

Republic of the Philippines
Province of Cagayan
TUGUEGARAO CITY

NINTH CITY COUNCIL

COMMITTEE REPORT NO. 63-2025

February 20, 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)
HON. CERENE PEARL T. QUILANG	- Member

RESOURCE PERSONS:

MR. DOMINIC BAGGAYAN	- LYDO Head
MR. HEHERSON ALBANO-	-ISU Representative

GUEST:

HON. TIRSO V. MANGADA	- 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 College of Computing Studies, Information and Communication Technology of Isabela State University relative to the On-the Job Training of its Bachelor of Science in Information 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 College of Computing Studies, Information and Communication Technology of Isabela State University relative to the On-the Job Training of its Bachelor of Science in Information Technology students.
2. The Isabela State University the students of CCSICT-ISU are required to undergo and complete their On-The-Job Training (OJT) as one of the requirements for their graduation for the Degree Bachelor of Science in Information Technology.
3. There shall be five (5) students who shall undergo 486 hours On-the-Job Training and will be deployed at I.T Office and Assesors 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 College of Computing Studies, Information and Communication Technology of Isabela State University relative to the On-the Job Training of its Bachelor of Science in Information 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.

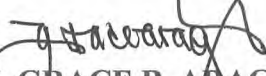
Respectfully submitted:



HON. ARNEL T. ARUGAY
Chairman



HON. 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 WITH THE ISABELA STATE UNIVERSITY FOR THE ON-THE-JOB TRAINING OF ITS BACHELOR OF SCIENCE IN INFORMATION TECHNOLOGY (BSIT) 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, Isabela State University (ISU) has requested the Tuguegarao City Government for the On-the-Job training of the following five (5) Bachelor of Science in Information Technology (BSIT) as part of their curriculum:

- | | |
|----------------------|-------------------------|
| 1. Melody R. Acoba | 4. Jaiza Masirag |
| 2. Nicole Z. Celis | 5. Abigail T. Tumaliuan |
| 3. James C. Mamamuag | |

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

WHEREAS, there shall be five (5) students who shall undergo 486 hours On-the-Job Training and will be deployed at I.T Office and Assessors 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 127th Regular Session held on February 25, 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 Isabela State University for the On-the-Job Training of Bachelor of Science in Information Technology (BSIT) 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 Isabela State University, for information and proper action.



Isabela State University, a State University Created and Existing under the Laws of the Philippines

MEMORANDUM OF AGREEMENT

This ***Memorandum of Agreement*** entered into and executed by:

College of Computing Studies, Information and Communication Technology of Isabela State University, with office address at ISU, Garita, Isabela herein represented by **DR. EMERSON V. BARCELLANO**, Cluster Executive Officer, hereinafter referred to as **CCSICT-ISU**;

-and-

The Local Government Unit (LGU) of the City of Tuguegarao, with office address at Carig Sur, Tuguegarao City, Cagayan, Philippines, herein represented by **HON. MAILA ROSARIO S. TING-QUE**, Municipal Mayor, hereinafter referred to as the **LGU of the City of Tuguegarao**;

WITNESSETH

WHEREAS, the students of **CCSICT-ISU** are required to undergo and complete their On-the-job Training (OJT) as one of the requirements for their graduation for the Degree **Bachelor of Science in Information Technology**.

WHEREAS, the office of the **LGU of the City of Tuguegarao** is willing to accommodate **CCSICT-ISU** students for their OJT.

NOW THEREFORE, the parties hereby agree to execute this Memorandum of Agreement (**MOA**) subject to the following terms and conditions:

TERMS AND CONDITIONS

- a. The students shall report to the office of the **LGU, City of Tuguegarao** for a duration of **FOUR HUNDRED EIGHTY-SIX (486) HOURS**;
- b. The **LGU of the City of Tuguegarao** shall take precautionary measures to safeguard the welfare of the students while undergoing **OJT Program** within the premises of the agency;
- c. The OJT students will be treated as management trainees and not as a regular employee. Hence, they are not entitled to any salary, wages or allowances or any form of remuneration. However, if the **LGU of the City of Tuguegarao** so desires, it may provide the students monetary or non-monetary benefits on a voluntary basis;
- d. While on the **OJT Program**, the students conduct in the training shall be guided by the University rules on students conduct and also pertinent rules and regulations, policies and standard operating procedures of the **LGU of the City of Tuguegarao**;
- e. The OJT coordinator, her/his representatives, and / or authorized officials of **CCSICT-ISU** the University shall be allowed to visit the students at **LGU of the City of Tuguegarao** for purposes of monitoring and evaluating the progress of the students' performance in the OJT program;
- f. The **CCSICT- ISU** and **LGU of the City of Tuguegarao** shall require and monitor the daily attendance of the OJT student;
- g. After the completion of the OJT Program the **LGU of the City of Tuguegarao** **Tuguegarao** shall submit completion report to CCSICT-ISU which form shall be provided by the CCSICT-ISU, for convenience;
- h. The **CCSICT-ISU** and **LGU of the City of Tuguegarao** shall impart theoretical as well as experiential learning to students; expose them to all facets of business operation relevant, to the objectives of the program, and participate in the final evaluation of the students' on-the-job performance;
- i. Likewise, the students after finishing their OJT Program, are required to submit their comprehensive narrative which shall be submitted to the **CCSICT-ISU** and **LGU of the City of Tuguegarao**. The narrative report of the on-the-job trainees activities shall serve as one of the requirements for the completion of the course program;
- j. This agreement may be terminated at anytime by either of the parties if in its judgment the welfare and interest of the students and /or the other party is prejudiced. However, fifteen (15) days prior notice will be required for such termination;

- k. The parties shall bear in mind that students OJT Program is intended to develop leadership and technical skills of the students. In view hereof, both parties shall ensure that the OJT students' welfare shall be given paramount consideration. The parties shall not expose OJT students to any danger while performing their OJT activities. They shall likewise be protected against harassment and any act of physical or verbal abuse.

This agreement will be effective on **February to May 2025**, not unless terminated by any of the parties.

IN WITNESS WHEREOF, the parties have hereunto set their hands this day

of _____ 2025 at _____.

**ISABELA STATE UNIVERSITY
CABAGAN CAMPUS**

**LOCAL GOVERNMENT UNIT
TUGUEGARAO CITY, CAGAYAN**

Represented by:

Represented by:

EMERSON V. BARCELLANO, Ph.D.
Campus Executive Director

HON. MAILA ROSARIO S. TING-QUE
City Mayor

Signed in the Presence of:

IVY M. TARUN, DIT
Dean, CCSICT

ACKNOWLEDGEMENT

Republic of the Philippines)
Province of Isabela) s.s.
Municipality of _____)

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

KNOWN TO ME, to be the same person who executed these four (4) pages where this acknowledgement is written and signed by the parties and their instrument witness on each and every page hereof.

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

NOTARY PUBLIC

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



Republic of the Philippines
ISABELA STATE UNIVERSITY
Cabagan, Isabela



COLLEGE OF COMPUTING STUDIES, INFORMATION AND COMMUNICATION TECHNOLOGY

List of Bachelor of Science in Information Technology (BSIT) OJT Students

1. ACOBA, MELODY R.
2. CELIS, NICOLE Z.
3. MAMAUAG, JAMES C.
4. MASIRAG, JAIZA
5. TUMALIUAN, ABIGAIL T.