

Republic of the Philippines
Province of Cagayan
TUGUEGARAO CITY

NINTH CITY COUNCIL

COMMITTEE REPORT NO. 53-2025

February 12, 2025

Submitted by:

COMMITTEE ON EDUCATION

PRESENT:

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

RESOURCE PERSONS:

MR. RANDY PERALTA	- UCV Representative
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FOR THE PRESIDING OFFICER:

The committee met and deliberated on the referral:

SUBJECT:

Letter of the Dean of the School of Business Administration and Governance, Mr. Randy R. Peralta, LPT, DBM on the draft Memorandum of Agreement between the LGU-Tuguegarao City and University of Cagayan Valley for the On-the Job Training of its BPA students

FINDINGS:

1. Mr. Randy Peralta, Dean of the School of Business Administration and Governance of the University of Cagayan Valley (UCV), requested the City Vice Mayor, Hon. Bienvenido C. De Guzman II, for the On-the-Job Training of the following Public Administration students as part of Curriculum.
2. The University of Cagayan Valley 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 two (2) students who shall undergo 300 hours On-the-Job Training and shall be deployed at City Vice Mayor's 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 University of Cagayan Valley relative to the On-the-Job Training of its Bachelor of Public Administration and authorize the City Vice Mayor, Hon. Bienvenido C. De Guzman II, to sign for and on behalf of the Tuguegarao City Government the said Memorandum of Agreement.

Respectfully submitted:



HON. ARNEL T. ARUGAY
Chairman



HON. IMOGEN CLAIRE M. CALLANGAN
Member



HON. GRACE B. ARAGO
Member

**DRAFT RESOLUTION APPROVING THE MEMORANDUM OF AGREEMENT (MOA)
WITH THE UNIVERSITY OF CAGAYAN VALLEY (UCV) FOR THE ON-THE-JOB
TRAINING OF TWO (2) BACHELOR IN PUBLIC ADMINISTRATION (BPA)
STUDENTS AND GRANTING AUTHORITY TO THE CITY VICE MAYOR, HON.
BIENVENIDO C. DE GUZMAN II, TO SIGN THE SAID MOA**

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 University of Cagayan Valley (UCV) has requested the Office of the City Vice Mayor for the On-the-Job Training of two (2) Bachelor in Public Administration (BPA) as part of their curriculum:

1. Derick Vidad
2. Joylyn Ignacio

WHEREAS, it is necessary for UCV to enter into a Memorandum of Agreement (MOA) with the Office of the City Vice Mayor;

WHEREAS, there shall be two (2) students who shall undergo 300 hours On-the-Job Training and shall be deployed at City Vice Mayor's Office;

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 126th Regular Session held on February 18, 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) with the University of Cagayan Valley for the On-the-Job Training of two (2) Bachelor in Public Administration (BPA) students and to grant authority to the City Vice Mayor, Hon. Bienvenido C. De Guzman II, to sign the said MOA.

RESOLVED FURTHER, to furnish a copy of this Resolution to the University of Cagayan Valley, for information and proper action.

ON-THE-JOB TRAINING MEMORANDUM OF AGREEMENT

KNOW ME BY THESE PRESENTS:

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

This ON-THE-JOB TRAINING AGREEMENT made and executed this _____ day of _____, 2025 at Tuguegarao City, Cagayan, Philippines by;

UNIVERSITY OF CAGAYAN VALLEY (formerly Cagayan Colleges Tuguegarao) an educational institution created by and under the laws of the Republic of the Philippines with principal office at Balzain Highway, Tuguegarao City, Cagayan, Philippines represented herein by **ESTHER SUSAN N, PEREZ-MARI, MSc-FM, MD, Ph.D.** in her capacity as President, who is duly authorized to represent in this transaction, hereinafter after referred to as the "**FIRST PARTY**",

-and-

LOCAL GOVERNMENT UNIT OF TUGUEGARAO CITY with an official address at Carig, Tuguegarao City, Cagayan represented herein by **HON. BIENVENIDO C. DE GUZMAN II** in her capacity as the City Vice Mayor who is duly authorized to represent in this transaction hereinafter referred to as "**SECOND PARTY**",

WITNESSETH: that

WHEREAS, **FIRST PARTY** commits itself to total human development of its students by extending the facilitation of learning beyond the classroom environment through exposing them to real-world experience, especially in the fields/work areas where they will be required to apply knowledge and skills gained from their respective academic programs.

WHEREAS, **SECOND PARTY** is offering On the Job Training Program to Bachelor of Science in Business Administration students 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;

WHEREAS, the **SECOND PARTY** agreed to accept students of **FIRST PARTY** as interns 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, **FIRST PARTY** and **SECOND PARTY** do hereby agree and stipulate the following:

The **FIRST PARTY** shall:

1. Recommend qualified students who will undergo the on-the-job program, taking into consideration the requirements of the **SECOND PARTY** in terms of qualifications and number of students.
2. Designate an OJT Adviser and its equivalent, who will be assigned with the following responsibilities:
 - a. Orientation of students about the rules, proper attitude and behavior inside the jobsite particularly towards the employees;
 - b. Monitoring of attendance, activities, and performance of students during the training program in the **SECOND PARTY**;
 - c. Coordination of Training Program with the **SECOND PARTY**; and
 - d. Encoding of grades of the students during the appointed time.
3. Submit to the **SECOND PARTY** requisite documents required for this program (accomplished student liability waiver, notarized MOA). The waiver of the INTERN/OJT student and his/her respective parents shall be submitted to the **SECOND PARTY** prior to the commencement of the training.

4. Conduct an initial visit/inspection of their partner Host Training Establishment and representative office to ensure the safety of the students.
5. Conduct a monitoring visit in the middle of the on-the-job training program.
6. Renounce and waive any claim against the **SECOND PARTY** for an injury that the students may sustain or loss that they suffer, personal or pecuniary, arising from negligence or fault in the performance of their duties and functions while under training.
7. Monitor the safety of the student trainees regarding the conduct of on-the-job training activities based on Inter-Agency Task Force for the Management of Emerging Infectious Diseases recommendations and guidelines in the alert level protocol.

The SECOND PARTY shall:

1. Deploy the student trainees to the different operating units of the **SECOND PARTY** (as stipulated in the recommendation letter) for a maximum of 300 hours unless revised upon agreement by the **SECOND PARTY** and **FIRST PARTY**.
2. Assign personnel who will orient, monitor, and supervise the student-trainees, especially on those which pertain to safety and security precautions.
3. Involve those students in activities and tasks to develop their work attitude and creative abilities to become professional employees based on the areas stipulated in the recommendation letter.
4. Enforce rules that will govern the conduct of the program on their premises. Said rules shall be made known to **FIRST PARTY** and student-trainee before the of the training
5. Accomplish necessary forms required by **FIRST PARTY** (e.g., Performance Evaluation form) in connection with the training requirements of the students.
6. Issue Certificate of Completion to the student-trainee upon fulfillment of all the training requirements.
7. Observe any other additional responsibilities as may be identified during the conduct of the students' internship /OJT in the company.
8. Monitor the safety of the student trainees regarding the conduct of on-the-job training activities based on Inter-Agency Task Force for the Management of Emerging Infectious Diseases recommendations and guidelines in the alert level protocol.

A. Under the 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 COMPANY and the student-trainee of the **FIRST PARTY**
2. The Intern/student-trainee shall abide by the **SECOND PARTY's** rules and regulations and comply with those imposed for the program, otherwise, they shall be excluded from further participation.
3. The **SECOND PARTY** reserves the right to discontinue the training of any student-trainee on reasonable grounds upon written notice to the **FIRST PARTY**
4. **FIRST PARTY** may pull out any of the Intern/student-trainee from the **SECOND PARTY** on reasonable grounds after written notice to the **SECOND PARTY**.

B. Liability Clause

The Second Party shall be liable for any accident, injury, illness, or death of the student trainees during the on-the-job training when the cause or reason of the accident, injury,

or death is the negligence of the second party, such as but not limited to the unsafe workplace, substandard safety requirements, violation of statutory requirements and/or Inter-Agency Task Force for the Management of Emerging Infectious Diseases recommendations and guidelines in the alert level protocol.

C. Duration

This MOA shall take effect immediately upon the signing hereof and shall continue thereafter for a period of Forty (40) Working Days, provided however that any provision of this agreement may be amended by written consent by both parties herein and provided further that the **SECOND PARTY** and **FIRST PARTY** reserves the right to withdraw its participation in the agreement upon written notice.

Whereas the following Bachelor of Science in Business Administration students will undergo Three Hundred (300) hours of the On-the-Job Training (OJT) at **LOCAL GOVERNMENT UNIT OF TUGUEGARAO CITY**, Carig Sur, Tuguegarao City, Cagayan from February 2025 to April 2025:

NO	NAME	SEX
1.	Joylyn Ignacio	Female
2.	Derick Vidad	Male

IN WITNESS HEREOF, the parties hereto have signed this MOA on this ____ day of _____, 2025 in Tuguegarao City, Cagayan, Philippines.

FIRST PARTY:

SECOND PARTY:

ESTHER SUSAN N. PEREZ-MARI, MSc-FM, MD, Ph.D.
University President

HON. MAILA TING QUE
City Mayor

SIGNED IN THE PRESENCE OF:

FIRST PARTY REPRESENTATIVE

SECOND PARTY REPRESENTATIVE

JENNIFER F. SUYU
OJT Coordinator

Designation:

ACKNOWLEDGEMENT

Republic of the Philippines) Province
of Cagayan) s.s.
City of Tuguegarao)

BEFORE ME, a Notary Public for and in Tuguegarao City this ____day of _____, 2025 personally appeared:

NAME	ID/PASSPORT NO.	DATE/PLACED ISSUED
JENNIFER F. SUYU	S1175-0604	_____