



MANUEL S. ENVERGA UNIVERSITY FOUNDATION  
*An Autonomous University*  
 LUCENA CITY

OFFICE OF THE LEGAL COUNSEL

QUALITY FORM

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| Document Code: OLC-F-RFC/MOA/MOU-R                  |
| Document Title: Request for Contract/MOA/MOU Review |
| Page No: 1 of 1                                     |
| Revision No.: 0                                     |
| Effectivity Date: March 2023                        |
| Prepared by: OP                                     |
| Reviewed by: QMR                                    |
| Approved by: President                              |

**REQUEST FOR CONTRACT/MOA/MOU REVIEW**

**Requesting Department:** \_\_\_\_\_

**Purpose:** ( ) Construction ( ) On-the-Job Training ( ) Services ( ) Others: \_\_\_\_\_

**Company Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

Directions: Please accomplish the requirements below and submit it to the Office of the President for schedule of Contract Review.

- \_\_\_ 1. Contract/Memorandum of Agreement/Memorandum of Understanding
- \_\_\_ 2. Company Profile
- \_\_\_ 3. Business Permit
- \_\_\_ 4. BIR Registration
- \_\_\_ 5. Previous clients of the company—

*Note: The above requirements are for compliance of new company partners. Please disregard if the CONTRACT/MOA/MOU is for RENEWAL.*

**Indorsed to Finance Department for review and recommendation**

( ) Financial Costing Acceptable ( ) Not Feasible

**Comments:** \_\_\_\_\_

Reviewed by: \_\_\_\_\_

**Mr. CARLITO M. RODRIGUEZ**  
 Vice President for Finance&Treasurer  
 Date: \_\_\_\_\_

**Review and recommendation of the Legal Counsel**

( ) For Contract Review ( ) For Signature of the President

With the following notations: \_\_\_\_\_

Reviewed by: \_\_\_\_\_

**ATTY. JOSEPH ADOLFO C. ILAGAN**  
 Legal Counsel  
 Date: \_\_\_\_\_

*Note: Contracts/MOA/MOU indorsed by the Legal Counsel recommended for the signature of the President are for renewal only.*

**Indorsed to Senior Vice President for review and recommendation**

( ) For Contract Review ( ) For Signature of the President

With the following notations: \_\_\_\_\_

Noted by: \_\_\_\_\_

**BENILDA N. VILLENAS, PhD**  
 Senior Vice President/ Vice President for Academics and Research  
 Date: \_\_\_\_\_