

Republic of the Philippines  
Province of Cagayan  
**TUGUEGARAO CITY**

**NINTH CITY COUNCIL**

**COMMITTEE REPORT**

February 29, 2024

**Submitted by:**

**COMMITTEE ON EDUCATION**

**PRESENT:**

<b>HON. ARNEL T. ARUGAY</b>	- Chairman
<b>HON. MARIA ROSARIO B. SORIANO</b>	- Vice Chairman (via zoom)
<b>HON. IMOGEN CLAIRE M. CALLANGAN</b>	- Member
<b>HON. GRACE B. ARAGO</b>	- Member (via zoom)
<b>HON. CERENE PEARL T. QUILANG</b>	- Member

**RESOURCE PERSONS:**

<b>MR. DOMINIC B. BAGGAYAN</b>	- LYDO Head
<b>MS. SHIRLEY ENRIQUEZ</b>	- CSU-Carig Campus Representative (via zoom)

**FOR THE PRESIDING OFFICER:**

The committee met and deliberated on the referral:

**COMMITTEE REPORT NO. 081-2024**

**SUBJECT:**

Indorsement of the City Mayor, Hon. Maila Rosario S. Ting-Que, on the Memorandum of Agreement between the Tuguegarao City Government and Saint Paul University regarding the Practicum Program of Business Administration major in Financial Management students, for information and appropriate action, certified urgent.

**FINDINGS:**

1. Hon. Maila Rosario S. Ting-Que indorsed to the Ninth City Council the Memorandum of Agreement between the Tuguegarao City Government and Saint Paul University regarding the Practicum Program of Business Administration major in Financial Management students.
2. There shall be three (3) students who will be deployed at Business Permit and License Office (BPLO) and City Treasurers Office who will render 550 hours.

3. The On-the-Job training will start 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 (MOA) to be in order and beneficial to the constituents of Tuguegarao City particularly to the students concerned, the committee recommends the approval of the Memorandum of Agreement between the Tuguegarao City Government and Saint Paul University regarding the Practicum Program of Business Administration major in Financial Management 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 MOA.

**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



**HON. CERENE PEARL T. QUILANG**  
Member

**DRAFT RESOLUTION APPROVING THE MEMORANDUM OF AGREEMENT (MOA) BETWEEN THE TUGUEGARAO CITY GOVERNMENT AND THE ST. PAUL UNIVERSITY PHILIPPINES (SPUP) FOR THE ON THE JOB TRAINING (OJT) OF BACHELOR OF SCIENCE IN BUSINESS ADMINISTRATION (BSBA) MAJOR IN FINANCIAL MANAGEMENT (FM) 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 thereby helping them put to practice their learnings in school;

**WHEREAS**, St. Paul University Philippines (SPUP) has requested the Tuguegarao City Government for the on the job training of the following three (3) Bachelor of Science in Business Administration (BSBA) major in Financial Management as part of their curriculum:

1. Lesis, Christian Derek D.
2. Olaez, Hex C.
3. Pasinca, Karl Russel A.

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

**WHEREAS**, the City Mayor, Hon. Maila Rosario S. Ting-Que, indorsed to the Ninth City Council the above-stated MOA and requested for 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 81<sup>st</sup> Regular Session held on March 4, 2024 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 (SPUP) for the On-the-Job Training of Bachelor of Science in Business Administration (BSBA) major in Financial Management (FM) 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 the St. Paul University Philippines (SPUP) for information and proper action.

## MEMORANDUM OF AGREEMENT

KNOW ALL MEN BY THESE PRESENTS:

This **MEMORANDUM OF AGREEMENT** made and entered into by and between:

**ST. PAUL UNIVERSITY PHILIPPINES**, a catholic, private, educational institution with the official address at Mabini Street, Tuguegarao City, Cagayan, represented by the School of Business, Accountancy and Hospitality Management Dean, **DR. CHARITO M. GUILLERMO, CPA** hereinafter referred to as **SPUP**:

And

**CITY HALL TUGUEGARAO** with the official address at Tuguegarao City, Cagayan represented herein by **the City Mayor, HONORABLE MAYOR MAILA TING-QUE**, hereinafter referred to as **CITY HALL**.

### WITNESSETH-That

WHEREAS, St. Paul University Philippines is an internationally recognized institution dedicated to the formation of competent leaders and responsible citizens of their communities, countries, and the world and its mission Animated by the gospel and guided by the teachings of the Church, it helps to uplift the quality of life and to effect social transformation through: quality, Catholic, Paulinian formation, academic excellence, research and community services through:

- (1) Optimum access to Paulinian education and service in an atmosphere of compassionate caring; and
- (2) Responsive and innovative management processes.

WHEREAS, **SPUP** has requested for an on-the-job training of the student herein below in the **Bachelor of Science in Business Administration Major in Financial Management**. To wit:

Date	Name of Student	Required Number of Hours
March 4, 2024	Lesis Christian Derek D.	550 hours
	Olaez, Hex C.	
	Pasinca, Karl Russel A.	

WHEREAS, **CITY HALL**; has granted the request of the on-the job training of the students.

WHEREAS, to ensure the success of this joint undertaking, it is necessary to extend to each other the much needed support and cooperation to accomplish this noble objectives.

#### I. SPUP students shall:

1. Submit a certificate of parental consent waiving any responsibility for SPUP and the office for any incident caused by circumstances beyond control of **CITY HALL** and SPUP in the performance of their functions while under training;
2. Abide by all the **CITY HALL** and SPUP office rules and regulations;
3. At all times wear their uniform and SPUP ID when on duty;
4. Sign in entry to and departure from the post on their individual service records that they have to provide;
5. Not ask or receive any allowance, remuneration or benefit from **CITY HALL** and SPUP and shoulder all expenses necessary and incidental to the conduct of the on-the-job training;
6. Submit a weekly report of his activities to their Teacher;
7. Render a total of **550 practicum hours starting February 19, 2024**;
8. Report to the **CITY HALL** office from **8:00 AM-5:00 P.M. from Tuesday to Thursday, 8-12Monday; and 1:00-5:00 Friday**.
9. Submit to the Dean's office at the end of the semester an individual comprehensive report of all activities undertaken and learning experiences acquired from the practicum, including the individual service records used.

**II. CITY HALL shall:**

- 2.1 Provide work experiences that will help develop and refine competencies that are compatible with the academic goals and provide hands-on opportunities for the students to interact with professionals in the field of specialization. The students shall not be considered as employees of the office.
- 2.2 Orient the students with the office and/ may consider the student as possible future employee if he qualifies.
- 2.3 Assist/mentor the students in developing the skills needed in the proper work ethics and see to it that the student is properly guided in accordance with the expectation of SPUP and CITY HALL.
- 2.4 Strictly monitor the attendance and the student's progress and submit a written evaluation on the students' progress at the end of their duty.
- 2.5 Report and contact the Dean if there are problems regarding the student assigned in the CITY HALL.
- 2.6 Take responsibility for evaluating the student's progress by submitting the sealed evaluation form and certificate of completion.
- 2.7 Assist and guide the SPUP student in enhancing her capabilities in her assigned tasks.
- 2.8 Enhance the self esteem, self confidence and maturity of the SPUP students under CITY HALL's care.

**Both parties:**

SPUP and CITY HALL coordinate with each other, through the instructor concerned, in the discharge of their respective functions by holding regular consultation.  
This Memorandum of Agreement shall take effect immediately upon signing by both parties and shall remain enforce until on-the-job training shall have been completed.

IN WITNESS WHEREOF, the parties have hereupon affixed their signature this \_\_\_\_\_.

**ST. PAUL UNIVERSITY PHILIPPINES**

By:

**DR. CHARITO M. GUILLERMO, CPA**  
Dean, School of Business, Accountancy and Hospitality Mgmt.  
St. Paul University Philippines  
Contact Number: 0977-1144-893

**SHIRLEY A. ENRIQUEZ, DBM**  
Program Coordinator, Business and Entrepreneurship  
Contact Number: 0977-1144-893

**CITY HALL**

By:

**HON. MAYOR MAILA TING-QUE**  
City Mayor  
Tuguegarao City, Cagayan