

Republic of the Philippines  
Province of Cagayan  
**TUGUEGARAO CITY**

**NINTH CITY COUNCIL**

**COMMITTEE REPORT NO. 41-2025**

February 4, 2025

**Submitted by:**

**COMMITTEE ON EDUCATION**

**PRESENT:**

<b>HON. ARNEL T. ARUGAY</b>	- Chairman
<b>HON. MARIA ROSARIO B. SORIANO</b>	- Vice Chairman (via zoom)
<b>HON. IMOGEN CLAIRE M. CALLANGAN</b>	- Member (via zoom)
<b>HON. GRACE B. ARAGO</b>	- Member (via zoom)

**RESOURCE PERSONS:**

<b>MR. DOMINIC BAGGAYAN</b>	- LYDO Head
<b>MR. ANTHONY ZAMBALE</b>	- CSU Representative

**GUEST:**

<b>HON. RESTITUTO C. RAMIREZ</b>	- City Councilor
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**FOR THE PRESIDING OFFICER:**

The committee met and deliberated on the referral:

**SUBJECT:**

Indorsement of the City Mayor, Hon. Maila Rosario S. Ting-Que, on the draft Memorandum of Agreement between the Tuguegarao City Government and Cagayan State University relative to the Student Internship Program (SIP) of its Bachelor of Science in Business Administration, BS in Accountancy, BS in Legal Management and BS 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) of its Bachelor of Science in Business Administration, BS in Accountancy, BS in Legal Management and BS in Accounting Information System.
2. The Cagayan State University is mandated to provide quality education to its students, including the practical application of concepts and theories learned from the classrooms to actual situation.

3. There shall be a total of 38 students of the different Courses of College of Business, Entrepreneurship and Accountancy who shall be deployed at the BPLO, Treasurer's Office, Accounting, PGH, CHO, Assessors Office, CIPC and City Legal Office.
4. The Financial Management and Marketing Management are required to complete six hundred (600) internship hours, Legal Management shall render three hundred twenty (320) internship hours, Accountancy and Accounting Information System shall render also four hundred (400) hours.
4. The Student Internship Program (SIP) of the said students will start right after the approval of the said Memorandum of Agreement (MOA) by the Ninth City Council.

**RECOMMENDATION:**

Finding the terms and conditions of the Memorandum of Agreement to be in order and beneficial to the constituents of Tuguegarao City particularly the students concerned, the committee recommends the approval of Memorandum of Agreement between the Tuguegarao City Government and Cagayan State University relative to the Student Internship Program (SIP) of its Bachelor of Science in Business Administration, BS in Accountancy, BS in Legal Management and BS in Accounting Information System and authorize the City Mayor, Hon. Maila Rosario S. Ting-Que, to sign for and on behalf of the Tuguegarao City Government the said Memorandum of Agreement.

**Respectfully submitted:**

  
**HON. ARNEL T. ARUGAY**  
Chairman

  
**HON. MARIA ROSARIO B. SORIANO**  
Vice Chairman

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

**HON. GRACE B. ARAGO**  
Member



**DRAFT RESOLUTION APPROVING THE MEMORANDUM OF AGREEMENT (MOA)  
BETWEEN THE TUGUEGARAO CITY GOVERNMENT AND THE CAGAYAN  
STATES UNIVERSITY (CSU) – ANDREWS CAMPUS FOR THE STUDENT  
INTERNSHIP PROGRAM (SIP) OF BACHELOR OF SCIENCE IN BUSINESS  
ADMINISTRATION, BACHELOR OF SCIENCE IN ACCOUNTANCY, BACHELOR  
OF SCIENCE IN LEGAL MANAGEMENT AND BACHELOR OF SCIENCE IN  
ACCOUNTING INFORMATION SYSTEM 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 States University (CSU) – Andrews Campus has requested the Tuguegarao City Government for the student internship program of its students as part of their curriculum;

**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**, There shall be a total of 38 students of the different Courses of College of Business, Entrepreneurship and Accountancy who shall be deployed at the BPLO, Treasurer's Office, Accounting, PGH, CHO, Assessors Office, CIPC and City Legal Office.

**WHEREAS**, the Financial Management and Marketing Management are required to complete six hundred (600) internship hours, Legal Management shall render three hundred twenty (320) internship hours, Accountancy and Accounting Information System shall render also four hundred (400) hours;

**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 125<sup>th</sup> Regular Session held on February 11, 2025 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 States University (CSU) – Andrews Campus for the Student Internship Program (SIP) of Bachelor of Science in Business Administration, Bachelor of Science in Accountancy, Bachelor of Science in Legal Management and Bachelor of Science in Accounting Information System 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 States University (CSU) – Andrews Campus, 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, **ATTY. CARLA MARIE L. SUMIGAD, CPA**, Campus Executive Officer, hereinafter referred to as the **First Party**.

-and-

**LOCAL GOVERNMENT UNIT OF TUGUEGARAO CITY** with official address at Carig, Tuguegarao City, represented herein by **HON. MAILA ROSARIO S. TING-QUE**, City Mayor, hereinafter referred to as the **Second Party**.

**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 Accountancy, Bachelor of Science in Accounting Information System, Bachelor of Science in Business Administration majors in Financial Management and Marketing Management and BS in Legal Management**;

**WHEREAS**, the **LGU Tuguegarao City** 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 **LGU Tuguegarao City**;
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 **LGU Tuguegarao City** and **CHED** at all times;
4. Undergo the required orientation conducted by the CSU and **LGU Tuguegarao City**;
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 **LGU Tuguegarao City** including the proper use of tools, instruments, machines, and equipment;
9. Submit a journal of internship as required by CSU and **LGU Tuguegarao City** 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. Local Government Unit of Tuguegarao City shall:**

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 the protection of the students undergoing internship program from harassment, exploitation, deplorable training conditions and such other conditions that contravene or defeat the purpose of internship;
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. Issue certificate 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 to ensure that the working environment is safe and secured for the welfare of the student/s;
3. Monitor and assess student interns through on-site visit;
4. Coach or mentor student interns onsite;
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 **LGU Tuguegarao City** 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. Confidentiality and Non-Disclosure:**

The parties shall not divulge any information of a confidential character, acquired by the parties in the course of or on account of this undertaking. All information, papers, reports and effects acquired and/or generated in the course of the program are owned by and pertain to the party who provided document and may not be released without its consent, pursuant to prevailing regulations.

**VIII. Duration:**

This AGREEMENT shall hold for the duration of Second Semester of Academic Year 2024-2025 of CSU and is automatically renewable every academic year, provided that **LGU Tuguegarao City** 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:

**ATTY. CARLA MARIE L. SUMGAD, CPA**  
Campus Executive Officer

**LOCAL GOVERNMENT UNIT OF TUGUEGARAO CITY**

By:

**HON. MAILA ROSARIO S. TING-QUE**  
City Mayor

Witnesses:

**ANTONIA JOSEFA A. TAGUINOD**  
College Dean

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

CARLA MARIE L. SUMIGAD

MAILA ROSARIO S. TING-QUE

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 2025



COLLEGE OF BUSINESS, ENTREPRENEURSHIP & ACCOUNTANCY

January 31, 2025

HON. MAILA ROSARIO S. TING- QUE  
City Mayor  
Local Government Unit of Tuguegarao  
Tuguegarao City

Dear Ma'am:

We would like to thank you for the support and assistance extended to us by accommodating our student interns in your agency to complete the required hours of the Student Internship Program for the Second Semester, Academic Year 2024-2025.

Anent this, we hereby endorse the following 4th year interns of the College of Business, Entrepreneurship, and Accountancy in your respected office for their internship.

<b>Program: Bachelor of Science in Accountancy</b>	<b>Required hours: 400</b>
1. Britos, Anna Katrina A.	4. Espiña, Kristalyn Mae G.
2. Nadal, Jashley Queen P.	5. Quilang, Chiara Mae S.
3. Tamayao, Ainsley C.	
<b>Program: Bachelor of Science in Accounting Information System</b>	<b>Required hours: 400 hrs</b>
6. Macahilos, Heiven V	14. Domingo, Margie C.
7. Catuiran, Kyra N	15. Lagasca, Angelica A.
8. Parungao, Frances Alayza D.	16. Malazzab, Marge Gwyneth A.
9. Crisologo, Kristibelle C	17. Mauanay, Marie-Mae Pamittan
10. Sibbaluca, Mark Gerald N.	18. Ugale, Shiela Mae Baricant
11. Lim, Leanne Isabelle	19. Candelario, Jedi Lei
12. Calimag, Giane Michelle Bacud	20. Andanan, Kyla Mae M.
13. Orolfo, Kristel Eris	
<b>Program: Bachelor of Science in Business Administration Major in Financial Management</b>	<b>Required hours: 600 hrs</b>
21. Larry Narciso	26. Faith A. Guzman
22. Kaddesh Joy D. Ancheta	27. Shane B. B. Naceno
23. Kathleen Jane T. Rivera	28. Fionna Joy P. Gapas
24. Leah D. Guillermo	29. Kimberly T. Rivera
25. Chino Laggui	





COLLEGE OF BUSINESS, ENTREPRENEURSHIP & ACCOUNTANCY

<b>Program: Bachelor of Science in Business Administration Major in Marketing Management</b>	<b>Required hours: 600 hrs</b>
30. Monalyn fernandez	33. Marjorie Cabañero
31. Geleen LAm	34. Michaela Paat
32. Joylyn Matallud	
<b>Program: Bachelor of Science in Legal Management</b>	<b>Required hours: 320 hrs</b>
35. Jerome C. Araojo	37. Aldrin Dave C. Garra
36. Charlyn Anne P. Operio	38. Wendel Anes M. Alvarado

They will be ready to start the internship on **February 17, 2025**.

Thank you very much and we look forward to our continuing partnership in the development of our students.

Respectfully yours,

**ANTONIA JOSEFA A. TAGUINOD, MBM**  
College Dean