

Republic of the Philippines
Province of Cagayan
TUGUEGARAO CITY

NINTH CITY COUNCIL

COMMITTEE REPORT NO. 095-2025

March 27, 2025

Submitted by: **COMMITTEE ON RULES, LAWS AND ETHICS**
COMMITTEE ON HUMAN RESOURCES AND DEVELOPMENT

PRESENT:

HON. MARC ALDOUS C. BACCAY	- Chairman, Rules/ Via Zoom
HON. GRACE B. ARAGO	- Chairman, Human Resources
	- Member, Rules/ Via Zoom
HON. JUDE T. BAYONA	- Vice Chairman, Rules
	- Member, Human Resources
HON. MARIA ROSARIO B. SORIANO	- Member, Rules/ Via Zoom
HON. RONALD S. ORTIZ	- Member, Human Resources/ Via Zoom

RESOURCE PERSON:

Ms. Raizza Ryelle M. Birung	- LLSO I
Ms. Ophelia Eduardene Parallag	- HRMO
Atty. Roderick S. Iquin	- City Legal Officer

SUBJECT:

Indorsement of the City Mayor, Hon. Maila Rosario S. Ting-Que, on the draft Service Obligation Contract between the Tuguegarao City Government and Ms. Raizza Ryelle M. Birung relative to her request for a study leave on official time.

FOR THE PRESIDING OFFICER:

The Members of the Joint Committees met and deliberated on the Indorsement of the City Mayor, Hon. Maila Rosario S. Ting-Que, on the draft Service Obligation Contract between the Tuguegarao City Government and Ms. Raizza Ryelle M. Birung relative to her request for a study leave on official time. The Joint Committees respectfully submit the herein Committee Report and has the honor to report to this august Body in session the following actions taken, its findings and recommendations.

ACTIONS TAKEN:

The joint committees conducted an evaluation of the Indorsement of the City Mayor, Hon. Maila Rosario S. Ting-Que, on the draft Service Obligation Contract between the Tuguegarao City Government and Ms. Raizza Ryelle M. Birung relative to her request for a study leave on official time on March 27, 2025.

SPST-004-00

Ref. No. _____

Resource persons were present to assist the joint committees in the committee deliberation.

FINDINGS:

1. The referral pertaining to the “Indorsement of the City Mayor, Hon. Maila Rosario S. Ting-Que, on the draft Service Obligation Contract between the Tuguegarao City Government and Ms. Raizza Ryelle M. Birung relative to her request for a study leave on official time.” was endorsed to the Ninth City Council.
2. Ms. Raizza Ryelle M. Birung is of legal age, single, a resident of 79 Zone 1, Cataggaman Pardo, Tuguegarao City and a permanent employee of the Tuguegarao City Government, holding a position of Local Legislative Staff Officer I (LLSO I) and is currently assigned at the Sangguniang Panlungsod- Secretariat.
3. Pursuant to Civil Service Commission Memorandum Circular No. 14, series of 1999, as amended by MC No. 21, series of 2004, Ms. Raizza Ryelle M. Birung is availing the study leave on official time for a period of not more than six (6) months commencing from **April 1, 2025 to September 30, 2025** in preparation for the September 2025 Bar Examination.
4. Ms. Raizza Ryelle M. Birung is qualified to avail of the study leave based on the requirements embodied in Section 68 (II) of the above-mentioned CSC Circular.
5. Human Resource Officer, Ms. Ophelia Eduardene Parallag, reminded Ms. Birung that she needs to submit later on proof that she took the bar exam.
6. City Legal Officer, Atty. Roderick Iquin, also requested Ms. Raizza Rylle Birung to submit copies of Certificate of Completion from the Law School and Bar Exam Registration.
7. There is a need for the passage of a Resolution Approving the Service Obligation Contract with Ms. Raizza Ryelle M. Birung 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 Service Obligation Contract.

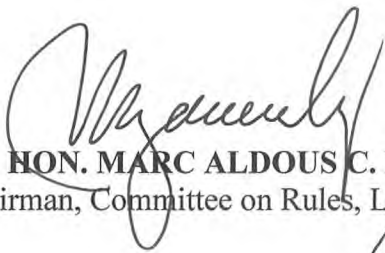
RECOMMENDATIONS:

After a thorough discussion on the subject matter, the joint committees hereby recommend for the passage of a Resolution Approving the Service Obligation Contract with Ms. Raizza Ryelle M. Birung.

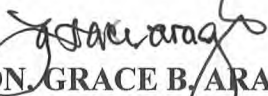
The joint committees further recommend for the passage of a Resolution Granting Authority to the City Mayor, Hon. Maila Rosario S. Ting-Que, to sign for and on behalf of the Tuguegarao City Government the said Service Obligation Contract.

Attached herewith is the Draft Resolution.

Respectfully submitted:



HON. MARC ALDOUS C. BACCAY
Chairman, Committee on Rules, Laws and Ethics



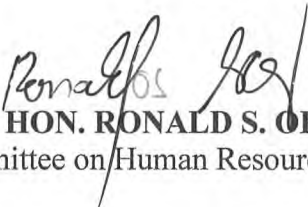
HON. GRACE B. ARAGO
Chairman, Committee on Human Resources and Development
Member, Committee on Rules, Laws and Ethics



HON. JUDE T. BAYONA
Vice Chairman, Committee on Rules, Laws and Ethics
Member, Committee on Human Resources and Development



HON. MARIA ROSARIO B. SORIANO
Member, Committee on Rules, Laws and Ethics



HON. RONALD S. ORTIZ
Member, Committee on Human Resources and Development

**DRAFT RESOLUTION APPROVING THE SERVICE OBLIGATION CONTRACT
WITH MS. RAIZZA RYELLE M. BIRUNG 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 SERVICE
OBLIGATION CONTRACT**

WHEREAS, the referral pertaining to the “Indorsement of the City Mayor, Hon. Maila Rosario S. Ting-Que, on the draft Service Obligation Contract between the Tuguegarao City Government and Ms. Raizza Ryelle M. Birung relative to her request for a study leave on official time.” was endorsed to the Ninth City Council;

WHEREAS, Ms. Raizza Ryelle M. Birung is of legal age, single, a resident of 79 Zone 1, Cataggaman Pardo, Tuguegarao City and a permanent employee of the Tuguegarao City Government, holding a position of Local Legislative Staff Officer I (LLSO I) and is currently assigned at the Sangguniang Panlungsod- Secretariat;

WHEREAS, pursuant to Civil Service Commission Memorandum Circular No. 14, series of 1999, as amended by MC No. 21, series of 2004, Ms. Raizza Ryelle M. Birung is availing the study leave on official time for a period of not more than six (6) months commencing from **April 1, 2025 to September 30, 2025** in preparation for the September 2025 Bar Examination;

WHEREAS, Ms. Raizza Ryelle M. Birung is qualified to avail of the study leave based on the requirements embodied in Section 68 (II) of the above-mentioned CSC Circular;

WHEREAS, Ms. Raizza Ryelle Birung is reminded to submit proof of having taken the bar exam later on;

WHEREAS, Ms. Raizza Ryelle Birung is also requested to submit copies of Certificate of Completion from the Law School and Bar Exam Registration;

WHEREAS, there is a need for the passage of a Resolution Approving the Service Obligation Contract with Ms. Raizza Ryelle M. Birung 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 Service Obligation Contract;

WHEREAS, upon the evaluation of the subject referred, the joint committees recommend for the adoption and approval of the Service Obligation Contract with Ms. Raizza Ryelle M. Birung 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 Service Obligation Contract;

NOW, THEREFORE RESOLVED, as it is hereby **RESOLVED**, to approve the Service Obligation Contract with Ms. Raizza Ryelle M. Birung 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 Service Obligation Contract.



Republic of the Philippines
Cagayan State University
CARIG CAMPUS
Carig Sur, Tuguegarao City

OFFICE of the CAMPUS REGISTRAR

REG-25221-CertCOE-2025-02-21

FEBRUARY 21, 2025

The Clerk of Court
Supreme Court
Manila

Sir/Madam:

This is to **CERTIFY** that **RAIZZA RYELLE MALLONGA BIRUNG**, on the basis of the records of this office, is:

- (a) Has successfully completed all requirements as per the academic guidelines of our institution;
- (b) Has completed the Clinical Legal Education Program (CLEP), as required by Rule 138-A of the Rules of Court, and has satisfactorily secured CLEP Level 1/2 OR both Certifications; and
- (c) An expected candidate for graduation for Academic Year 2024-2025.

Very truly yours,

EDISON D. BRAVO, MSME, DIT
Campus Registrar

Noted by:

ATTY. NORMAN CLARENCE T. LASAM
Dean, College of Law

Not valid without the University dry seal



SERVICE OBLIGATION CONTRACT

KNOWN BY ALL MEN BY THESE PRESENTS:

This **CONTRACT** is made and executed in Tuguegarao City, Cagayan, Philippines by and between:

TUGUEGARAO CITY GOVERNMENT, represented by the City Mayor, **HON. MAILA ROSARIO S. TING-QUE**, herein referred to as **EMPLOYER** represented herein by the City Mayor, of legal age, and a resident of Tuguegarao City;

- and -

RAIZZA RYELLE M. BIRUNG of legal age, single, a resident of Tuguegarao City, and a permanent employee of the Tuguegarao City Government, herein referred to as the **EMPLOYEE**.

WITNESSETH THAT:

WHEREAS, pursuant to Civil Service Commission Memorandum Circular No. 14, s. 1999 amended by MC No. 21, s. 2004, the **EMPLOYEE** applied to go on study leave on official time for a period of not more than six (6) months to attend bar review classes;

WHEREAS, the **GRANTEE** is qualified to avail of the study leave;

NOW, THEREFORE, the parties have agreed, that the **EMPLOYER** shall authorize the **EMPLOYEE** to go on official leave with pay for a period of six [6] months commencing from **April 1, 2025 to September 30, 2025**, under the following terms and conditions:

I. OBLIGATIONS OF THE EMPLOYER

1. Authorize the Employee to go on official leave with pay for a period of six [6] months from April 1, 2025 to September 30, 2025 to review and take the 2025 Bar Examinations;
2. Relieve the Employee of all duties and responsibilities for the duration of the study leave;
3. Pay the salary, allowances and other benefits of the Employee during the six-month study leave.

II. OBLIGATIONS OF THE EMPLOYEE

1. Render two (2) years' service obligation with the Tuguegarao City Government for the six-months bar review leave;
2. Inform the agency through the HRD/Personnel Office, the failure or discontinuance to take the bar examination and pay the agency the corresponding salaries, allowances and other benefits received during the period of leave.
3. Report for work the day after the expiration of the study leave, otherwise, shall be considered absent without official leave [AWOL].

III. FAILURE TO RENDER REQUIRED SERVICE OBLIGATION

The EMPLOYEE, in case of failure to render in full, the required service obligation referred to in the agreement on account of voluntary resignation, optional retirement, or separation from service through one's fault, or other causes within one's control, refund to the City Government of Tuguegarao the gross salary, allowances and other benefits received while on study leave proportionate to the balance of service obligation based on the following computed formula:

$$R = \frac{[SOR-SOS]}{SOR} \times TCR$$

Where R = Refund

TCR = Total Compensation Received [Gross Salary, allowances, and other benefits received while on study leave]

SOS = Service Obligation Served

SOR = Service Obligation Required

IV. OTHER PROVISIONS

- a. If any provision contained herein is invalid, illegal or unenforceable in any respect under any applicable law and existing rules and regulations, the validity, legality and unenforceability of the remaining provisions shall not be affected or impaired in any way.
- b. If any provisions contained a conflict arising from the interpretation of this contract, the parties shall mutually agree to arrive at an amicable solution, shall take into consideration the objective for which the contract is executed.

IN WITNESS WHEREOF, the parties hereunto sign this SERVICE OBLIGATION CONTRACT this _____ day of _____, 2025 at Tuguegarao City, Cagayan.

ACKNOWLEDGEMENT

MAILA ROSARIO S. TING-QUE

City Mayor

First Party/Employer

I.D. No.: _____

RAIZZA RYELLE M. BIRUNG

Local Legislative Staff Officer I

Second Party/Employee

I.D. No.: _____

SIGNED IN THE PRESENCE OF:

1. _____

2. _____



REPUBLIC OF THE PHILIPPINES

DEPARTMENT OF TRANSPORTATION

LAND TRANSPORT OFFICE

DRIVER'S LICENSE





Last Name, First Name, Middle Name

BIRUNG, RAIZZA RYELLE MALLONGA

Nationality Sex Date of Birth Weight (kg) Height(m)

PHL F 1998/02/22 80 1.65

Address

79 ZI DATAGGAMAN PARDO TUGUEGARAO CITY

GAGAYAN

License No. Expiration Date Agency Code

BDH-18-006155 2033/02/22 604

Blood Type Eyes Color

AB+ BLACK

DL Codes Conditions

A/A1,B,B1,B2 NONE

Signature of Licensee

ATTY JOSE ARTURO M. TURGADE
Assistant Secretary



III. ORGAN DONATION:

I WILL NOT DONATE ANY ORGAN

IV. IN CASE OF EMERGENCY NOTIFY:

NAME: REV. FELY ROSE SADATUL

ADDRESS: DATAGGAMAN PARDO TUGUEGARAO CITY

TEL. NO.: 09173218745

I. DL CODES

A. LICENSE TYPE

A1. MOTORCYCLE

B. UP TO 1000 WGS C/W/4 SEATS

C. UP TO 1000 WGS C/W/4 OR MORE SEATS

B1. MOTORCYCLE C/W/4 SEATS

C. C/W/4 SEATS C/W/4 SEATS

D. C/W/4 SEATS C/W/4 SEATS OR MORE SEATS

RE. TRANS. 2000 WGS

CE. AUTOMATED C/W/4 SEATS C/W/4 SEATS

II. CONDITIONS

1. CORRECTIVE LENSES

2. NONE ORLY SPECIAL EXEMPTION FOR HYPERLOWA LENSES

3. NONE CHANGING MOTOR VEHICLE ONLY

4. EXEMPTED FROM EXEMPT

5. EXEMPTED FROM EXEMPT

Signature

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