republic Act No. 11315.

The PSRTI CBMS analytical tools shall be used consistently with applicable:

1. PSA-prescribed CBMS concepts, definitions, methodologies, and statistical standards;
2. Official CDP planning frameworks and indicator definitions; and
3. Official SDG indicator concepts, methodologies, and metadata.

<<NAME>>
<<Position>>

The tools shall not replace or supersede official PSA systems, validation procedures, statistical products, or other government-prescribed planning and reporting systems.

Outputs generated through the tools shall not automatically be considered official statistics or be deemed certified by PSRTI.

SECTION 5. DATA PRIVACY AND CONFIDENTIALITY

The Parties shall comply with the **Data Privacy Act of 2012**, Republic Act No. 11315, statistical confidentiality requirements, and other applicable privacy and cybersecurity laws and policies.

Execution of this MOU shall **not automatically require the transfer to PSRTI of personally identifiable or household-level CBMS microdata.**

The LGU shall ordinarily retain custody and control of its CBMS data.

JOSEFINA V. ALMEDA, PhD
Executive Director III, PSRTI

Where PSRTI access to non-public CBMS data becomes necessary for technical assistance or validation, such access shall:

1. Be limited to the minimum data necessary;
2. Be legally authorized;
3. Be limited to authorized personnel; and
4. Where required, be covered by an appropriate Data Sharing Agreement, Data Processing Agreement, confidentiality undertaking, or similar instrument.

Confidentiality and data-protection obligations shall survive the expiration or termination of this MOU.

<<NAME>>
<<Position>>

SECTION 6. INTELLECTUAL PROPERTY AND USE

The original Power BI Template Dashboard and Standard Excel Template developed by PSRTI, including their design, structure, formulas, measures, data models, worksheets, visualizations, and documentation, shall remain the intellectual property of PSRTI, subject to applicable government intellectual property laws and policies.

LGU _____ is granted a **non-exclusive and royalty-free right** to use and appropriately customize the tools for official government purposes.

LGU _____ shall retain lawful rights over its own CBMS data and the reports, analyses, indicators, and visualizations generated from such data.

The LGU shall not sell, commercially exploit, sublicense for commercial purposes, or claim ownership of the original PSRTI tools without prior written authorization from PSRTI.

MARIA PRAXEDES R. PEÑA
Chief Statistical Specialist
Training Division, PSRTI

PSRTI shall be appropriately acknowledged as the developer of the tools.

SECTION 7. FINANCIAL ARRANGEMENTS

Unless otherwise agreed in writing, each Party shall bear its own expenses arising from the implementation of this MOU, subject to applicable government budgeting, accounting, procurement, and auditing laws and regulations.

Nothing in this MOU shall automatically obligate either Party to provide funding, equipment, software, or other resources beyond those duly authorized.

<<NAME>>
<<Position>>

SECTION 8. TERM AND EFFECTIVITY

This MOU shall take effect upon signing by both Parties and shall remain effective for a period of **three (3) years**, unless earlier terminated.

SECTION 9. TERMINATION

Either Party may terminate this MOU upon at least **thirty (30) calendar days' prior written notice** to the other Party.

Upon termination:

1. Confidential information shall continue to be protected;
2. Any temporary data provided to the other Party shall be returned, deleted, or properly disposed of in accordance with applicable laws and policies; and
3. Intellectual property, confidentiality, and data-protection obligations shall continue to apply.

JOSEFINA V. ALMEDA, PhD
Executive Director III, PSRTI

Unless termination results from unauthorized use, intellectual property infringement, confidentiality breach, cybersecurity violation, or other material breach, the LGU may continue using the versions of the PSRTI tools lawfully provided to it for official government purposes.

SECTION 10. AMENDMENT AND SEPARABILITY

This MOU may be amended only through a written agreement executed by duly authorized representatives of both Parties.

If any provision is declared invalid or unenforceable, the remaining provisions shall continue in full force and effect.

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

FOR THE PHILIPPINE STATISTICAL RESEARCH AND TRAINING INSTITUTE:	**FOR THE LOCAL GOVERNMENT UNIT OF _____:**
JOSEFINA V. ALMEDA, PhD Executive Director III, PSRTI	**<<NAME>>** Local Chief Executive, LGU ___
UMID ID CRN 006-0067-7328-3 Date of Issue: Not Applicable Place of Issue: Not Applicable	<<Identification No.>> Date of Issue: _____ Place of Issue: _____

SIGNED IN THE PRESENCE OF:

MARIA PRAXEDES R. PEÑA Chief Statistical Specialist Training Division, PSRTI	**<<NAME>>** <<Position>> <<Office>>

ACKNOWLEDGMENT

Republic of the Philippines
Quezon City

BEFORE ME, a Notary Public for and in _____, this _____ day of _____ 2026, personally appeared the above-named representatives, who acknowledged that they executed the foregoing Memorandum of Understanding as their free and voluntary act and deed and as the authorized act and deed of the entities they represent.

This instrument consists of _____ pages, including this page on which this acknowledgment is written.

WITNESS MY HAND AND SEAL at the place and on the date stated below.

NOTARY PUBLIC

Doc. No. _____
Page No. _____
Book No. _____
Series No. _____

<<NAME>>
<<Position>>

MARIA PRAXEDES R. PEÑA
Chief Statistical Specialist
Training Division, PSRTI

<<NAME>>
<<Position>>

JOSEFINA V. ALMEDA, PhD
Executive Director III, PSRTI