Republic of the Philippines
Province of Cagayan
TUGUEGARAO CITY

TENTH CITY COUNCIL

Submitted by:

COMMITTEE ON EDUCATION- LEAD
COMMITTEE ON RULES, LAWS AND ETHICS

COMMITTEE REPORT NO. 10-10-2026
January 7, 2026

PRESENT:

HON. JUDE T. BAYONA	-	Chairman (Education) Vice Chairman (Rules)
HON. KARINA G. VIERNES	-	Member (Education)
HON. ANTHONY C. TUDDAO	-	Member (Education)
HON. MARC ALDOUS C. BACCAY	-	Chairman (Rules)
HON. TIRSO V. MANGADA	-	Member (Rules)
HON. MARIA ROSARIO B. SORIANO	-	Member (Education &Rules)

RESOURCE PERSONS:

MR. HENSON C. GREGORIO	-	Carig Integrated School Rep.
MS. JEREMIAH ARELLANO	-	Carig Integrated School Rep.

FOR THE PRESIDING OFFICER:

The joint committees 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 Carig Integrated School – Senior High School relative to the Work Immersion of its Senior High School 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 Carig Integrated School – Senior High School relative to the Work Immersion of its Senior High School Students.

2. Carig Integrated School – Senior High School believes that the work immersion will provide the students valuable exposure and insights particularly in understanding the systems, operations and social dynamics which are aligned with their field of study.

3. Attached is the list of nineteen (19) Senior High School students who will undergo eighty (80) hours Work Immersion Program at the Office of the City Social Welfare and Development Office.

4. The Work Immersion 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 joint committees recommend the approval of Memorandum of Agreement between the Tuguegarao City Government and the Carig Integrated School – Senior High School relative to the Work Immersion of its Senior High School 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
Vice Chairman, Committee on Rules. Laws and Ethics

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

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

HON. ANTHONY C. TUDDAO
Member, Committee on Education

HON. TIRSO V. MANGADA
Committee on Rules, Laws and Ethics

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

Work Immersion list

1. Lhianne Joyce M. Quilang
2. Johnrey A. Dela Real
3. Febby Joy M. Gumabay
4. Jaylord T. Daunglian
5. Charline T. Mamagat
6. Mae Ann R. Biccan
7. Charmaine P. Agustin
8. Olivia R. Tupinio
9. Michaela C. Gacias
10. Princesss T. Mora
11. Aeron Florin Rodley L. Lopez
12. Raven Yambao
13. Jane S. Baccay
14. Jenaica Celine P. Paragua
15. Gian C. Daquigan
16. Aubrey Mae P. Paleg
17. Gissele P. Pena
18. Frederick G. Mulach
19. Genki Faith A. Adduru

MEMORANDUM OF AGREEMENT FOR WORK IMMERSION PARTNERSHIP

This Memorandum of Agreement is entered into this **____day of January, 2026** in **Tuguegarao City** by and between:

The **CARIG INTEGRATED SCHOOL-SENIOR HIGH SCHOOL**, with School Identification Number **501614** a public high school, with principal address at **Carig Sur, Tuguegarao City**, represented in this Agreement by its **Principal**, **EDMUND C. CARONAN, FILIPINO** of legal age, and hereinafter referred to as the SCHOOL;

-and-

The **LOCAL GOVERNMENT UNIT OF TUGUEGARAO CITY, thru CITY SOCIAL WELFARE AND DEVELOPMENT**, with principal address at **Carig Sur Tuguegarao City** represented in this agreement by its **HON. MAILA ROSARIO S. TING-QUE, FILIPINO,** of legal age, hereinafter referred to as the "**LOCAL GOVERNMENT UNIT OF TUGUEGARAO CITY**",

WITNESSETH:

WHEREAS, the Department of Education of the Philippines, hereinafter referred to as "DepEd", is the primary government instrumentality mandated to formulate, implement, and coordinate policies, plans, programs, and projects in the areas of formal and non-formal basic education; supervise all elementary and secondary education institutions, including alternative learning systems, both public and private; and provide for the establishment and maintenance of a complete, adequate, and integrated system of basic education relevant to the goals of national development;

WHEREAS, the DepEd has introduced the K to 12 basic education reform program that includes Senior High School, hereinafter referred to as "SHS", with the major objective of ensuring that graduates of basic education are ready for employment, entrepreneurship and higher learning;

WHEREAS, the SHS curriculum can be customized at the local levels to take into consideration the needs of local industries and the labor market;

WHEREAS, DepEd believes that for the effective delivery of SHS instruction, there is a need for school-industry partnerships that will provide the school the necessary expertise and venue for practical, on-the-job, enterprise-based training for SHS learners;

WHEREAS, DepEd started the full implementation of SHS in School Year 2017-2018;

WHEREAS, the SCHOOL is among those that will offer SHS to students in the community to carry out DepEd's objectives for SHS as spelled out above;

WHEREAS, to achieve this objective, the SCHOOL needs to enter into a Work Immersion Partnership with the LOCAL GOVERNMENT UNIT OF TUGUEGARAO CITY.

WHEREAS, the LOCAL GOVERNMENT UNIT OF TUGUEGARAO CITY operates in the area near where the school is located and has offices, facilities, project sites, and expertise that it can make available to the school for purposes of student work immersion;

WHEREAS, the LOCAL GOVERNMENT UNIT OF TUGUEGARAO CITY considers going into a work immersion partnership with the school as part of its mission to create a positive impact on the community, especially the young people;

WHEREAS, the DepEd's institutionalization and implementation of the K to 12 program is among the priority programs of the Government for promoting inclusive growth;

WHEREAS, the LOCAL GOVERNMENT UNIT OF TUGUEGARAO CITY is encouraged to fully support the successful implementation of the K to 12 programs of the Department of Education as stated in Paragraph 4, Section 2 of the Republic Act 9155 or "Governance of Basic Education Act of 2001",

WHEREAS, the LOCAL GOVERNMENT UNIT OF TUGUEGARAO CITY recognizes the need for a work immersion environment that is safe for the students and teachers, and conducive to learning, and has the capability to provide these;

WHEREAS, the SCHOOL and the LOCAL GOVERNMENT UNIT OF TUGUEGARAO CITY, hereinafter collectively referred to as "the PARTIES", undertake to collaborate toward the successful implementation of the SHS in Tuguegarao City, Cagayan cognizant of the need for special protection of the child and with the best interest of the SHS learner at heart;

NOW, THEREFORE, for and in consideration of the foregoing premises, the PARTIES hereby agree as follows:

DESCRIPTION OF THE WORK IMMERSION PROGRAM

With the passage of the Enhanced Basic Education Act of 2013 or Republic Act 10533, the

DepEd was tasked to implement the K to 12 Program, essentially adding two (2) years of specialization within the Basic Educational System;

DepEd designed the implementation of RA 10533 within the framework of increased community involvement in the learner's experience;

With this premise, the DepEd, offers venues for various stakeholders to participate in the implementation of RA 10533 and, the same offer, accepted by the PARTIES herein;

The Work Immersion Program is one of the course requirements for graduation. A SHS student has to undergo work immersion in a business organization or establishment with work requirements related to the specialization. Through work immersion, the students are exposed
to and are familiarized with the work-related environment related to their field of specialization. Specifically, the students are able to:
1. Appreciate the importance and application of the principles and theories learned in school.
2. Enhance their technical knowledge and skills.
3. Enrich their skills in communications and human relations.
4. Develop good work habits, attitudes, appreciation and respect for work.

I. OBJECTIVES OF THE WORK IMMERSION PARTNERSHIP

The Work Immersion Partnership has the following objectives:
1. To supplement the formal curriculum of the SHS program with special inputs coming from the LOCAL GOVERNMENT UNIT OF TUGUEGARAO CITY experts and practitioners in order to make the SHS program aligned and consistent with work standards;

2. To develop in the students of the SHS program the knowledge and skills that are relevant to the needs of the job market in the area

3. To provide SHS students with relevant learning experiences by giving them exposure to the actual workplace setting.

4. To form a Work Immersion Partnership between the SCHOOL and the LOCAL GOVERNMENT UNIT OF TUGUEGARAO CITY, allowing the students, faculty, and staff of the schools concerned the use of and access to the LOCAL GOVERNMENT UNIT OF TUGUEGARAO CITY workplace and equipment as part of their Work Immersion Program.

II. RESPONSIBILITIES OF THE PARTIES

A. Joint Responsibilities

Both the SCHOOL and the LOCAL GOVERNMENT UNIT OF TUGUEGARAO CITY shall:
1. Create a joint working group that will prepare the action plan to operationalize the partnership.

2. Form a joint steering committee to monitor the progress of the partnership and to make sure that the provisions of this Memorandum of Agreement (MOA) are met.

3. Adhere to all laws, memorandums, and circulars especially those pertaining to child protection as provided for in the Guidelines for Work Immersion (Guidelines).

4. Develop the students' Work Immersion module specifying goals and objectives, desired outcomes of the program and how these outcomes will be achieved, also noting the specific knowledge, skills, attitudes and competencies that the student should acquire after completing the program. (See Annex A and Annex C of the Guidelines)

5. Develop a Work Immersion Daily Schedule of Activities that will be followed by the students during the whole duration of the Work Immersion Program in the LOCAL GOVERNMENT UNIT OF TUGUEGARAO CITY. (See Annex C of the Guidelines.)

6. Formulate local school work immersion policies and guidelines on selection, placement, monitoring, and assessment of students (immersion participants), in order to ensure that each student is assigned to an immersion partner matched to his/her desired track, qualifications and aptitude.

B. Responsibilities of the SCHOOL

The SCHOOL, shall:

1. Identify and indicate the SHS track/s, strand/s, and/or specialization/s which will be the subject of the partnership.

2. Make the needed adjustments to contextualize the SHS subjects based on inputs coming from the LOCAL GOVERNMENT UNIT OF TUGUEGARAO CITY.

3. Designate a person in charge of coordinating with the LOCAL GOVERNMENT UNIT OF TUGUEGARAO CITY and supervising the activities of the students for the duration of the Work Immersion Program.

4. Provide insurance coverage for learners during the work immersion program.

5. Continue to exercise its Special Parental Authority under the Family Code over the Senior High School student under immersion in the premises of the partner.

6. Monitor each student's progress throughout the duration of the entire work immersion program so as to make sure that the tasks assigned to each student are meaningful, challenging, and applicable to his/her particular programs and are able to maximize the quality of the learning experience.

7. Provide the LOCAL GOVERNMENT UNIT OF TUGUEGARAO CITY an evaluation tool for the students' immersion performance.

8. Issue a final grade to the student upon completion of the requirements within a prescribed period.

9. Ensure that the student will adhere to the non- disclosure policies of the Municipality/City/Province as agreed to by the SCHOOL.

10. Provide signed Consent forms from the parents as applicable.

11. Provide the LOCAL GOVERNMENT UNIT OF TUGUEGARAO CITY a Certificate of Participation in the SHS program for whatever purpose it may serve.

12. Execute a deed of acceptance as a way of recognizing and acknowledging the donation/s received from the LOCAL GOVERNMENT UNIT OF TUGUEGARAO CITY if there are any.

C. The Local Government Unit Of Tuguegarao City shall:

1. Assign a competent Immersion Coordinator from the LOCAL GOVERNMENT UNIT OF TUGUEGARAO CITY to liaise with the school and supervise the students without prejudice to the special parental authority of the school, its administrators, and teachers for the duration of the Work Immersion program to ensure efficient implementation of all stages of the program.

2. Provide inputs into the curriculum through the discussions or workshops that DepEd will organize.

3. Lend its expertise by making available its resident resource persons to provide training to the students.

4. Allow the students to be deployed to the different sections/departments/project sites of the LOCAL GOVERNMENT UNIT OF TUGUEGARAO CITY based on the Work Immersion Daily Schedule of Activities.

5. Agree to the required number of hours of the immersion program set under the DepEd SHS curriculum. (See Annex A of the Guidelines)

6. Provide immersion opportunities for **STUDENTS** for School Year 2025-2026.

7. Provide students with an orientation about the LOCAL GOVERNMENT UNIT OF TUGUEGARAO CITY, its line of business, and the work its employees do, and expose them

to the various stakeholders of the community in which the LOCAL GOVERNMENT UNIT OF TUGUEGARAO CITY operates for the students to get a holistic understanding of its business.

8. Similarly ensure that students undergo training related to their course, and provide the students with work or activities based on the activities listed in the prescribed template for the Immersion Program of Activities (Annex C of the Guidelines).

9. Make its workplace and facilities available to students, and shall similarly take all necessary action to ensure the safety of students within their areas of operation at all times, which shall include, but shall not be limited to, the provision for Personal Protective Equipment (PPE's),
if applicable. Ensure that the students will not be exposed to hazardous materials and working environment throughout the duration of the immersion.

10. Evaluate students' performance in the immersion venue by accomplishing provided evaluation tool.

11. Issue a Certificate of Completion to the student trainees upon satisfactory compliance with all requirements of the program.

12. Execute a deed of donation in favor of DepEd for the completed Work Immersion Partnership.

III. EFFECTIVITY

This agreement shall hold for the duration of **Academic School Year 2025-2026** and is renewable every year. The LOCAL GOVERNMENT UNIT OF TUGUEGARAO CITY and the SCHOOL shall submit their intention for renewal of this agreement through formal notice within thirty (30) days before the expiration of this Agreement.

The LOCAL GOVERNMENT UNIT OF TUGUEGARAO CITY and the SCHOOL reserve their respective rights to terminate their participation in the agreement through formal written notice within thirty (30) days before the effectivity of the termination. Both parties shall turnover all deliverables agreed thereto in them Work Immersion Program. Termination shall be subject to the mutual agreement between the parties.

A material breach of the Work Immersion Guidelines and/or this MOA shall constitute a ground for termination of the MOA, in whole or in part, by the aggrieved party, without prejudice to other legal remedies.

IV. LIABILITY

The school, its administrator and teachers exercising authority and supervision over the Senior High School Students undergoing immersion in the premises of the partner may be held accountable for the students acts.

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 any persons, or loss or damage to property, by or on account of the performance of the respective obligations by the parties pursuant to this Agreement. Such responsibility shall continue to remain that of the responsible party's even after the termination of this agreement, if such losses and damages were incurred during the effectivity of this agreement.

DepEd shall not be liable for opportunity losses of the LOCAL GOVERNMENT UNIT OF TUGUEGARAO CITY during the duration and after the termination of this agreement.

V. NON-DISCLOSURE PROVISION

It is expressly understood by DepEd and the students that all information on technology, manufacturing process, process standards, quality assurance methodologies, quality standards, production capabilities, raw material purchasing, marketing, finance, and all other related
documents, manuals, operational and technical matters that the LOCAL GOVERNMENT UNIT OF TUGUEGARAO CITY shall make available to them shall be used for the sole purpose of student training. All of these matters are classified as confidential in nature and proprietary to the LOCAL GOVERNMENT UNIT OF TUGUEGARAO CITY and thereby each student hereby undertakes to prevent transfer of such information by any of its members to any party outside of the LOCAL GOVERNMENT UNIT OF TUGUEGARAO CITY.

VI. OWNERSHIP OF OUTPUT AND INTELLECTUAL PROPERTY

Intellectual properties developed by the student as part of his or her regular Work Immersion duties in the Company and their corresponding copyrights and/or patents shall belong to the LOCAL GOVERNMENT UNIT OF TUGUEGARAO CITY.

Intellectual properties developed by the student outside of his or her regular work immersion duties in the LOCAL GOVERNMENT UNIT OF TUGUEGARAO CITY and their corresponding copyrights and/or patents shall belong to the student, even if the student used the time, facilities, materials of the LOCAL GOVERNMENT UNIT OF TUGUEGARAO CITY, unless otherwise stipulated in a separate agreement between the student and his or her parent or guardian and the LOCAL GOVERNMENT UNIT OF TUGUEGARAO CITY.

The above provision shall apply in proportion to the intellectual properties developed by the student in case intellectual property is jointly developed by the student with employee or personnel of the C, unless otherwise stipulated in a separate agreement between the student and his or her parent or guardian and LOCAL GOVERNMENT UNIT OF TUGUEGARAO CITY.

VII. OTHER PROVISIONS

It is expressly understood by the PARTIES that the LOCAL GOVERNMENT UNIT OF TUGUEGARAO CITY is not obliged to pay wage or salary since there is no employer-employee relationship that exists. However, the LOCAL GOVERNMENT UNIT OF TUGUEGARAO CITY is not precluded from providing the student with any monetary or financial assistance in the form of transportation fee, food allowance, etc.

In determining the existence of an employer-employee relationship, the following elements are considered: (1) the power to hire; (2) the payment of wages; (3) the power to dismiss, and (4) the power to control the employee's conduct, with the control test generally assuming primacy in the overall consideration.

No employer-employee relationship exists between the student and the partner in work immersion if all the following criteria are met:

1. The training, even though it includes actual operation of the employer's facilities, is similar to training provided in an educational program;

2. The training is for the benefit of the student;

3. The student does not displace regular employees, and works under close supervision;

4. The students are not entitled to a job at the conclusion of the training period and are free to take jobs elsewhere in the same field;

5. Any clinical training is performed under the supervision and direction of people who are knowledgeable and experienced in the activity;

6. The training is general and qualifies the student to work in any similar business. It is not designed specifically for a job with the employer that offers the program;

7. The screening process for the immersion program is not the same as for employment and does not appear to be for that purpose. The screening only uses criteria relevant for admission to an independent educational program;

8. Advertisements, posting, or solicitations for the program clearly discuss education or training, rather than employment, although employers may indicate that qualified graduates may be considered for employment.

FOR THE SCHOOL:

EDMUND C. CARONAN
School Head
Office of the School Principal II

LOCAL GOVERNMENT UNIT OF TUGUEGARAO CITY:

HON. MAILA ROSARIO S. TING-QUE
City Mayor

WITNESSED BY:

MELVIN PEREZ
Officer-in-Charge
City Social Welfare and Development Office

EDMAR C. MAESTRE
SHS- Coordinator

HENSON C. GREGORIO
Work Immersion Coordinator, HUMSS

JEREMIAH C. ARELLANO
Work Immersion Coordinator, HUMSS

APPROVED BY:

GILBERT N. TONG, Ph.D., CEO VI, CESO V
Schools Division Superintendent
Office of the Schools Division Superintendent
Division of Tuguegarao City

Republic of the Philippines }
City of Tuguegarao City }

BEFORE ME, personally appeared the above-named persons and presented themselves to me to be the same person who executed the foregoing instrument and acknowledges to me that the same is their own free and voluntary act and deed.

WITNESS MY HAND AND SEAL.

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A RESOLUTION APPROVING THE MEMORANDUM OF AGREEMENT (MOA) BETWEEN THE TUGUEGARAO CITY GOVERNMENT AND THE CARIG INTEGRATED SCHOOL–SENIOR HIGH SCHOOL RELATIVE TO THE WORK IMMERSION OF ITS SENIOR HIGH SCHOOL STUDENTS, AND GRANTING AUTHORITY TO THE CITY MAYOR, HON. MAILA ROSARIO S. TING-QUE, TO SIGN THE SAME FOR AND ON BEHALF OF THE TUGUEGARAO CITY GOVERNMENT

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 authority to enter into contracts and agreements for and on behalf of the local government unit upon prior authorization by the Sangguniang Panlungsod;

WHEREAS, in support of the educational development of students enrolled in schools and universities within Tuguegarao City, the Tuguegarao City Government allows students to undergo actual office experience in its various offices, thereby enabling them to apply their academic learnings in a real work environment;

WHEREAS, the Carig Integrated School–Senior High School has formally requested the Tuguegarao City Government to accommodate the Work Immersion of its Senior High School students as part of their prescribed curriculum;

WHEREAS, Carig Integrated School–Senior High School envisions the holistic development of the youth through integral human formation, preparing them to become mature, responsible, and active members of the community, and to this end, implements programs and activities that promote human dignity, well-being, and community engagement;

WHEREAS, it is necessary for the Tuguegarao City Government and the Carig Integrated School–Senior High School to enter into a Memorandum of Agreement (MOA) to define the terms and conditions governing the implementation of the said Work Immersion Program and to make the same legally binding;

WHEREAS, a total of nineteen (19) students shall undergo 80 hours of Work Immersion under the said program;

WHEREAS, after deliberation during a committee meeting convened for the purpose, the Committee on Education found the request to be in order and beneficial to the concerned students;

WHEREAS, after the approval of the corresponding committee report, the Tenth City Council, during its 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 Carig Integrated School–Senior High School relative to the Work Immersion of its Senior High School students, and to grant authority to the City Mayor, Hon. Maila Rosario S. Ting-Que, to sign the said MOA for and on behalf of the Tuguegarao City Government.

RESOLVED FURTHER, to furnish a copy of this Resolution to the Carig Integrated School-Senior High School for information and proper action.