Republic of the Philippines
Province of Cagayan
TUGUEGARAO CITY

TENTH CITY COUNCIL

Submitted by:

COMMITTEE ON EDUCATION

COMMITTEE REPORT NO. 08-10-2026
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 PERSONS:

MR. GIOVANNI C. MORALES, Ph.D.	-	Faculty Member, CSU
MR. JOHN LESTER SORIANO	-	Faculty Member, CSU

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 On-the-Job Training of its Bachelor of Science in Exercise and Sports Sciences (BSESS) 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 Cagayan State University relative to the On-the-Job Training of its Bachelor of Science in Exercise and Sports Sciences (BSESS) Students.

2. Cagayan State University is committed in providing the essential component of their Curriculum, the On-the-Job Training of their Bachelor of Science in Exercise and Sports Sciences (BSESS) Students to integrate classroom-learned theories into the actual work settings particularly in the areas of sports, exercise, coaching and management.

3. The following Bachelor of Science in Exercise and Sports Sciences (BSESS) students who will undergo Three Hundred Fifty (350) hours On-the-Job Training:

1. Jennilyn De Leon	4. Andrhea Supsop
2. John Paul Badajos	5. Sarah Mangalang
3. Jake Pasaraba	6. Moises Balangue

4. The On-the-Job Training of these six (6) students will commence 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 students concerned, the committee recommends the approval of Memorandum of Agreement between the Tuguegarao City Government and Cagayan State University relative to the On-the-Job Training of its Bachelor of Science in Exercise and Sports Sciences (BSESS) 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. 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

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

The "**CAGAYAN STATE UNIVERSITY**", created under Presidential Decree 1436, amended by Republic Act 8292, with principal office address at Carig Sur, Tuguegarao City, Cagayan, represented herein by its Campus Executive Officer, **ENGR. ROGER P. RUMPON**, hereinafter referred to as the "**CSU-CARIG**",

-and-

The **"LOCAL GOVERNMENT UNIT OF TUGUEGARAO"**, with principal office address at Carig Sur, Tuguegarao City, Cagayan represented herein by **HON. MAYOR MAILA TING QUE** , hereinafter referred to as the **"LOCAL GOVERNMENT UNIT OF TUGUEGARAO CITY"**

WITNESSETH:

WHEREAS, the CSU CARIG, through its College of Human Kinetics (CHK), is implementing On-the-Job Training (OJT) programs to provide real-world application of academic knowledge for Bachelor of Science in Exercise and Sports Sciences (BSESS) students;

WHEREAS, the "LOCAL GOVERNMENT UNIT OF TUGUEGARAO CITY" acknowledges the need for partnership with academic institutions to enhance community-based programs and allow students to assist in fitness, wellness, sports education, and rehabilitation services;

WHEREAS, both parties recognize the importance of adhering to ethical standards, legal regulations, and student protection mechanisms during the implementation of the OJT program.

NOW THEREFORE, in consideration of the above premises and their mutual covenants hereinafter set forth, the parties agree as follows:

SECTION 1: OJT PROGRAM OBJECTIVES

A. The program shall:
   A. Enhance student skills in coaching, fitness planning, injury prevention, rehabilitation, and sports event management;
   II. Train students to design scientific and athlete-appropriate training programs;
   III. Expose students to real-world professional environments while maintaining ethical, legal, and safety standards;
   IV. Foster discipline, professionalism, teamwork, and accountability;
   V. Provide support systems for health emergencies, harassment protection, and parental transparency.

SECTION 2: DUTIES AND RESPONSIBILITIES

A. **Responsibilities of the CSU- CARIG**:
   I. Screen and endorse qualified BSESS students who have completed prerequisite courses for OJT placement.
   II. Provide the Partner Agency with student academic records, OJT guidelines, and competency requirements.
   III. Assign a faculty supervisor to monitor student progress and maintain regular communication with the Partner Agency.
   IV. Ensure students are briefed on professional conduct, safety protocols, and institutional policies.
   V. Ensure parental/guardian notification through a detailed Information Sheet covering:
      - Nature and scope of training
      - Site location and contact persons
      - Tasks and expected competencies
      - Duration and working hours
      - Lodging arrangements (if applicable)
      - Emergency procedures
   VI. Provide initial orientation and OJT tracking documents.

B. Responsibilities of the "LOCAL GOVERNMENT UNIT OF TUGUEGARAO CITY":

I. Learning Environment and Supervision:

I. Provide BSESS student-trainees with meaningful work assignments directly related to sports and exercise sciences competencies outlined above.

II. Assign a qualified supervisor with relevant credentials in sports science, exercise physiology, or related fields to oversee student activities.

III. Ensure a safe, supportive, and professional learning environment.

II. Training and Development:

I. Provide orientation on organizational policies, safety procedures, and professional standards.

II. Offer mentorship and guidance to help students achieve specified competencies.

III. Allow students to observe and participate in professional activities relevant to their field.

IV. Provide constructive feedback on student performance and skill development.

III. Working Conditions and Student Welfare:

I. The immersion is scheduled to run from January 14, 2025 to April 3, 2026 from Monday to Friday morning, with on-the-job trainees rendering six (6) hours per day in accordance with the official schedule provided by the LGU TUGUEGARAO CITY and based on the periods during which their services are most needed, while Saturdays and Sundays may also be utilized depending on the operational requirements of the agency.

II. Friday afternoons are intentionally excluded from the immersion schedule to provide time for other academic activities and structured feedback sessions. Official holidays have been duly considered and are therefore excluded from the total hour computation.

III. However, should the LGU TUGUEGARAO CITY formally requests that the trainees render service for the entire day on Fridays, the scheduled feedback sessions shall be postponed accordingly and rescheduled to a more appropriate time, in consultation with the concerned faculty and students.

IV. Provide adequate rest periods and meal breaks during work shifts.

V. Ensure students are NOT treated as laborers or utility personnel unless specific skills acquisition demands such assignments.

VI. Make NO monetary exactions from students for any reason.

IV. Safety and Protection:

I. Provide emergency medical assistance to students in distress and establish a system for immediate information relay to the Dean or program chair.

II. Ensure protection against harassment by supervisors, managers, or clients, in accordance with the Anti Sexual Harassment Act.

III. Maintain an immediate recourse system for students experiencing difficulties.

V. Documentation and Assessment:

I. Issue Certificates of Completion upon successful fulfillment of OJT requirements.

II. Provide detailed Performance Evaluation Reports assessing competency development.

III. Maintain records of student attendance, activities, and progress.

SECTION 3. JOINT PROVISIONS

A. Legal and Financial Arrangements:

I. No employer-employee relationship exists between the Partner Agency and student-trainees; students remain under CSU's academic supervision.

II. Any fees paid by students require prior clearance from the Vice President for Academic Affairs (VPAA) who will consult with the University Consultant or Dean of the College of Law.

III. This MOA must be vetted by the Office of the University Consultant PRIOR to signing by both parties.

B. Student Accountability:

I. Student-trainees and/or their guardians shall be personally responsible for liabilities arising from intentional or negligent acts during OJT.

II. Students must comply with all Partner Agency policies and professional standards.

III. Travelling from the residence to the venue in case of accident, is the sole responsibility of the student- trainee.

C. Non-Discrimination:

I. Neither party shall discriminate against student-trainees based on race, religion, sex, creed, age, national origin, or disability.

D. Warranty of Authority

I. Each person signing this agreement warrants that he or she is duly authorized to do so and bind the respective parties to the agreement.

E. Data Privacy

I. All information whether personal or sensitive that will come to the knowledge of the parties, its employees, personnel, and staff as a result of this Agreement or by any other means shall be deemed confidential

and shall be processed and protected at all times in accordance with Republic Act No. 10173 (Data Privacy Act of 2012).

F. Severability Clause

I. If any provision of this Affiliation shall be held to be invalid or unenforceable for any reason, the remaining provisions shall continue to be valid and enforceable. If a court finds that any provision of this Affiliation is invalid or unenforceable, but that by limiting such provision it would become valid or enforceable, then such provision shall be deemed to be written, construed, and enforced as so limited.

G. Ownership of Intellectual Properly

I. The parties hereby agree that intellectual property rights, ownership and enjoyment thereof arising from this project shall be governed by the applicable provisions of RA 10055 (An Act Providing the Framework and Support System for the Ownership, Management, Use, and Commercialization of Intellectual Property Generated from Research and Development funded by Government and for other purposes), RA 8439 (An Act Providing a Magna Carta for Scientists, Engineers, Researchers and other Science and Technology Personnel in Government), and RA 8293 (An Act Prescribing the Intellectual Property Code and Establishing the Intellectual Property Office, Providing for Its Powers and Functions, and for other Purposes) including their respective Implementing Rules and Regulations, as well as all other. existing and future policies of the government and the parties on Intellectual Property Rights.

H. Termination

I. The Parties may terminate this MOA, in whole or in part, at any time upon mutual agreement of both parties or by either of the party for its convenience if the existence of conditions is determined to cause its implementation to be economically, financially, or technically impractical and,/or unnecessary, such as but not limited to fortuitous event/s or changes in law and national government policies.

I. Liability Clause

I. Each party shall answer for losses and damages arising from any accident, act, or omission directly attributable to its fault or negligence, which may cause death or bodily injury to a person, or loss or damages to property, by or on account of the performance of the respective obligations by the parties under this agreement. Such responsibility shall continue to remain even after the termination of this agreement, if such losses and damages were incurred during the effectivity of this agreement.

SECTION 4. EFFECTIVITY AND AMMENDMENTS

This MOA shall take effect upon signing by both authorized representatives and shall remain in force for one (1) academic year.

II. Either party may terminate this agreement with thirty (30) days written notice.

III. Amendments require mutual written consent and approval from the Office of the University Consultant.

IV. The Partner Agency shall be included in CSU's register of trustworthy industry partners for ongoing collaboration.

IN WITNESS WHEREOF, the parties hereto have hereunto set their hands this ___ day of _____, 2026, at Tuguegarao City, Cagayan, Philippines.

IN WITNESS WHEREOF, the parties hereto signed this Memorandum of Agreement on this _____ day of _____ at _____.

On behalf of Cagayan State University- CARIG (CSU)	On behalf of the Local Government Unit of Tuguegarao City
ENGR. ROGER P. RUMPON	**HON. MAILA ROSARIO S. TING QUE**
Campus Executive Officer	City Mayor
Date _____	Date: _____

Signed in the Presence of:

HANS FREYZER B. ARAO, PhD
Dean, College of Human Kinetics
Cagayan State University

ACKNOWLEDGEMENT

REPUBLIC OF THE PHILIPPINES)
PROVINCE OF CAGAYAN) s.s
MUNICIPALITY OF _____)

BEFORE ME, a Notary Public for and in the Province of Cagayan, this day of _____ at _____, personally appeared:

NAME OF PARTIES	COMPETENT IDENTIFICATION CARD	DATE and PLACE OF ISSUE/VALIDITY

All known to me and to me known to be the same persons who executed the foregoing instrument and they acknowledged to me that the same is their own free and voluntary act and deed.

This instrument, consisting of four (4) pages, including the page on which this acknowledgement is written, has been signed on the left margin of each and every page thereof by the party and her witnesses, and sealed with my notarial seal.

IN WITNESS WHEREOF, I have hereunto set my hand, the day, year and place above written.

Doc. No. _____;
Page No. _____;
Book No. _____;
Series of 2026.

DRAFT RESOLUTION APPROVING THE MEMORANDUM OF AGREEMENT (MOA) BETWEEN THE TUGUEGARAO CITY GOVERNMENT AND THE CAGAYAN STATE UNIVERSITY-CARIG CAMPUS RELATIVE TO THE ON-THE-JOB TRAINING (OJT) OF ITS BACHELOR OF SCIENCE IN EXERCISE AND SPORTS SCIENCES (BSESS) 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 Cagayan State University-Carig Campus through its College of Human Kinetics has requested the Tuguegarao City Government for the On-the-Job (OJT) Training of its Bachelor of Science in Exercise and Sports Sciences (BSESS) students as part of their curriculum and to provide real-world application of academic knowledge;

WHEREAS, Cagayan State University-Carig Campus 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, the Tuguegarao City Government acknowledges the need for partnership with academic institutions to enhance community-based programs and allows students to assist in fitness, wellness, sports education, and rehabilitation services;

WHEREAS, it is necessary for the Cagayan State University-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 six (6) students who shall undergo a three hundred fifty (350) hours of OJT;

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 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 Cagayan State University-Carig Campus relative to the On-the-Job (OJT) Training of its Bachelor of Science in Exercise and Sports Sciences (BSESS) 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 Cagayan State University-Carig Campus for information and proper action.