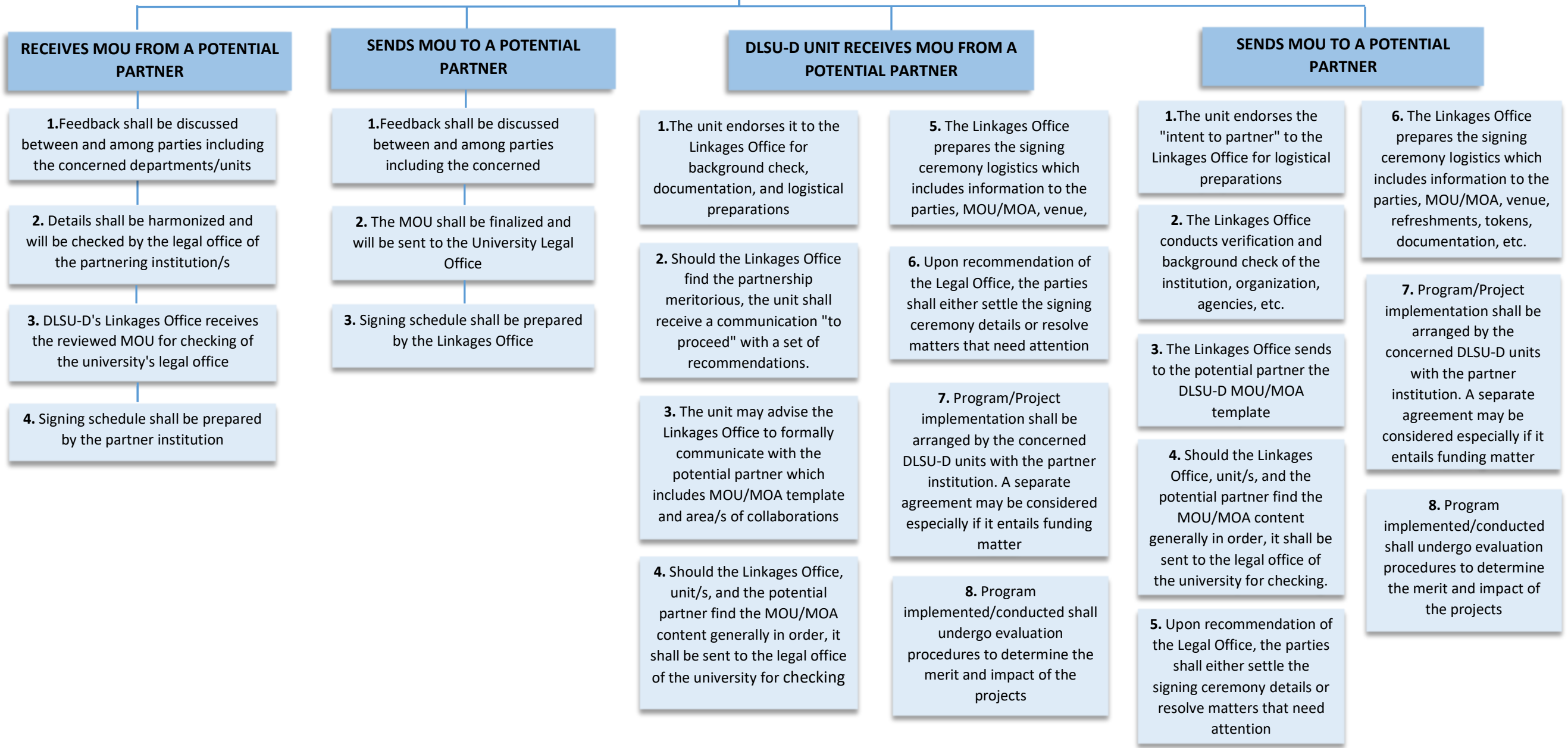


DLSU-D MOU REVIEW PROCESS

LINKAGES OFFICE



RECEIVES MOU FROM A POTENTIAL PARTNER

1. Feedback shall be discussed between and among parties including the concerned departments/units
2. Details shall be harmonized and will be checked by the legal office of the partnering institution/s
3. DLSU-D's Linkages Office receives the reviewed MOU for checking of the university's legal office
4. Signing schedule shall be prepared by the partner institution

SENDS MOU TO A POTENTIAL PARTNER

1. Feedback shall be discussed between and among parties including the concerned
2. The MOU shall be finalized and will be sent to the University Legal Office
3. Signing schedule shall be prepared by the Linkages Office

DLSU-D UNIT RECEIVES MOU FROM A POTENTIAL PARTNER

1. The unit endorses it to the Linkages Office for background check, documentation, and logistical preparations
2. Should the Linkages Office find the partnership meritorious, the unit shall receive a communication "to proceed" with a set of recommendations.
3. The unit may advise the Linkages Office to formally communicate with the potential partner which includes MOU/MOA template and area/s of collaborations
4. Should the Linkages Office, unit/s, and the potential partner find the MOU/MOA content generally in order, it shall be sent to the legal office of the university for checking

SENDS MOU TO A POTENTIAL PARTNER

5. The Linkages Office prepares the signing ceremony logistics which includes information to the parties, MOU/MOA, venue,
6. Upon recommendation of the Legal Office, the parties shall either settle the signing ceremony details or resolve matters that need attention
7. Program/Project implementation shall be arranged by the concerned DLSU-D units with the partner institution. A separate agreement may be considered especially if it entails funding matter
8. Program implemented/conducted shall undergo evaluation procedures to determine the merit and impact of the projects
1. The unit endorses the "intent to partner" to the Linkages Office for logistical preparations
2. The Linkages Office conducts verification and background check of the institution, organization, agencies, etc.
3. The Linkages Office sends to the potential partner the DLSU-D MOU/MOA template
4. Should the Linkages Office, unit/s, and the potential partner find the MOU/MOA content generally in order, it shall be sent to the legal office of the university for checking.
5. Upon recommendation of the Legal Office, the parties shall either settle the signing ceremony details or resolve matters that need attention
6. The Linkages Office prepares the signing ceremony logistics which includes information to the parties, MOU/MOA, venue, refreshments, tokens, documentation, etc.
7. Program/Project implementation shall be arranged by the concerned DLSU-D units with the partner institution. A separate agreement may be considered especially if it entails funding matter
8. Program implemented/conducted shall undergo evaluation procedures to determine the merit and impact of the projects