

Republic of the Philippines
Province of Cagayan
TUGUEGARAO CITY

NINTH CITY COUNCIL

COMMITTEE REPORT NO. 44-2025

February 4, 2025

Submitted by:

COMMITTEE ON EDUCATION

PRESENT:

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

RESOURCE PERSONS:

MR. DOMINIC BAGGAYAN	- LYDO Head
MS. JANE QUILANG	- CSU Representative

GUEST:

HON. RESTITUTO C. RAMIREZ	- 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-College of Industrial Technology (CSU-CIT) relative to the On-the Job Training of its Architectural Drafting Technology students

FINDINGS:

1. Hon. Maila Rosario S. Ting-Que indorsed to the Ninth City Council the Memorandum of Agreement between the Tuguegarao City Government and the Cagayan State University-College of Industrial Technology (CSU-CIT) relative to the On-the Job Training of its Architectural Drafting Technology students.
2. The Cagayan State University – College of Industrial Technology (CSU-CIT) is offering On-the-Job Training Program to Bachelor of Science in Business Administration student who will undergo industry exposure prior to graduation in order to become adequately familiar with the actual industrial operations and management, thereby augmenting their formal training.

3. There shall be 7 students who shall undergo 720 hours On-the-Job Training and shall be deployed at City Engineering Office.
4. The On-the-Job Training 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 relative to the On-the-Job Training of its Architectural Drafting Technology students 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 WITH THE CAGAYAN
STATE UNIVERSITY-COLLEGE OF INDUSTRIAL TECHNOLOGY (CSU-CIT)
CARIG CAMPUS FOR THE ON-THE-JOB TRAINING OF ITS AGRICULURAL
DRAFTING TECHNOLOGY 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 in its different offices, thereby helping them put to practice their learnings in school;

WHEREAS, Cagayan State University-College of Industrial Technology (CSU-CIT) Carig Campus has requested the Tuguegarao City Government for the on the job training of the following seven (7) Agricultural Drafting Technology as part of their curriculum:

- | | |
|------------------------|--------------------------|
| 1. Pauline V. Clemente | 5. Ram-Jay S. Sayon |
| 2. Jessica B. Taguiam | 6. Maria Niña B. Tamayao |
| 3. Angelyn Balubal | 7. Cecilia C. Limbauan |
| 4. Jimbo B. Dela Cruz | |

WHEREAS, it is necessary for Cagayan State University-College of Industrial Technology (CSU-CIT) Carig Campus to enter into a Memorandum of Agreement (MOA) with the Tuguegarao City Government to make the MOA legally binding;

WHEREAS, there shall be 7 students who shall undergo 720 hours On-the-Job Training and shall be deployed at City Engineering Office;

WHEREAS, the City Mayor, Hon. Maila Rosario S. Ting-Que, requested the Ninth City Council to grant her 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 125th 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 Cagayan State University-College of Industrial Technology (CSU-CIT) Carig Campus for the on-the-job training of Agricultural Drafting Technology 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 Cagayan State University-College of Industrial Technology (CSU-CIT) Carig Campus, for information and proper action.

MEMORANDUM OF AGREEMENT (MOA)

KNOW ALL MEN THESE PRESENTS:

This Memorandum of Agreement is made and entered into by and between:

CAGAYAN STATE UNIVERSITY - COLLEGE OF INDUSTRIAL TECHNOLOGY (CSU-CIT) Carig Campus located in Carig Sur Tuguegarao City Cagayan, presented herein by **ENGR. ROGER P. RUMPON** in his capacity as the Campus Executive Officer who is authorized to represent in this transaction, hereinafter referred to as the **SCHOOL**.

- and -

The **TUGUEGARAO CITY GOVERNMENT** located in Carig Sur, Tuguegarao City, Cagayan, represented herein by **MAILA ROSARIO S. TING-QUE**, in her capacity as the City Mayor hereinafter referred to as the **COMPANY**.

WITNESSETH: That

WHEREAS **CAGAYAN STATE UNIVERSITY - COLLEGE OF INDUSTRIAL TECHNOLOGY (CSU-CIT)** Carig Campus is offering the On-the-job training program to qualified students who will undergo industry exposure prior to graduation in order to become adequately familiar to the actual industrial operations and management, thereby augmenting their formal training;

WHEREAS the **TUGUEGARAO CITY GOVERNMENT** agreed to accept students of **CAGAYAN STATE UNIVERSITY - COLLEGE OF INDUSTRIAL TECHNOLOGY (CSU-CIT)** Carig Campus as trainees in support of its On-the-Job Training Program which aims to forge strong academe-industry linkage and complement existing course curricula to match industry demand;

NOW, THEREFORE, for and in consideration of the foregoing premises, **CAGAYAN STATE UNIVERSITY - COLLEGE OF INDUSTRIAL TECHNOLOGY (CSU-CIT)** Carig Campus and the **TUGUEGARAO CITY GOVERNMENT** do hereby agree and stipulate the following:

A. SCHOOL shall:

1. Recommend qualified students who will undergo the training program taking into consideration the requirements of the **TUGUEGARAO CITY GOVERNMENT** in terms of qualifications and number of students.
2. Designate an OJT Moderator who will be assigned with the following responsibilities: Orientation of students about the rules, proper attitude and behavior inside the jobsite, particularly towards the employees;
 - a. Monitor the CIT OJT students via zoom or any online platform with the company representative on attendance, activities and performance during the training program in the **TUGUEGARAO CITY HALL-ENGINEERING OFFICE** and
 - b. Coordinate training program with the HR Department.
3. Submit to the HR Department requisite documents required for this program.
4. Together with the students and parents concerned, renounce and waive any claim against the **TUGUEGARAO CITY GOVERNMENT** for an injury that the students may sustain or loss that they suffer, personal or pecuniary, arising from negligence in the performance of their duties and functions while under training. The waiver of the OJT student and their respective parents shall be submitted to the HR Department prior to the

B. The COMPANY shall:

1. Deploy the student trainees to the different operating units of the COMPANY for a period, the number of hours declared, unless extended upon agreement by the **CAGAYAN STATE UNIVERSITY - COLLEGE OF INDUSTRIAL TECHNOLOGY (CSU-CIT)** Carig Campus and TUGUEGARAO CITY GOVERNMENT.
2. Assign personnel who will orient, monitor and supervise the student-trainees, especially those which pertain to safety and security precautions.
3. Involve the students in activities and tasks to develop their work attitude and creative abilities to become a professional employee based on the areas stipulated in the recommendation letter.
4. Enforce rules that will govern the conduct of the program in their premises. Said rules shall be made known to student-trainees and his or her immediate Supervisor before the start of the training.
5. Accomplish necessary forms required by **CAGAYAN STATE UNIVERSITY - COLLEGE OF INDUSTRIAL TECHNOLOGY (CSU-CIT)** Carig Campus (e.g. Acceptance form, Performance Evaluation Report) in connection with the training requirements of the students.
6. Issue Certificate of Completion to the student-trainee only upon fulfillment of all the training requirements.
7. Not issue any certificate of completion if the student-trainee will be terminated from his/her training.

C. Under this Memorandum of Agreement, the following terms and conditions are likewise included:

1. It is expressly understood that there will be no employer-employee relationship between the TUGUEGARAO CITY GOVERNMENT and the student trainees of **CAGAYAN STATE UNIVERSITY - COLLEGE OF INDUSTRIAL TECHNOLOGY (CSU-CIT)** Carig Campus.
2. The student-trainees shall abide by the COMPANY'S rules and regulations, shifting and/or working hours and comply with those imposed for the program; otherwise, they shall be excluded from further participation and no certificate of completion will be issued to the student-trainees.
3. The company reserves the right to discontinue the training of any student-trainee on reasonable grounds upon written notice to the OJT Coordinator and to the concerned student-trainee.
4. **CAGAYAN STATE UNIVERSITY - COLLEGE OF INDUSTRIAL TECHNOLOGY (CSU-CIT)** Carig Campus may pull-out any student-trainee from the TUGUEGARAO CITY GOVERNMENT on reasonable grounds after written notice to the COMPANY.

D. Mutuality:

The **CAGAYAN STATE UNIVERSITY - COLLEGE OF INDUSTRIAL TECHNOLOGY (CSU-CIT)** Carig Campus and TUGUEGARAO CITY HALL-ENGINEERING OFFICE coordinate with each other through the OJT coordinator concerned in the discharge of their respective functions by holding regular consultations. An exit conference shall be conducted to discuss issues

E. Amendments:

This Memorandum of Agreement may be amended upon the mutual consent of the contracting parties.

F. Effectivity:

This Memorandum of Agreement shall take effect immediately upon signing hereof and shall continue thereafter, provided however that any provision of this Agreement may be amended by written consent by both parties herein and provided further that the **CAGAYAN STATE UNIVERSITY - COLLEGE OF INDUSTRIAL TECHNOLOGY (CSU-CIT)** Carig Campus or **TUGUEGARAO CITY GOVERNMENT** reserves the right to withdraw its participation in the agreement upon written notice.

G. Validity:

The Memorandum of Agreement between **CAGAYAN STATE UNIVERSITY - COLLEGE OF INDUSTRIAL TECHNOLOGY (CSU-CIT)** Carig Campus and **TUGUEGARAO CITY GOVERNMENT** shall remain valid and in effect until the completion of the On-the-Job Training (OJT) for all participating students for the Second Semester - School year 2024-2025.

IN WITNESSWHEREOF, the parties hereto have signed this presence on this ____ day of _____, 2025 in _____.

BY:

BY:

MAILA ROSARIO S. TING-QUE
City Mayor

ENGR. ROGER P. RUMPON
Campus Executive Officer

SIGNED IN THE PRESENCE OF:

HRD Supervisor

BRYAN T. LACAMBRA
Dean, College of Industrial Technology

REYNALDO C. VERBO JR.
OJT Coordinator

ACKNOWLEDGEMENT

REPUBLIC OF THE PHILIPPINES)
_____) S.S.

Before me, a Notary Public for and in the above jurisdiction, this ____ day
of JANUARY, 2025 personally appeared the following:

NAME	ID No.	Place/Date issued
ENGR. ROGER P. RUMPON		
ROSE MARY G. AQUINO		

All known to me to be the same person executed the foregoing
Memorandum of Agreement consisting of four (4) pages including this
Acknowledgement and signed by the parties and their own witnesses each and
every page thereof and same acknowledged to me that the same is their free
and voluntary act and deed.

WITNESS MY HAND AND SEAL, on the date and place first above written.

Doc. No. _____
Page No. _____
Book No. _____
Series of 2025



Republic of the Philippines
Cagayan State University
CARIG CAMPUS
Carig Sur, Tuguegarao City
Tel. ANo. (0781 304 – 0399)

List of Students:

1. Pauline V. Clemente
2. Jessica B. Taguiam
3. Angelyn Balubal
4. Jimbo B. Dela Cruz
5. Ram-Jay S. Sayon
6. Maria Niña B. Tamayao
7. Cecilia C. Limbauan