

Republic of the Philippines  
Province of Cagayan  
TUGUEGARAO CITY

NINTH CITY COUNCIL

COMMITTEE REPORT

January 10, 2024

**Submitted by:**

**COMMITTEE ON EDUCATION**

**PRESENT:**

<b>HON. ARNEL T. ARUGAY</b>	- Chairman
<b>HON. IMOGEN CLAIRE M. CALLANGAN</b>	- Member (via zoom)
<b>HON. GRACE B. ARAGO</b>	- Member
<b>HON. CERENE PEARL T. QUILANG</b>	- Member

**GUEST:**

<b>HON. TIRSO V. MANGADA</b>	- City Councilor
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**RESOURCE PERSONS:**

<b>MR. DOMINIC B. BAGGAYAN</b>	- LYDO Head
<b>MR. MELVIN M. MORA</b>	- CSU Representative (via zoom)

**FOR THE PRESIDING OFFICER:**

The committee met and deliberated on the referral:

**COMMITTEE REPORT NO. 005-2024**

**SUBJECT:**

Indorsement of the City Mayor, Hon. Maila Rosario S. Ting-Que, on the Memorandum of Agreement between the Tuguegarao City Government and Cagayan State University relative to the Student Internship Program (SIP) for the latter's students under the following academic programs, certified urgent:

- a. Bachelor of Science in Business Administration major in Financial Management;
- b. Bachelor of Science in Business Administration major in Marketing Management;
- c. Bachelor of Science in Accountancy;
- d. Bachelor of Science in Legal Management; and
- e. Bachelor of Science in Accounting Information System.

## **FINDINGS:**

1. Hon. Maila Rosario S. Ting-Que indorsed to the Ninth City Council the Memorandum of Agreement between the Tuguegarao City Government and Cagayan State University relative to the Student Internship Program (SIP) for the latter's students under the following academic programs:
  - a. Bachelor of Science in Business Administration major in Financial Management;
  - b. Bachelor of Science in Business Administration major in Marketing Management;
  - c. Bachelor of Science in Accountancy;
  - d. Bachelor of Science in Legal Management; and
  - e. Bachelor of Science in Accounting Information System.
2. There will be eighty-five (85) students who shall undergo the Internship program with the following courses and the respective internship hours to be rendered:
  - a. Bachelor of Science in Business Administration major in Financial Management and Marketing Management - 600 internship hours;
  - b. Bachelor of Science in Accountancy and Bachelor of Science in Accounting Information System - 400 internship hours; and
  - c. Bachelor of Science in Legal Management – 320 hours.
3. The said students shall be deployed to the different offices under the Local Chief Executive and to the Sangguniang Panlungsod Offices.

## **RECOMMENDATION:**


Finding the terms and conditions of the Memorandum of Agreement (MOA) to be in order and beneficial to the constituents of Tuguegarao City particularly to the students concerned, the committee recommends the approval of the Memorandum of Agreement between the Tuguegarao City Government and Cagayan State University relative to the Student Internship Program (SIP) for the latter's students under the following academic programs:

- a. Bachelor of Science in Business Administration major in Financial Management;
  - b. Bachelor of Science in Business Administration major in Marketing Management;
  - c. Bachelor of Science in Accountancy;
  - d. Bachelor of Science in Legal Management; and
  - e. Bachelor of Science in Accounting Information System,
- and authorizing the City Mayor, Hon. Maila Rosario S. Ting-Que to sign for and on behalf of the Tuguegarao City Government the said MOA.

Respectfully submitted:



**HON. ARNEL T. ARUGAY**  
Chairman



**HON. IMOGEN CLAIRE M. CALLANGAN**  
Member



**HON. GRACE B. ARAGO**  
Member



**HON. CERENE PEARL T. QUILANG**  
Member

**DRAFT RESOLUTION APPROVING THE MEMORANDUM OF AGREEMENT (MOA) BETWEEN THE TUGUEGARAO CITY GOVERNMENT AND THE CAGAYAN STATE UNIVERSITY (CSU) FOR THE STUDENT INTERNSHIP PROGRAM OF ITS STUDENTS AND GRANTING AUTHORITY TO THE CITY MAYOR, HON. MAILA ROSARIO S. TING-QUE, TO SIGN FOR AND ON BEHALF OF THE TUGUEGARAO CITY GOVERNMENT THE SAID MOA**

**WHEREAS**, Section 22(c) of Republic Act No. 7160, otherwise known as the Local Government Code, grants the power to the Local Chief Executive to enter into contracts on behalf of the local government unit with prior authorization by the sangguniang panlungsod;

**WHEREAS**, in support to the endeavors of students studying in any school or university in Tuguegarao City, the Tuguegarao City Government allows students to undergo actual office experience thereby helping them put to practice their learnings in school;

**WHEREAS**, the Cagayan State University (CSU) has requested the Tuguegarao City Government for the student internship program of its students as part of their curriculum;

**WHEREAS**, there will be eighty-five (85) students who shall undergo the Internship Program with the following courses and the respective internship hours to be rendered:

- a. Bachelor of Science in Business Administration major in Financial Management and Marketing Management - 600 internship hours;
- b. Bachelor of Science in Accountancy and Bachelor of Science in Accounting Information System - 400 internship hours; and
- c. Bachelor of Science in Legal Management – 320 hours.

**WHEREAS**, it is necessary for CSU to enter into a Memorandum of Agreement (MOA) with the Tuguegarao City Government to make the MOA legally binding;

**WHEREAS**, the City Mayor, Hon. Maila Rosario S. Ting-Que, indorsed to the Ninth City Council the above-stated MOA and requested for an authority to sign for and on behalf of the Tuguegarao City Government the said MOA;

**WHEREAS**, after a deliberation in a committee meeting held for the said purpose, the Committee on Education found the request to be in order and beneficial to the concerned students;

**WHEREAS**, after the approval of the concomitant committee report, the Ninth City Council during their 74<sup>th</sup> Regular Session held on January 16, 2024 deemed it proper and necessary to approve the herein resolution.

**NOW, THEREFORE, RESOLVE** as it is hereby **RESOLVED** to approve the Memorandum of Agreement (MOA) between the Tuguegarao City Government and the Cagayan State University (CSU) for the Student Training Program of its students and to grant authority to the City Mayor, Hon. Maila Rosario S. Ting-Que, to sign for and on behalf of the Tuguegarao City Government the said MOA.

**RESOLVED FURTHER**, to furnish a copy of this Resolution to the Cagayan State University (CSU), for information and proper action.

**MEMORANDUM OF AGREEMENT**  
(Student Internship Program in the Philippines)

**KNOW ALL MEN BY THESE PRESENTS:**

This Memorandum of Agreement made and entered into by and between the **CAGAYAN STATE UNIVERSITY** with principal office at Andrews Campus, Caritan Sur, Tuguegarao City represented by, **URDUJAH G. ALVARADO, PhD., CESO II**, University President, hereinafter referred to as the **School**.

-and-

\_\_\_\_\_ the office/agency with official address at Bagay Road, Tuguegarao City, Cagayan represented herein by its (position) \_\_\_\_\_, hereinafter referred to as the \_\_\_\_\_.

**WITNESSETH:**

**WHEREAS**, the CSU is mandated to provide quality education to its students, including the practical application of concepts and theories learned from the classrooms to actual situation;

**WHEREAS**, CSU has requested for the internship of students who are enrolled in the **Bachelor of Science in Business Administration major in Financial Management**;

**WHEREAS**, the \_\_\_\_\_ has granted the request of CSU for internship of its students;

**WHEREAS**, to ensure the success of this joint undertaking, it is necessary to extend to each other the much needed support and cooperation to accomplish this noble objective.

**NOW THEREFORE**, in consideration of the aforementioned premises, the parties hereby mutually agree and bind themselves to the following conditions:

**1. CSU students shall:**

1. Enter into an internship contract and/or agreement with \_\_\_\_\_;
2. Sign all the required documents necessary for his or her participation in the internship program, including the acceptance letter, internship contract and/or agreement;
3. Comply with the provisions of the contract and/or agreement including the rules and regulations of the \_\_\_\_\_ and **CHED** at all times;
4. Undergo the required orientation conducted by the CSU and \_\_\_\_\_;
5. Report for internship based on the schedule indicated in the internship contract and/or agreement;
6. Perform tasks and activities indicated in the internship plan;
7. Maintain confidentiality, when and where appropriate, during and after the internship period of all the data, business or trade secrets where such information is not within the public domain and is indicated or understood to be confidential;
8. Adhere to the existing rules and regulations of \_\_\_\_\_ including the proper use of tools, instruments, machines, and equipment;
9. Submit a journal of internship as required by CSU and \_\_\_\_\_ reflecting on the approved internship plan, his or her experiences describing the internship activities, any problem/s encountered, and his or her reflections on the internship experience to the SIPP coordinator;

10. Complete the agreed duration of his or her internship; In case the student intern will be unable to finish his or her internship within the designated period, he or she shall inform the SIPP coordinator in writing of his or her intent and reasons to prematurely end his internship, at least three (3) working days before his last day of internship. Failure to complete the internship program without valid cause disqualifies the student intern from retaking the program with the concerned HTE; and
11. Report to the SIPP coordinator for an exit assessment after the completion of the internship period.

**II. \_\_\_\_\_ :**

1. Implement the internship plan in partnership with CSU;
2. Encourage student interns to develop their personality and professionalism, and to the extent possible, protect them from physical or moral danger;
3. Assign a point/focal person responsible for the implementation of all phases of the internship;
4. Orient the student intern on the standard rules and regulations of their establishment before signing of contract;
5. Enter into an internship contract/agreement with the student intern;
6. Facilitate the processing of the documents of the student intern in coordination with the CSU;
7. Provides practical training or work experience in accordance with agreed internship plan and schedule of activities;
8. Ensure that student interns do not perform tasks and duties of regular positions;
9. Provide supervised applied learning experience for student interns in accordance with agreed Internship Plan and schedule of activities;
10. Develop feedback mechanism to the student intern;
11. Develop feedback mechanism to CSU of the overall implementation of the internship and the student performance;
12. Provide monitoring and evaluation reports or other information on the student intern's performance as may be required by CSU;
13. Make available, accurate and current records and provide access to CSU of such records while on internship;
14. Notify and provide at least 30 working days written notice to CSU of a student intern's breach of contract or misconduct in the internship premises prior to \_\_\_\_\_ decision to suspend or terminate the contract; and
15. Issue certificates of completion for the student interns not later than two weeks after the completion of internship.

**III. CSU College of Business, Entrepreneurship and Accountancy thru the SIPP Coordinator/s shall:**

1. Provide pre-internship orientation prior to deployment to internship venues including among others work ethics and anti-sexual harassment laws as pre-requirement;
2. Inspect internship venues and sites;
3. Monitor and assess student interns through online;
4. Coach or mentor student interns virtually;
5. Consult and assist student interns in resolving problems/issues encountered; and
6. Validate the result of the internship of students per batch, at the end of the internship period.

**IV. Mutuality:**

The Cagayan State University and the \_\_\_\_\_ shall coordinate with each other through the SIPP coordinator concerned with the discharge of their respective functions by holding regular consultations. An exit conference shall be conducted to discuss issues and concerns encountered during the duration of the internship.

**V. Amendment:**

This Memorandum of Agreement may be amended upon the mutual consent of the contracting parties. The parties acknowledge and agree that this Memorandum of Agreement represents the entire agreement between the parties. In the event that the parties desire to change, add, or otherwise modify any terms, they shall do so in writing to be signed by both parties.

**VI. Severability:**

If any portion or provision of this Act is declared void or unconstitutional, the remaining portions or provisions thereof shall not be affected by such declaration.

**VII. Duration:**

This AGREEMENT shall hold for the duration of Second Semester of Academic Year 2023-2024 of CSU and is automatically renewable every academic year, provided that - \_\_\_\_\_ and CSU reserve their respective rights to withdraw their participation in the agreement upon written notice.

IN WITNESS WHEREOF, the parties have hereunto signed this Agreement at Tuguegarao City, Cagayan, this \_\_\_\_ day of \_\_\_\_\_.

**CAGAYAN STATE UNIVERSITY**

By:

**URDUJAH G. ALVARADO, PhD., CESO II**  
University President

(Name of Agency)

By:

\_\_\_\_\_  
Position (Head of Agency)

Witnesses:

**RAMON HENRY PEREGRINO O. KANAPI**  
Campus Executive Officer

\_\_\_\_\_  
(position)

ACKNOWLEDGEMENT

Republic of the Philippines )  
Province of Cagayan ) S.C.  
City of Tuguegarao

BEFORE ME, this \_\_\_\_\_, at Tuguegarao City, Province of Cagayan,  
*personally appeared the following:*

Parties

Competent Proof of Identity

**URDUJAH G. ALVARADO**

\_\_\_\_\_

Known to me to be the same person who executed the foregoing instrument and they acknowledge to me that the same is their free and voluntary act and deed as well as that of the agency/institution they respectively represented.

This instrument refers to a Memorandum of Agreement, consisting of four pages, including this page where this acknowledgement is written; the same has been signed by the parties together with their instrumental witnesses on each and every page hereof.

WITNESS MY HAND AND SEAL, the day, year and place above written.

Doc. No. \_\_\_\_\_  
Page No. \_\_\_\_\_  
Book No. \_\_\_\_\_  
Series of 2023