Republic of the Philippines
Province of Cagayan
TUGUEGARAO CITY

TENTH CITY COUNCIL

Submitted by:

COMMITTEE ON EDUCATION

COMMITTEE REPORT NO. 06-10-2026
January 07, 2026

PRESENT:

HON. JUDE T. BAYONA	-	Chairman
HON. MARIA ROSARIO B. SORIANO	-	Member
HON. KARINA G. VIERNES	-	Member
HON. ANTHONY C. TUDDAO	-	Member

GUEST:

HON. TIRSO V. MANGADA	-	City Councilor

RESOURCE PERSON:

DR. EDITHA S. PAGULAYAN	-	Program Coordinator, School of Arts, Social Work/Public Admin. St. Paul Univ. Philippines

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 Saint Paul University Philippines relative to the On-the-Job Training of its Bachelor of Science in Social Work (BSSW) students.

FINDINGS:

1. Hon. Maila Rosario S. Ting-Que indorsed to the Tenth City Council the draft Memorandum of Agreement between the Tuguegarao City Government and Saint Paul University Philippines relative to the On-the-Job Training of its Bachelor of Science in Social Work (BSSW) students.

2. Saint Paul University Philippines is committed in providing the essential component of their curriculum, the On-the-Job Training of their Bachelor of Science in Social Work Students that aims to bridge their theoretical knowledge with practical application in a real-world social work setting.

3. The following students pursuing Bachelor of Science in Social Work (BSSW) Degree who will undergo Five Hundred (500) hours On-the-Job Training:

    a. Ms. Glennie Kate Bitales
    b. Mr. Arnold Birung

4. The On-the-Job Training will start upon approval of the Memorandum of Agreement.

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 joint committee recommends the approval of Memorandum of Agreement between the Tuguegarao City Government and Saint Paul University Philippines relative to the On-the-Job Training of its two (2) Bachelor of Science in Social Work (BSSW) students and authorizing 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. JUDE T. BAYONA
Chairman, Committee on Education

HON. MARIA ROSARIO B. SORIANO
Member, Committee on Education

HON. KARINA S. GAUANI-VIERNES
Member, Committee on Education

HON. ANTHONY C. TUDDAO
Member, Committee on Education

MEMORANDUM OF AGREEMENT

KNOW ALL MEN BY THESE PRESENTS:

This **Memorandum of Agreement** is hereby entered into by and between:

The ST. PAUL UNIVERSITY PHILIPPINES, a **tertiary level institution** duly organized in accordance with law which offers a **Bachelor of Science in Social Work (BSSW)** program, with office address at **Tuguegarao City**, represented herein by **SISTER MERCEDITAS ANG, SPC, President, St. Paul University Philippines**, hereinafter referred to as the **FIRST PARTY**;

— and —

The LOCAL GOVERNMENT UNIT OF TUGUEGARAO CITY, CAGAYAN, a government entity duly organized and existing under Philippine laws, with office address of **Tuguegarao Cagayan**, represented herein by **HON. MAILA ROSARIO TING-QUE, Municipal Mayor**, hereinafter referred to as the **SECOND PARTY**.

WITNESSETH:

WHEREAS, the FIRST PARTY envisions an integral human formation of the youth who will become active members of the community. In order to achieve this vision, the school orients and directs its programs and activities towards the promotion of human dignity and happiness which leads to the development of the total person who is able to take up his/her responsibilities in the world;

WHEREAS, the FIRST PARTY has requested for a professional exposure for BS Social Work students;

WHEREAS, the SECOND PARTY has granted the request for a professional exposure for the BS Social Work students.

WHEREAS, the SECOND PARTY agrees to accommodate the students for the FIRST PARTY, for professional exposure as a requirement for the completion of their program;

WHEREAS, the FIRST PARTY requires at least 500 hours of the training for the students at the SECOND PARTY's Agency;

WHEREAS, the SECOND PARTY provides the students of the FIRST PARTY a certificate attesting their completion of the training program and submission of other requirements and that no certificate shall issue to a student who failed to complete the training program and submit other requirements provided therein;

NOW THEREFORE, for and in consideration of the concerns and purposes of both parties, they voluntarily agree and stipulate the following terms and conditions:

1. That the **FIRST PARTY** shall:

   1.1. Assign its authorized representative who will coordinate with the representative of the SECOND PARTY with regard to the Professional Exposure Program of the Interns. The representative of the FIRST PARTY shall be determined by the Dean of the School of Arts, Sciences and Teacher Education in writing.

   1.2. Submit to the SECOND PARTY a list of BS Social Work students who will be assigned for the Professional Exposure Program;

   1.3. The students of the FIRST PARTY shall:

   1.3.1. Submit themselves to the following:

   1.3.1.1. Pre-development seminar to include topics on Work Ethics, Proper Decorum and Etiquette and Anti-Sexual Harassment among others.

1.3.1.2. Parental Consent;

1.3.1.3. Medical Examination, observe health protocols and secure a Medical Certificate from a public or private physician. The certificate must indicate that a student- intern is physically and mentally fit for the limited face-to-face professional exposure;

1.3.1.4. Vaccination of any government- approved brand with proof of vaccination (such as vaccination cards). Booster shots are encouraged; and;

1.3.1.5 Confidentiality agreement is required by the institution in compliance with RA 10173 Data Privacy Act of 2021.

1.3.2. Wear their identification cards (ID) and internship uniform or the prescribed attire during actual working hours;

1.3.3. Sign in and out on entry and departure from the post on their individual service records that will be provided by the FIRST PARTY;

1.3.4. Render a total of five hundred hours (500) practicum hours on a face-to-face professional exposure. However, given the limited resources and working conditions brought about by an unpredictable circumstances, a flexible working scheme may be given to every student- intern;

1.3.5. Get permission from direct supervisor in case he/she is required to attend to school related activity;

1.3.6. Inform the site supervisor and internship adviser of absences that shall be incurred and explain such in writing to be submitted to the supervisor and adviser;

1.3.7. Be dropped/suspended from Professional Exposure Program for excessive unexcused absences and tardiness;

1.3.8. Shoulder all expenses related to the Professional Exposure Program and shall receive no allowance, remuneration or benefit from the agency;

1.3.9. Be responsible for any damages to property and injuries to person caused by his/her intentional or unlawful acts during the course of the professional exposure;

1.3.10. Observe proper hygiene while on duty;

1.3.11. Strictly comply with the rules and regulations safety, security and sanitation measures implemented by the SECOND PARTY;

1.3.12. Accomplish the daily Professional Exposure Program Report journal to be consolidated and submitted to the SECOND PARTY on a weekly basis; and

1.3.13. Present and submit the consolidated Professional Exposure Program Report that contains narrative reports, DTR, sample works, Supervisor's Evaluation and evidences of competencies.

1.4. The Internship Adviser of the FIRST PARTY shall:

1.4.1. Make necessary representations with prospective cooperating agency;

1.4.2. Prepare the Memorandum of Agreement (MOA) with the cooperating agency;

1.4.3. Orient the student-intern on the policies, rules and guidelines of the Professional Exposure Program;

1.4.4. Assign student-intern to the different cooperating agencies or shall approve agencies chosen by the student-intern;

1.4.5. Conduct regular monitoring through actual personal visit, phone calls, emails etc. of the student-interns' performance and behavior during the period of the Professional Exposure Program;

1.4.6. Receive complaints/ suggestions /recommendations from cooperating agency and shall act on all matters with due consultation with the academic Dean, regarding the student-intern;

1.4.7. Have a prerogative, with the concurrent of the Academic Dean, to discontinue the training of any student-intern on reasonable grounds after a written communication with the cooperating agency;

1.4.8. Be responsible in retrieving evaluation rating and should attend the professional Exposure program post conference/exit conference organized by the partner agency to formally hear feedback for the improvement of the Professional Exposure Program; and

1.4.9. Submit to the Office of the Academic Dean through the Program Chair, copies of Project Documentation or copy of student portfolio necessary for exhibit during accreditation that may serve as a proof of linkages with agencies.

2. THE SECOND PARTY SHALL:

2.1. Provide a virtual or face-to-face orientation lecture for the student-interns before they formally start with the Professional Exposure Program;

2.2. Provide the venue, equipment, supervision and evaluation of the work of the student- intern necessary for the completion of their Professional Exposure Program;

2.3. Assign a person to coordinate with the representative of the FIRST PARTY for all the updates concerning the process of the interns within the duration of the professional Exposure Program. A final evaluation shall be submitted to the FIRST PARTY for their student's record;

2.4. Co-implement the face-to -face internship plan in partnership with the FIRST PARTY;

2.5. Immediately inform the FIRST PARTY, through the Internship Adviser, of any concerns related to schedule or problems encountered with the interns;

2.6. Check the Daily Time Record (DTR) filled-up by the student-interns to be submitted at the end of the Professional Exposure Program;

2.7. Provide the student-interns with relevant and meaningful activities that will further enhance their competencies in their field of specialization;

2.8. Provide safe working condition/environment for the student interns;

2.9. Not be responsible for any and all liabilities for damage to property or injury of persons which may be occasioned by the intentional or negligent acts of the student-interns in the course of the Professional Exposure Program;

2.10. Notify the school through the Internship Adviser for any field work that may be required of the student-interns and hence requires the student-intern a separate Parental Consent for this purpose;

2.11. Through the supervisor, evaluate the performance of the student-intern using the form/tool provided by the FIRST PARTY and shall issue certificate of completion and grade as deemed necessary to the student -intern who shall successfully finished the training;

2.12. Immediately notify and provide written notice to the FIRST PARTY of student intern's breach of contract or misconduct in the internship premises prior to the SECOND PARTY's decision to suspend or terminate the contract.

3. The FIRST PARTY and SECOND PARTY shall coordinate with each other through the Internship Adviser, concerned in the discharge of the student's respective functions, by holding regular consultation.

4. That in agreement of the foregoing, this contract is valid during the Professional Exposure Program of the students which will commence on January 19, 2026 to January 19, 2027 or upon reaching the prescribed number of professional exposure hours whichever will come first.

IN WITNESS, THEREFOREOF, the parties hereto affix their signatures on this instrument in Tuguegarao City, Cagayan, Philippines this _____.

ST. PAUL UNIVERSITY PHILIPPINES
(First Party)

BY:

SISTER MERCEDITAS ANG, SPC
University President
St. Paul University Philippines

LGU TUGUEGARAO CITY, CAGAYAN
(Second Party)

BY:

HON. MAILA ROSARIO TING-QUE
City Mayor
Tuguegarao City, Cagayan

SIGNED IN THE PRESENCE OF THREE WITNESSES:

AGRIPINA B. MARIBBAY, PhD
Vice - President for Academics

_____

Tuguegarao City, Cagayan

DR. EVELYN ELIZABETH L. PACQUING
Dean, SASTE

DR. EDITHA S. PAGULAYAN
Program Coordinator, Social Work/Public Administration

ACKNOWLEDGEMENT

Republic of the Philippines)

_____) S.S.

BEFORE ME, a Notary Public for and in the above jurisdiction, personally appeared following:

NAME	ID Number	DATE/PLACE ISSUED
HON. MAILA ROSARIO TING QUE		
SR. MERCEDITAS O. ANG, SPC		

Known to me to be the same person who executed the foregoing instrument and acknowledged to me that the same is their own free will and voluntary act and need.

This instrument consists of 5 pages, including this acknowledgement page, and has been signed by the parties and their instrumental witnesses on each page thereof.

WITNESS MY HAND AND SEAL, this _____ day of _____, 20 __ at _____, Philippines.

_____

NOTARY PUBLIC

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Series of _____

DRAFT RESOLUTION APPROVING THE MEMORANDUM OF AGREEMENT (MOA) BETWEEN THE TUGUEGARAO CITY GOVERNMENT AND THE ST. PAUL UNIVERSITY PHILIPPINES RELATIVE TO THE ON-THE-JOB TRAINING OF ITS BACHELOR OF SCIENCE IN SOCIAL WORK 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 455(b)(1)(vi) of Republic Act No. 7160, otherwise known as the Local Government Code of 1991, grants the Local Chief Executive the power to enter into contracts for and on behalf of the local government unit upon 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, the St. Paul University Philippines has requested the Tuguegarao City Government for the On-the-Job Training of its Bachelor of Science in Social Work students as part of their curriculum;

WHEREAS, St. Paul University Philippines envisions developing the youth through integral human formation, preparing them to become mature, responsible, and active members of the community. To achieve this vision, the school designs and implements programs and activities that promote human dignity and well-being, leading to the development of a well-rounded individual capable of fulfilling his or her responsibilities in the community;

WHEREAS, it is necessary for the St. Paul University Philippines to enter into a Memorandum of Agreement (MOA) with the Tuguegarao City Government to make the MOA legally binding;

WHEREAS, there shall be two (2) students who shall undergo five hundred (500) hours of On-the-Job Training per student and shall be assigned to the City Social Welfare and Development Office.

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

WHEREAS, after the approval of the concomitant committee report, the Tenth City Council during their 27th Regular Session held on January 13, 2026 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 St. Paul University Philippines relative to the On-the-Job Training of its Bachelor of Science in Social Work 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.

RESOLVED FURTHER, to furnish a copy of this Resolution to the St. Paul University Philippines for information and proper action.