

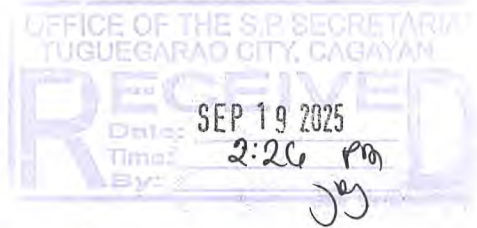
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BAGONG PILIPINAS

Republic of the Philippines
Province of Cagayan
TUGUEGARAO CITY

Phone number: 0953-588-3721 | email address: cmotuguegaraocity@gmail.com



OFFICE OF THE CITY MAYOR

19 September 2025

THE HONORABLE MEMBERS

Sangguniang Panlungsod
This City

Thru: HON. ROSAURO RODRIGO G. RESUELLO
Vice Mayor and Presiding Officer

Dear *Honorable Members of the Sanggunian*:

Herewith are the documents relative to the establishment of Tuguegarao City Skills Training and Assessment Center, for your information and appropriate action.

May we request further for the august body to adopt legislative measure institutionalizing the same.

Thank you!

In the name of public service,

MAILA ROSARIO S. TING-QUE
City Mayor

Copy furnished:

- *Mr. Reynaldo F. Ferrer*
- *Ms. Mary Jane T. Pasion*





Republic of the Philippines
Province of Cagayan
Tuguegarao City



OFFICE OF THE S.P. SECRETARY
TUGUEGARAO CITY, CAGAYAN

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August 27, 2024

OFFICE OF THE CITY MAYOR

HON. MAILA ROSARIO S. TING-QUE

City Mayor

This City

SEP 01 2025

Jur D. C. S. M.

Dear Mayor:

Respectfully submitting the necessary documents needed in the establishment of Tuguegarao City Skills Training and Assessment Center for your perusal and approval.

Attached are the following:

1. Project Proposal
2. Memorandum of Agreement between DICT and LGU Tuguegarao City
3. Documents for the creation of items
 - 4-year Organizational Plan
 - Proposed Organizational Plan
 - Job Specification and Job Description of Proposed Position
 - Functional Chart
4. Draft Resolution Authorizing the Local Chief Executive to enter into MOA

Thank you and more power.

Very truly yours,

REYNALDO G. FERRER, LPT, DPA
Supervising Administrative Officer

OFFICE OF THE CITY ADMINISTRATOR

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MARY JANE T. PASION
AOV

CHARACTER FIRST Tuguegarao City

Serbisyong Nakikita, Serbisyonang Nadarama, Serbisyonang Maaasahan!



OFFICE OF THE CITY MAYOR

2nd Floor, Tuguegarao City Hall, Regional Government Center, Enrile Boulevard, Carig Sur, Tuguegarao City, Cagayan, 3500

Email address: cmotuguegaracity@gmail.com

PROJECT PROPOSAL

- I. PROJECT TITLE : CREATION OF TUGUEGARAO CITY SKILLS TRAINING AND ASSESSMENT CENTER
- II. PROPONENT : LGU-TUGUEGARAO CITY
Name : HON. MAILA ROSARIO S. TING-QUE
Position : City Mayor
Address : Enrile Boulevard, Carig Sur, Tuguegarao City
- III. PROJECT LOCATION : LINAO EAST, TUGUEGARAO CITY
- IV - PROJECT COST :

V - EXECUTIVE SUMMARY :

Republic Act 7160 otherwise known as Local Government Code of 1991 provides the legal framework for Local Government Units (LGUs) to establish Technical Vocational Schools geared towards the establishment of quality and aligned mechanisms that will respond to national standards and industry needs. The creation of Technical Vocational Schools is primarily enabled by the Local Government Code of 1991 to empower LGUs in exercising their powers to create their own sources of revenue, which can be used to fund the establishment and operation of such schools aimed at providing specific services like technical and vocational education.

RA 10647, also known as the Ladderized Education Act of 2014, aims to create a more flexible and interconnected education system in the Philippines, particularly between technical-vocational education and training and higher education. It allows students and workers to seamlessly transition between these two educational pathways, enabling them to earn credentials and advance their careers more easily. The act focuses on creating a "ladder" where students can move between technical vocational and higher education programs, earning certifications or degrees at each level. It allows for multiple entry and exit points in the educational system, meaning students can choose when to enter or leave a program, potentially re-entering later to pursue further education or training.

Through the leadership of Honorable Maila Rosario S. Ting-Que, Tuguegarao City gears towards the creation of a Technical and Vocational Education and Training (TVET) Center that will focus on establishing a facility that offers practical skills training aligned with local industry needs, bridging the gap between education and employment. The city is apt to implement community-based training programs, particularly for marginalized and impoverished individuals, to help them establish livelihood enterprises. The city will undertake collaborative approach with stakeholders which is vital for empowering

communities through skills development and contributing to the overall economic growth of the country.

TESDA plays a key role in overseeing and supporting these LGU-run training centers, often devolving the management and operation of existing TESDA-run facilities to local governments, as such the city shall institute mechanisms to jumpstart a local self-contained ecosystem that aims to inspire, educate, and motivate its youth to pursue a career in blue-collared jobs.

The DICT is the primary policy, planning, coordinating, implementing, and administrative entity of the Executive Branch of the government that will plan, develop, and promote the national ICT development agenda. The Department of Information and Communications Technology greatly recognizes that the Tuguegarao City has its rich talent pool and excellent business climate, and carries a huge potential for IT-BPM. On this note, the city supports the Technology for Education, Employment, Entrepreneurship, and Economic Development – Digital Transformation Center (Tech4ED-DTC) Project, which aims to provide facilities where the development of the ICT skills of Filipinos is supported.

Partnerships and collaborations are crucial to ensure that key stakeholders in Tuguegarao City will have unified and well-coordinated actions for the center development. This also guarantees that the projects, programs, and activities of Tuguegarao City are aligned with national directives and policies.

With the fresh mandate given to Mayor Maila Rosario S. Ting-Que, Tuguegarao City is committed to advancing technical-vocational and gears working towards a more digitally empowered locality in fulfillment to the city's service mantra, "Serbisyon Mas Nakikita, Serbisyon Mas Madarama, Serbisyon Mas Maasahan".

VI - PROJECT BACKGROUND

Tuguegarao City is the Capital of the Province of Cagayan and the Regional Center of Cagayan Valley. Known as a roaring economic tiger in Cagayan Valley and the Northeastern Luzon, Tuguegarao City is identified as a Premier Smart Ibanag City. Its distinction as Center of Excellence for Higher Education, Science, and Medicine in Region 02 and an established Regional Primary Growth Center of the region with an economy driven by a strong and vibrant tertiary sector made it as an economic hub within the entire region and serves as "Gateway to the Ilocandia and the Cordilleras".

Its economic emergence for the past decades, blossomed from agriculture to trading, commerce, services and technology advancements. The high demands of technology modernization and innovation and wider and bigger array of innovations and solutions resulted to its monicker as Center of Commerce in Northern Luzon.

The availability of wide range of economic infrastructure supports the role of Tuguegarao City as the Regional Trading Center, the Regional Support Service Center for Agricultural Development, Tourism and Industrial Development, and the Backbone to the Regional Industrial Center in Cauayan City, Isabela, and the Cagayan Special Economic Zone in Sta Ana, Cagayan. This large -scale economic activity necessitates the city to step up in

generating human infra-structures that will compliment the varied necessities in the job market.

Having all these present -time opportunities and the backing of a supportive leadership create an atmosphere directed to jumpstart a local self-contained ecosystem that aims to inspire, educate, and motivate its youth to pursue a career in blue-collared jobs and contribute to the digital transformation of the LGU thereby achieve economic growth and social development. The creation of the Tuguegarao City Skills Development and Assessment Center targets to have primarily; secondary and tertiary students trained, and the roadmap serves as guide in maximizing Tuguegarao City's potential and in enabling Tuguegaraoneos to seize the opportunities offered by the DICT and TESDA.

It is assumed that an enabling partnerships will ensure that key stakeholders in Tuguegarao City will have unified and well-coordinated actions in the creation of a job market that will respond to the needs of the country and the global market.

It is a fervent affirmation that flourishing community development stems from a skilled workforce that leads to improved living standards, increased employment opportunities here and abroad, and a more vibrant local economy. And for this reason, the city government's leadership headed by Mayor Masila Rosario S. Ting-Que is eager to put into motion for the people of Tuguegarao.

VII - RATIONALE

Establishing the Tuguegarao City Skills Development and Assessment which will later be turned into a **City College** is justified by the need to improve access to affordable higher education, address local workforce needs, and foster community development. It provides opportunities for residents to gain skills and knowledge relevant to local industries, ultimately contributing to the city's economic growth and social well-being.

Having this in mind, the center will provide free tuition fees compared to private institutions thereby allowing more accessible to a wider range of students, particularly those from low-income backgrounds. Having a system that responds to meeting demands, the center will tailor programs to meet the specific educational needs and aspirations of the local population, ensuring that residents have access to relevant training and skills. Thus, workforce needs, such as vocational and technical programs that align with the demands of local industries, shall be ensured to provide a steady supply of skilled workers. By providing a trained workforce, the center corollary attract businesses, stimulate economic activity, and contribute to the overall prosperity of the city.

In its truest sense, establishing the center is a remarkable strategic investment in human capital, community development, and local economic growth. It addresses the need for accessible, relevant, and affordable higher education while also contributing to a more vibrant and prosperous city.

VIII - TARGET BENEFICIARIES

The creation of a Technical and Vocational Education and Training (TVET) which shall be called Tuguegarao City Skills Development and Assessment Center will focus on establishing

a facility that offers practical skills training aligned with local industry needs, bridging the gap between education and employment, particularly for marginalized and impoverished individuals, to help them establish livelihood enterprises.

In as much as the center supports RA 10647 which is like creating a ladder that connects vocational training with college degrees, allowing to move between the two more easily. It means students can start with vocational training, get a job, and then decide to go back to school later to pursue a degree, or vice versa.

By providing pathways from technical – vocational to higher education, the center can make it easier for more people to pursue academic degrees.

On this note, the center's potential impact on youth unemployment and local economic development, thus all Tuguegaraoños who are willing to make a difference are prospective beneficiaries.

X - PROJECT OBJECTIVES

GENERAL OBJECTIVE :

To create the Tuguegarao City Skills Training and Assessment Center that provides high-quality technical and vocational training and up-to-date computer training aligned with industry demands.

SPECIFIC OBJECTIVES:

1. To equip students with practical skills and knowledge through hands-on training and industry exposure.
2. To enhance the employability of participants and facilitate their access to employment opportunities.
3. To foster entrepreneurship among youth by providing business management and financial literacy training.
4. To establish partnerships with local businesses and industries for internship and job placement opportunities here and abroad
5. To create a sustainable model for technological and vocational delivery and management that can be replicated by other localities

XI - PROPOSED TRAINING PROGRAM

With the support of the Technical Education Skills and Development Authority, vocational courses will be offered, including curriculum content, duration, and assessment methods.

Training Methodology that will be used is teaching-learning approaches, such as classroom instruction, hands-on workshops, on-the-job training, and online learning.

Training Facilities and Resources are outlined in the TESDA Manual which outline the infrastructure, equipment, tools, and materials required for the training programs.

Also, through the DICT, the city will implement the Technology for Education, Employment, Entrepreneurship, and Economic Development – Digital Transformation Center (Tech4ED-DTC) Project, which aims to provide facilities where the development of the ICT skills of Filipinos is supported.

XII- OFFICE RESOURCES AND COST REQUIREMENTS

The following resources with corresponding cost contained in the matrix below are necessary to realize the operationalization of the Tuguegarao City Skills Development and Assessment Center:

OFFICE EQUIPMENT, FURNITURES, AND FIXTURES	QUANTITY	UNIT COST	TOTAL
FOR ADMIN OFFICE			
1. Office Table	5	8,000.00	40,000.00
2. Executive Chair	5	4,000.00	20,000.00
3. Conference Table with chairs (12)	1	60,000.00	60,000.00
4. Office Chairs	10	2,000.00	20,000.00
5. Desktop Computer set	5	40,000.00	200,000.00
6. Printer	5	15,000.00	75,000.00
7. Photocopier machine	1	60,000.00	60,000.00
8. Steel Cabinet (4 layers)	5	10,000.00	50,000.00
9. Aircon (Floor mounted – 3HP)	2	120,000.00	240,000.00
10. Whiteboard (4 x 6 ft)	2	4,000.00	8,000.00
11. Dispenser	2	5,000.00	10,000.00
12. Sofa Set with center table	1	20,000.00	20,000.00
13. Laptop	1	50,000.00	50,000.00
14. Projector with white screen	1	10,000.00	10,000.00
15. Portable Speaker with mic	1	10,000.00	10,000.00
FOR DIGITAL TRANSFORMATION CENTER			
Long Table for computer (4/table)	7	20,000.00	140,000.00
Office Chairs	30	2,000.00	60,000.00
Desktop Computer Set	1	40,000.00	40,000.00
White Board (4x6 ft)	1	4,000.00	4,000.00
Computer table	1	4,000.00	4,000.00
Aircon (Wall Mounted – 2HP)	2	70,000.00	140,000.00
		TOTAL	P 1, 261, 000.00

FOR SALARIES AND WAGES (for 1 year)

POSITION	SALARY GRADE	NO. OF POSITIONS
Department Head I (College Administrator)	25	1
Supervising Administrative Officer	22	1
Administrative Officer V	18	1
Registrar II	15	1
Administrative Officer III (Cashier II)	14	1
Instructors/Trainers per accredited competencies	12	4
Administrative Officer I (Supply Officer I)	10	1

Administrative Assistant III (Computer Operator II)	9	1
Administrative Assistant I (Computer Operator I)	7	1
Administrative Aide VI (Clerk III)	6	1
Administrative Aide III (Driver I)	3	1
Administrative Aide I (Utility I)	1	1
Watchman I	2	1

XIII - HUMAN RESOURCES

The creation of the Tuguegarao City Skills Development and Assessment Center necessitates qualified human resources such trainers, instructors, and administrative staff whose competence and professional skills meet the demand of the center.in its operations.

The following are immediate human resources under the Office of the City Mayor who will manage the center;

POSITION	SALARY GRADE	NO. OF POSITIONS
Department Head I (College Administrator)	25	1
Supervising Administrative Officer	22	1
Administrative Officer V	18	1
Registrar II	15	1
Administrative Officer III (Cashier II)	14	1
Instructors/Trainers per accredited competencies	11	4
Administrative Officer I (Supply Officer I)	10	1
Administrative Assistant III (Computer Operator II)	9	1
Administrative Assistant I (Computer Operator I)	7	1
Administrative Aide VI (Clerk III)	6	1
Administrative Aide III (Driver I)	3	1
Administrative Aide I (Utility I)	1	1
Watchman I	2	1

The control, supervision, management, and operation of the center is vested with the Office of the City Mayor who sits as School President.

Powers and functions of the Tuguegarao City Skills Development and Assessment Center shall be:

1. Provide Technical-Vocational and Computer Skills attuned to the needs and demands

2. Adopt a continuing manpower development program and modern technology to update knowledge and skills;
3. Conduct a continuous study, research training development, and evaluation of various courses and seminars by tapping governmental agencies and private sectors that are involved in socio-economic development programs geared to uplift the general welfare of the people;
4. Forge strategic convergence initiatives with national line agencies and other public and private institutions to enhance the training to be given to would-be enrollees;
5. Develops its own capability to devise and formulate training curricula and training designs;
6. Develop its own capability as a resources center for technical vocational and skills training by developing in-house trainers to provide training services;
7. Coordinate and orchestrate the conduct of technical-vocational, livelihood and skills training independently or in partnership with national government agencies or private sectors;
8. Recommend imposition of fees or charges to cover the expenses of trainings, seminars, workshops, and short courses to the Sangguniang Bayan for its approval except those expressly exempt payment of fees and charges;
9. Conduct competency assessment;
10. Issue training certificates after completion of trainings, seminars, or workshops.

XIV. IMPLEMENTATION PLAN

1. Preparatory activities such as securing the facility, presentation to the City Development Council, and 10th City Council presentation, recruiting staff, developing curriculum, and procuring equipment will be undertaken during the months of July, August, and September October
2. Activities such as conducting training programs, providing mentorship and support, and organizing internship placements shall be done in the month of November
3. The Tuguegarao City Skills Development and Assessment Center will be launched on December 20, 2025 during the Cityhood Celebration
4. The Tuguegarao City Skills Development and Assessment Center will be open on January, 2026
5. Evaluation activities such as assessing the effectiveness of the training programs, gathering feedback from participants and employers, and making necessary adjustments will be undertaken after three months of program implementation
6. Regularly reviewing and updating the curriculum to meet the changing needs of the local industries will be undertaken

XV - FUNDING SOURCE

To effectively implement the Tuguegarao City Skills Development and Assessment Center, necessary funding sources shall be provided through the Annual Investment Plan and potential funding sources, such as government grants, private foundations, corporate sponsorships, and individual donations.

XVI - OUTPUT INDICATORS/OUTCOME INDICATORS

With the number of participants trained, number of programs offered, and number of partnerships established, we could safely arrived at decent numbers.

As an outcome indicator, expectedly increased employment rates among participants, improved skills and knowledge, enhanced employability, increased income levels, and contribution to local economic development shall be determined.

The impact will be determined by reduced youth unemployment, increased entrepreneurship, and improved living standards for participants and their families.

XVII - SUSTAINABILITY PLAN

Long-term funding support and continuous allocation must be considered to ensure the financial sustainability of the center.

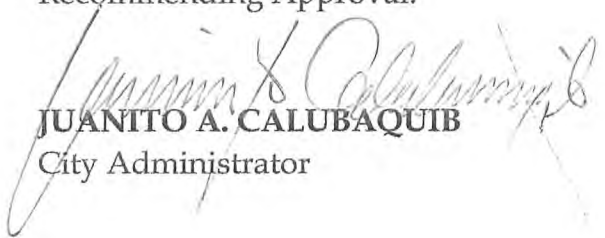
Also, collaborative efforts to maintain and strengthen partnerships with stakeholders are essential in pursuing the relevance and effectiveness of the training programs. The Local Government Unit shall ensure the allocation of funds to be used for the education and training of the teaching and non-teaching staff.

Continuing education and training will be undertaken to ensure enhancement of their knowledge and skills. Benchmarking is also recommended to determine best practices from other localities which can be adapted in the center.

Prepared by:


REYNALDO G. FERRER, LPT, DPA
Supervising Administrative Officer

Recommending Approval:


JUANITO A. CALUBAQUIB
City Administrator

Approved by :


HON. MAILA ROSARIO S. TING-QUE
City Mayor



Republic of the Philippines
Province of Cagayan
TUGUEGARAO CITY



BAGONG PILIPINAS

OFFICE OF THE CITY COUNCIL

OFFICE OF THE S.P. SECRETARY
TUGUEGARAO CITY, CAGAYAN

SEP 19 2025

RESOLUTION NO. ____, SERIES 2025

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" RESOLUTION AUTHORIZING HON. MAILA ROSARIO S. TING-QUE, CITY MAYOR TO ENTER INTO A MEMORANDUM OF AGREEMENT WITH THE DEPARTMENT OF INFORMATION AND COMMUNICATIONS TECHNOLOGY FOR THE IMPLEMENTATION OF TECHNOLOGY FOR EDUCATION, EMPLOYMENT, ENTREPRENEURSHIP, AND ECONOMIC DEVELOPMENT – DIGITAL TRANSFORMATION CENTER (Tech4ED-DTC) PROJECT

WHEREAS, the Department of Information and Communications Technology is a branch of the National Government which sets frameworks and standards for the development of software applications for government. It is also mandated to be the primary policy, planning, coordinating, implementing, and administrative entity that plans, develops, and promotes the National ICT development agenda;

WHEREAS, the Department of Information and Communications Technology is currently implementing the Technology for Education (Tech 4ED) which provides access points for local communities most especially for students and other beneficiaries to bridge connection between the digital technology and education.

WHEREAS, the DICT is implementing the Technology for Education, Employment, Entrepreneurship, and Economic Development – Digital Transformation Center (Tech4ED-DTC) Project, which aims to provide facilities for the development of the ICT skills of Filipinos;

WHEREAS, the City of Tuguegarao aims to be transformed and driven as physical hubs in promoting digital inclusion across various communities to stir grassroots opportunities aimed towards inclusive growth and poverty reduction;

WHEREAS, the City of Tuguegarao signifies its intention to be equipped by the esteemed Department of Information and Communication Technology with the necessary digital skills and resources geared towards a more digitally empowered locality through the **Technology for Education, Employment, Entrepreneurship, and Economic Development – Digital Transformation Center (Tech4ED-DTC) Project**



Republic of the Philippines
Province of Cagayan
TUGUEGARAO CITY



OFFICE OF THE CITY COUNCIL

WHEREAS, the city of Tuguegarao, in line with its commitment to promote inclusive education and digital empowerment, applied to become a Tech4ED-DTC partner of the Department of Information and Communications Technology (DICT), proposing to host the Tech4ED-DTC at its LGU owned premises to serve both its constituents and the surrounding communities;

WHEREAS, in consideration of the digital service the TECH 4ED Program can provide to the people of Tuguegarao, the Local Government Unit of Tuguegarao City manifested its interest in establishing a TECH 4ED Center in the city, thus the request of the City Mayor to the City Council to grant her an authority to enter in a Memorandum of Agreement with the DICT;

WHEREAS, after careful scrutiny and astute discussions undertaken by the members of the body in plenary when the matter was presented by the Chairman of the lead Committee, the Honorable _____, the City Council decided to grant the request of the Local Chief Executive;

WHEREFORE, on motion of HON. _____, jointly seconded by the body in session assembled;

RESOLVE as it is hereby **RESOLVED** to grant an authority to **HON. MAILA ROSARIO S. TING-QUE**, City Mayor to enter into a Memorandum of Agreement (MOA) with the Department of Information and Communications Technology (DICT) for the establishment of the Technology for Education, Employment, Entrepreneurship, and Economic Development – Digital Transformation Center (Tech4ED-DTC) Project;

RESOLVE FURTHER that the provisions stipulated in the Memorandum of Agreement shall be adhered by both parties to ensure the effective implementation of the Technology for Education, Employment, Entrepreneurship, and Economic Development – Digital Transformation Center (Tech4ED-DTC) Project in the City of Tuguegarao;

RESOLVE FINALLY that copies of this resolution be furnished to the offices concerned for their information and proper guidance.



Republic of the Philippines
Province of Cagayan
TUGUEGARAO CITY



OFFICE OF THE CITY COUNCIL

ON MOTION OF ALL MEMBERS PRESENT, Resolution No. 1, Series of 2025 was
UNANIMOUSLY APPROVED.

I certify to the correctness of the foregoing:

JOEL JOSEPH L. EGIPTO
City Secretary

ATTESTED BY:

HON. ROSAURO RODRIGO G. RESUELLO
City Vice Mayor
Presiding Officer

APPROVED:

HON. MAILA ROSARIO S. TING-QUE
City Mayor

Date approved: _____



Republic of the Philippines
Province of Cagayan
Tuguegarao City



OFFICE OF THE SECRETARY
TUGUEGARAO CITY, CAGAYAN

August 5, 2024

MS. OPHELIA EDUARDINE M. PARALLAG
Supervising Administrative Officer
This City



Dear MA'AM:

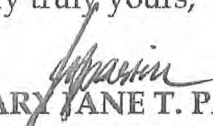
Respectfully submitting the documents for the proposed creation of items of Tuguegarao City Skills Training and Assessment Center for your perusal.

Attached are the following:

1. 4-year Organizational Plan
2. Proposed Organizational Plan
3. Job Specification and Job Description of Proposed Position
4. Functional Chart

Thank you and more power.

Very truly yours,


MARY JANE T. PASION
AOV

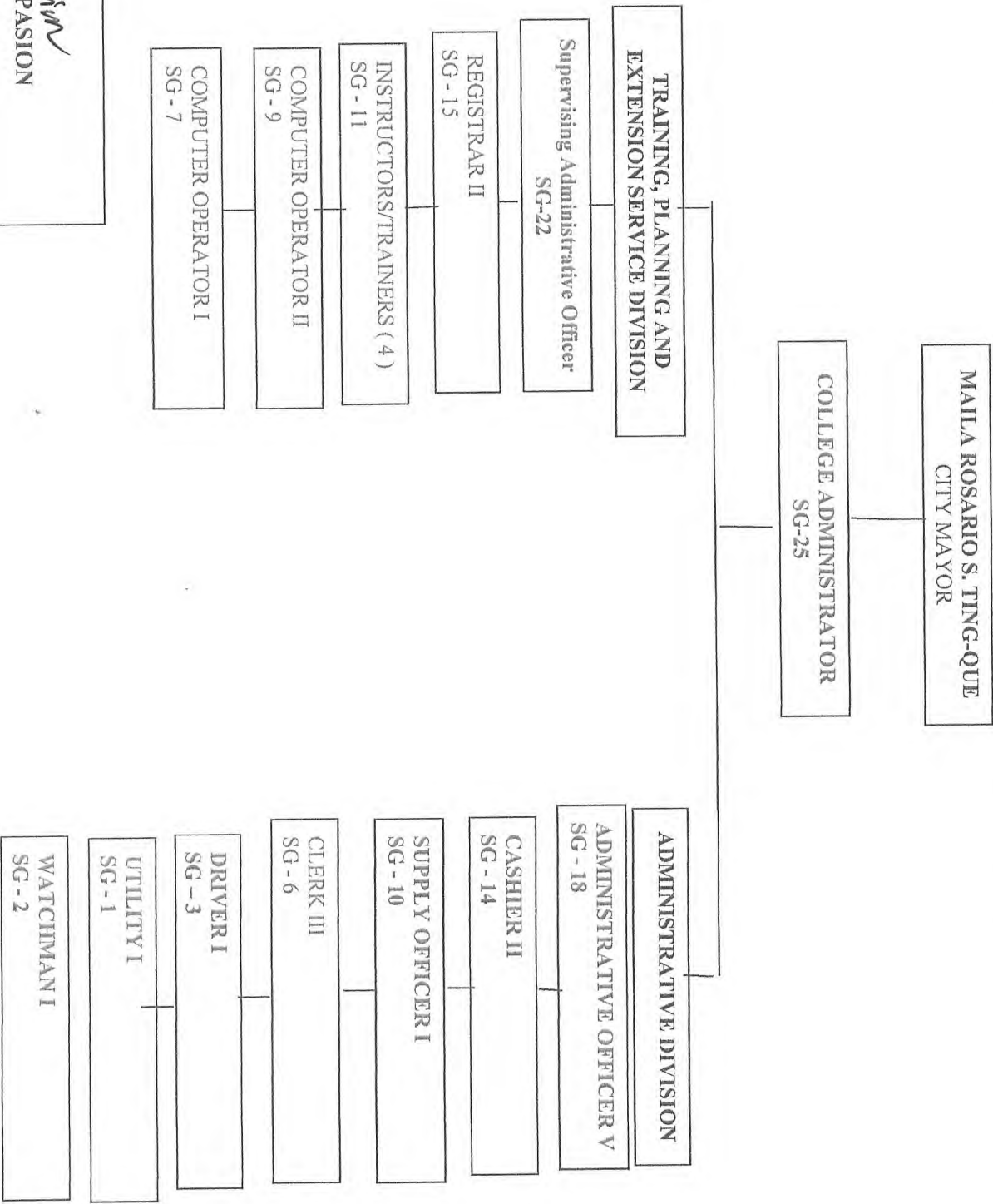
**4-YEAR ORGANIZATIONAL PLAN
TUGUEGARAO CITY SKILLS TRAINING AND ASSESSMENT CENTER**

2026	2027	2028	2029
Position: Department Head I (College Administrator) Salary Grade: 25	Position: Supervising Administrative Officer Salary Grade: 22	Position: Administrative Officer V Salary Grade: 18	Position: Instructor/Trainer Salary Grade: 12
Position: Registrar II Salary Grade: 15	Position: Administrative Officer III (Cashier II) Salary Grade: 14	Position: Instructor/Trainer Salary Grade: 12	
Position: Instructor/Trainer Salary Grade: 12	Position: Instructor/Trainer Salary Grade: 12	Position: Administrative Officer I (Supply Officer I) Salary Grade: 10	
Position: Administrative Assistant I (Computer Operator I) Salary Grade: 7	Position: Administrative Aide I (Utility I) Salary Grade: 1	Position: Administrative Assistant I (Computer Operator II) Salary Grade: 9	
Position: Administrative Aide VI (Clerk III) Salary Grade: 6	Position: Administrative Aide III (Driver) Salary Grade: 3		
Position: Watchman I Salary Grade: 2			

Prepared by:


MARY JANE T. PASION
AO V

PROPOSED ORGANIZATIONAL STRUCTURE
TUGUEGARAO CITY SKILLS TRAINING AND ASSESSMENT CENTER



Prepared by:
Mary Jane T. Pasion
MARY JANE T. PASION
AO V


TUGUEGARAO CITY SKILLS TRAINING AND ASSESSMENT CENTER
JOB SPECIFICATION OF PROPOSED POSITIONS

JOB SPECIFICATION:

Position	Salary Grade	Education	Training	Eligibility	Competencies
City Government Department Head I (College Administrator)	25	Bachelor's degree relevant to the job	16 hours of relevant training	Career Service Professional/second level eligibility / PBET/Teacher/RA1080	
Supervising Administrative Officer	22	Bachelor's degree relevant to the job	16 hours of relevant training	Career Service Professional/second level eligibility	
Administrative Officer V	18	Bachelor's degree relevant to the job	8 hours of relevant training	Career Service Professional/second level eligibility	
Registrar II	15	Bachelor's degree relevant to the job	4 hours of relevant training	Career Service Professional/second level eligibility	
Administrative Officer III (Cashier II)	14	Bachelor's degree	4 hours of relevant training	Career Service Professional/second level eligibility	
Instructor / Trainers	11	Bachelor's Degree	None Required	NC II/ LPT /Career Service Professional/second level eligibility	
Administrative Officer I (Supply Officer I)	10	Bachelor's degree	None Required	Career Service Professional/ Second level eligibility	

Administrative Assistant III (Computer Operator II)	9	Completion of 2 years studies in college or High school graduate with relevant vocational/trade course	4 hours of relevant training	Career Service Sub Professional/first level eligibility, Data Encoder (MC11,s.1996 Cat.II0 as amended	
Administrative Assistant I (Computer Operator I)	7	Completion of 2 years studies in college or High school graduate with relevant vocational/trade course	None required	Career Service Sub Professional/first level eligibility, Data Encoder (MC11,s.1996 Cat.II) as amended	
Administrative Aide VI (CLERK III)	6	Completion of 2 years studies in college	None required	Career Service Sub Professional/first level eligibility	
Administrative Aide III (Driver)	3	Elementary school graduate	None required	Professional Driver's License (MC. 11 s.96 as amended by CSC MC 10. S2013 -Cat IV)	
Administrative Aide I (Utility)	1	Must be able to read and write	None Required	None required	
Watchman I	2	Must be able to read and write	None Required	None required	

Prepared by:


MARY JANET T. PASION
 AO V

FUNCTIONAL CHART

TUGUEGARAO CITY SKILLS TRAINING AND ASSESSMENT CENTER

FUNCTIONS OF THE TRAINING AND ASSESSMENT CENTER

The Tuguegarao City Skills Training and Assessment Center shall:

- a) Provide technical- vocational trainings;
- b) Adopt a continuing manpower development program and modern technology to update knowledge and skills;
- c) Conduct a continuous study, research training development and evaluation of various courses and seminars by tapping governmental agencies and private sectors that are involved in socio- economic development programs geared to uplift the general welfare of the people;
- d.) Forge strategic convergence initiatives with national line agencies and other public and private institutions to enhance the trainings to be given to would-be enrollees.
- e) Develop its own capability to devise and formulate training curricula and training designs;
- f.) Develop its own capacity as a resources center for technical vocational and skills training by developing- in- house trainers to provide training services;
- g) Coordinate and orchestrate the conduct of technical vocational, livelihood and skills training independently or in partnership with national government agencies or private sectors;
- h.) Recommend imposition of fess or charges to cover the expenses of trainings, seminars, workshops, and short courses to the Sangguniang Bayan for its approval except those expressly exempts payment of fees and charges;
- i) Conduct competency assessment;
- j) Issue training certificates after completion of trainings, seminars or workshops.

FUNCTIONS OF ADMINISTRATIVE DIVISION

An administrative division's primary function is to implement and manage the policies and programs of a larger entity, whether it's a government, organization, or institution. This involves a range of tasks, including personnel management, procurement, records management, and general office support, all aimed at ensuring the smooth and efficient operation of the larger entity.

Key Functions of an Administrative Division:

- **Personnel Management:**

This includes recruitment, selection, training, performance management, and handling of all personnel actions like appointments, promotions, and leaves of absence.

- **Procurement and Property Management:**

Managing the acquisition of necessary supplies, equipment, and services, as well as the upkeep and safeguarding of the organization's assets.

- **Records Management:**

Establishing and maintaining a system for the efficient handling and storage of important documents and records.

- **Office Management:**

Providing essential services such as office maintenance, security, and messenger services to ensure a functional and safe work environment.

- **Financial Management:**

Handling collections, disbursements, and the preparation of financial reports, ensuring proper utilization of funds.

- **Coordination and Communication:**

Facilitating communication and coordination between different departments or units within the organization and with external stakeholders.

FUNCTIONS OF TRAINING, PLANNING, EXTENSION SERVICE DIVISION

The Training and Planning Division in training centers plays a crucial role in ensuring effective and efficient training programs. Its main functions include needs assessment, program design, resource development, and implementation and evaluation of training initiatives. This division also ensures alignment with organizational goals and addresses competency gaps through tailored training programs.

1. Needs Assessment:

- The division identifies training needs by conducting skills gap analyses and collaborating with stakeholders.
- This involves assessing current skill levels, identifying areas for improvement, and understanding the specific training requirements of the organization or trainees.
- This assessment informs the development of relevant and targeted training programs.

2. Program Design:

- Based on the needs assessment, the division designs training programs, including curriculum development, lesson plans, and training materials.
- This involves determining the appropriate training methodologies, such as instructor-led training, e-learning, or blended learning.
- The division also sets standards and benchmarks for evaluating the effectiveness of the training programs.

3. Resource Development:

- The division is responsible for developing training materials, such as manuals, presentations, and online resources.
- They may also develop or source training aids, equipment, and other resources needed for the training programs.
- Ensuring that all resources are readily available and aligned with the training objectives is a key function.

4. Implementation and Evaluation:

- The division oversees the implementation of training programs, including scheduling, logistics, and facilitation.
- They also establish mechanisms for monitoring and evaluating the effectiveness of the training programs.
- This includes gathering feedback from participants, tracking progress, and making adjustments to the programs as needed.
- Evaluation helps to ensure that the training is achieving its intended outcomes and that the division is meeting the needs of the organization or trainees.

5. Alignment with Organizational Goals:

- The Training and Planning Division ensures that all training activities are aligned with the overall goals and objectives of the organization.
- This involves working closely with other departments and stakeholders to ensure that training programs support strategic priorities and contribute to organizational success.

6. Building Partnerships and Stakeholder Engagement:

- The division actively builds and maintains relationships with various stakeholders, including government agencies, NGOs, and community leaders.
- This collaboration is essential for resource mobilization, program implementation, and ensuring the sustainability of extension efforts.

7. Continuous Improvement:

- The division is responsible for continuously improving training programs and processes.
- This may involve incorporating new technologies, adapting to changing needs, and implementing best practices in training and development.
- By constantly striving for improvement, the division helps to ensure that training remains relevant, effective, and impactful.
- The division monitors the implementation of extension programs and assesses their effectiveness in achieving desired outcomes.

8. Policy Implementation:

Developing and implementing policies related to administrative functions, ensuring they align with the overall goals of the organization.

Prepared by:


MARY JANE T. PASION
AO V

**MEMORANDUM OF AGREEMENT
(Donation of Equipment Package)**

THE S.P. SECRETARIAT
TUGUEGARAO CITY, CAGAYAN

SEP 19 2025

2:26 pm
Jy

This **MEMORANDUM OF AGREEMENT (MOA)** is entered into this ____ of July, in Tuguegarao City, Cagayan by and between:

The **DEPARTMENT OF INFORMATION AND COMMUNICATIONS TECHNOLOGY**, an executive department of the Philippine Government existing by virtue of Republic Act (RA) No. 10844, otherwise known as the "*DICT Act of 2015*," with principal office address at DICT Bldg., C.P. Garcia Avenue, UP Diliman, Quezon City, represented by its Secretary, **HENRY RHOEL R. AGUDA**, and to be referred to as the "**DICT**,"

-and-

The **TUGUEGARAO CITY GOVERNMENT**, a government entity duly organized and existing under the Philippine laws, with office address at Enrile Boulevard, Carig Sur, represented by its Mayor, **HON. MAILA ROSARIO S. TING-QUE**, by virtue of City Resolution No. ____ to be referred to as "**BENEFICIARY**,"

The **DICT** and **BENEFICIARY** shall be collectively referred to as "Parties" and individually as a "Party."

WITNESSETH:

WHEREAS, the Tuguegarao City as the **BENEFICIARY** aims to be transformed and driven as physical hubs in promoting digital inclusion across various communities;

WHEREAS, the **BENEFICIARY** signifies its intention to be equipped by the esteemed Department of Information and Communication Technology with the necessary digital skills and resources geared towards a more digitally empowered locality;

WHEREAS, the **DICT** is the primary policy, planning, coordinating, implementing, and administrative entity of the Executive Branch of the government that will plan, develop, and promote the national ICT development agenda;

WHEREAS, the **DICT** is implementing the **Technology for Education, Employment, Entrepreneurship, and Economic Development – Digital Transformation Center (Tech4ED-DTC) Project**, which aims to provide facilities where the development of the ICT skills of Filipinos is supported;

WHEREAS, **BENEFICIARY** is a local government unit that provides services to its constituency. In line with its commitment to promote inclusive education and

digital empowerment, **BENEFICIARY** applied to become a Tech4ED-DTC partner of the Department of Information and Communications Technology (DICT), proposing to host the Tech4ED-DTC at its LGU owned premises to serve both its constituents and the surrounding communities.

WHEREAS, BENEFICIARY has manifested its intent and represented to DICT that it is qualified to establish a Tech4ED-DTC and receive the equipment package consisting of twenty five (25) Desktop Computers and access to the Platform from the DICT, and has correspondingly attested to support all activities to sustain and maintain a Tech4ED-DTC, to provide, where and when feasible, necessary services to the community;

WHEREAS, PARTIES have agreed on the free use of the equipment, platform, solutions, technology, and brand for the Tech4ED-DTC Project under the below conditions for the sole purpose of furthering the objectives of the Project.

WHEREAS, the Parties share the common goal of implementing the Tech4ED-DTC Project and have agreed to cooperate and jointly commit to promote community development through the use of ICT for effective and efficient governance in the country;

WHEREAS, the Parties have agreed on the free use of the equipment, platform, solutions, technology, and brand for the Tech4ED-DTC Project under the herein below conditions for the sole purpose of furthering the objectives of the Project;

WHEREAS, for and in consideration of **BENEFICIARY's** belief and recognition of the Tech4ED-DTC's invaluable services to the community, the DICT shall TRANSFER and CONVEY by way of DONATION, unto **BENEFICIARY** an Equipment Package, free and clear from all liens and encumbrances, for the establishment and operation of a Tech4ED-DTC in its LGU;

WHEREAS, this MOA shall be enforced and realized only upon the distribution or deployment of said Equipment Package from the DICT to **BENEFICIARY**;

WHEREAS, upon receipt of the Equipment Package, **BENEFICIARY** shall operate the Tech4ED-DTC and use the said equipment for its intended and maximized usage;

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

I. PURPOSE

This MOA is an agreement between the **PARTIES** for the donation of Equipment Package from the DICT for the sole purpose of supporting the establishment and operation of a Tech4ED-DTC, and the free use of DICT's platform, solutions, technology, and brand of the Tech4ED-DTC Project by **BENEFICIARY**.

II. SCOPE

This MOA covers the approval of BENEFICIARY's application as DICT's partner for the hosting and operation of a Tech4ED-DTC in its LGU, the donation of the Equipment Package as enumerated in Annex A, the provision of Training Package in Annex B, and the appropriate technical assistance to be extended to BENEFICIARY by DICT as its Tech4ED-DTC partner.

III. DUTIES AND RESPONSIBILITIES OF THE PARTIES

1. DICT shall:

- 1.1 Support and assist BENEFICIARY in maximizing access to the services provided by the DICT through the Tech4ED-DTC;
- 1.2 Provide the Equipment Package to BENEFICIARY as indicated in Annex A;
- 1.3 Allow BENEFICIARY free use of the Platform as provided for in Annex B;
- 1.4 Provide through its partners appropriate technical and logistical assistance during deployment and installation of the Equipment Package;
- 1.5 Provide relevant trainings to Center Personnel to ensure their capacity to manage day-to-day center operations;
- 1.6 Implement capacity development and upskilling activities, including advocacy initiatives for Center Personnel;
- 1.7 Review reports required to be submitted by BENEFICIARY relative to the operation of its Tech4ED-DTC; and
- 1.8 Conduct periodic monitoring and evaluation of BENEFICIARY's performance.
- 1.9 Secure an Inventory Transfer Receipt (ITR), Journal Entry Voucher (JEV) and other pertinent documents which shall be used to de-recognize the donated equipment in its books of account and inventory.

2. BENEFICIARY shall:

- 2.1 Appoint or designate at least one (1) Center Manager who will be tasked to manage center operations and serve as DICT's contact person for activities concerning the Tech4ED-DTC Project including training, center operations, and monitoring and evaluation activities;
- 2.2 Shoulder the costs of monthly operating expenses, electric, internet and telephone bills, supplies and materials, and other incidental expenses for the continuous operation of the Tech4ED-DTC
- 2.3 Shoulder the costs of travel and training for its center personnel for center activities

under the Tech4ED-DTC Project such as Center Managers Training, capacity development and upskilling activities, advocacy initiatives, and annual summit for knowledge exchange to enhance the center's performance;

2.4 Provide internet connectivity at the Tech4ED Center through Wi-Fi with at least 10 Mbps Committed Information Rate (CIR)

2.5 Maintain and maximize the use of the DICT-provided equipment, which should not be pulled-out from the Tech4ED-DTC but be productively used solely for the Project's purposes.

2.6 Shoulder the cost of the equipment repair beyond the equipment's warranty scope and period, if the damage of the equipment is caused by the act or negligence of the BENEFICIARY or its normal wear and tear.

2.7 Operate its Tech4ED Center in accordance with Center Operations Manual of the DICT;

2.8 Ensure that the DTC equipment shall be available and functional for use of Center users during the prescribed operational days of the year, for the duration of the MOA;

2.9 Ensure timely and accurate updating of data in the Platform pertaining to Center Operations such as but not limited to center details, equipment status, usage, and inventory, and management of center administration users;

2.10 Prepare and submit the following reports to the Tech4ED-DTC Project Management Team:

A. monthly incident management report of complaints and incidents escalated by the target sectors with information on the actions taken by the service center or technicians and the corresponding response time;

B. report of activities and trainings organized, with Lists of Participants, including information on the number of unique users/participants trained or engaged, disaggregated according to sex, employment in government, and location;

2.11 Conduct advocacy and promotional activities for the dissemination of the Center's existence and service offering to the community;

2.12 Identify information and service needs of the community and facilitate the development of relevant and local content and delivery of appropriate government services;

2.13 Reimburse cost of training and all other costs for technical services availed of from the BENEFICIARY in the event of termination or withdrawal as partner beneficiary of the Project.

3.The Parties shall:

3.1 Where appropriate, shall coordinate with each other in preparing statements and responses relating to matters of media interest and as regards arrangements for the publication of information for and consultations with relevant

stakeholders. Prior to the release of statements and responses pertaining to matters involving the mandate and/or competence of both Parties, either Party shall get the consent of the other.

3.2 Agree to limit the use of any and all information and documents obtained pursuant to this Agreement to purposes deemed consistent with the objectives of this Agreement as well as the respective mandates of the Parties.

IV. FUNDING ARRANGEMENTS

1. The Parties warrant that any and all funding required for the implementation of this MOA have been or will be allocated and/or disbursed in accordance with requirements under prevailing laws, including audit rules and regulations.
2. The DICT assumes no liability as to any defect or irregularity, if any, in the *Beneficiary* preparation of necessary documents related to the activity subject of this Agreement. For this purpose, DICT presumes that all documents submitted and to be submitted relative to this Agreement are valid.

V. CONFIDENTIALITY AND DATA PRIVACY

1. "*Confidential Information*" shall include all information, data, and related documentation, in whatever form provided, recorded, or unrecorded, relating to the Project/Program subject of this MOA or in connection with the implementation, development, and operation thereof.

2. The Parties shall hold all Confidential Information in strict confidence and shall take reasonable and necessary steps to guard against the unauthorized dissemination, disclosure or publication of the Confidential Information.

3. Any Confidential Information disclosed by one Party (the "*Disclosing Party*") to the other (the "*Receiving Party*") shall be used only for the purposes these were disclosed, and use of which shall be covered by the following:

3.1 The Receiving Party shall transmit the Confidential Information only to its respective agents, consultants, and employees on a need-to-know basis and after each one of them has agreed to be bound by the terms and conditions of this Agreement and not to disclose the same except as provided herein.

3.2 The Receiving Party shall not directly or indirectly use, copy, digest, or summarize any Confidential Information except as provided in this Agreement.

3.3 The Receiving Party shall not disclose any Confidential Information to any other party without the prior written consent of the Disclosing Party. The Disclosing Party may grant its consent for the disclosure of the Confidential Information in its sole discretion and on a case-by-case basis. The Receiving

Party expressly agrees not to use the Confidential Information to gain or attempt to gain a competitive advantage over the Disclosing Party.

3.4 If requested by the Disclosing Party, the Receiving Party shall acknowledge receipt of any Confidential Information by signing receipts, initialing documents, or any other means that the Disclosing Party may reasonably request.

4. Confidential Information shall not include information that is:

4.1. Publicly known at the time of disclosure or subsequently becomes publicly known through no fault of the Receiving Party;

4.2 Discovered or created by or is properly within the legitimate possession of the Receiving Party before disclosure by the Disclosing Party which fact can be proven or verified by independent evidence;

4.3 Learned by the Receiving Party through legitimate means and sources other than the Disclosing Party;

4.4 Necessary to be alleged or required to be disclosed in a judicial or administrative proceeding, or otherwise requested or required to be disclosed by law or regulation, provided that the Receiving Party shall timely notify the Disclosing Party of the required disclosure;

4.5 Subsequent to disclosure, is lawfully received from a third-party having rights therein without restriction on the third party's or the Receiving Party's right to disseminate the information and without notice of any restriction against its further disclosure;

4.6 Information that is independently developed by the Receiving Party through persons who have not had, either directly or indirectly, access to or knowledge of such information which can be verified by independent evidence; or

4.7 Information that is disclosed with the written approval of the other party or after the applicable period of confidentiality.

5. Notwithstanding the foregoing, in case of doubt as to whether the particular information is confidential, the Receiving Party shall treat all information received in connection with the Project/Program as Confidential Information and subject to the confidentiality required under this MOA, Republic Act No. 10173, also known as the "Data Privacy Act of 2012," its implementing rules and regulations (IRR), and the relevant issuances of the National Privacy Commission, relating to the protection, handling, and transfer and/or sharing of personal data between and among the participating agencies.

6. All Confidential Information, including but not limited to copies, summaries, excerpts, extracts or other reproduction thereof, shall be returned to the Disclosing Party or destroyed after the Receiving Party's need for it has expired or upon

request of the Disclosing Party, and in any event, upon termination of this Agreement.

VI. OWNERSHIP OF INTELLECTUAL PROPERTY

1. Any publication arising from the activities undertaken by virtue of and pursuant to this MOA shall clearly establish and identify the Parties as the source of the output and funding, respectively.

2. All reports arising from activities undertaken by virtue of and pursuant to this MOA shall be made in the name of the Parties, as source of the output and funding, respectively.

3. The DICT shall have the right to freely use all data and findings by virtue of and pursuant to this MOA for any of the purposes within its legal mandate and in accordance with existing laws, rules and regulations. The BENEFICIARY, acknowledged as Researcher/Consultant identified, recognized and included in the report, shall provide the DICT written updates on the use of any of the data or information contained in the report and the purposes thereof, to ensure that government-funded researches are utilized, continuously supported, and properly documented for the widest dissemination and use by the general public, and to encourage further scientific studies and researches.

4. The PARTIES shall ensure that the project and its outcome would not violate the intellectual property rights of any third party.

5. The obligations under this Paragraph shall subsist notwithstanding the termination of this MOA.

VII. DISPUTE RESOLUTION

The Parties shall endeavor to resolve any dispute, claim or controversy which may arise out of or in connection with this MOA promptly and amicably.

Any dispute, claim, controversy or disagreement arising out of or in connection with this MOA that cannot be settled amicably within sixty (60) calendar days after a written notice to resolve such dispute, claim, controversy or disagreement is received by a Party, shall be finally settled in the manner provided in Chapter 14, Book IV, Administrative Code of 1987 (Executive Order No. 292, s. 1987) and in accordance with the provisions of the Presidential Decree (PD) No. 242.

VIII. INDEMNITY

The Parties shall hold each other free and harmless from any damage or liability that may arise from or occasioned by their ordinary performance and exercise of their rights and obligations under this MOA, except when such damage

or liability is attributable to the gross negligence or willful misconduct of a Party or any of its officers, representatives, or employees. Provided, however, that each Party shall be liable for damage to property or injury to persons caused solely by its negligence or fault or by any defect in or breakage of its equipment or connected apparatus or to any failure of the same to function and solely attributed to its facilities.

IX. NOTICES

1. Any notice, approval, consent, request or other communication required or permitted to be given or made under this MOA shall be in writing and delivered by registered mail to the physical address or sent to the electronic mail address of the respective Party's representative as shown below or to such other physical address or electronic mail address as may have been notified by a Party to the other Party and will be deemed to be duly given or made when delivered to the recipient at such physical address or electronic mail address:

DICT	BENEFICIARIES
[Contact Person] Department of Information and Communications Technology DICT Central Office, C.P. Garcia Avenue, Diliman, Quezon City 1101 Philippines [Telephone Number] [Email address]	REYNALDO G. FERRER, LPT, DPA Supervising Administrative Officer LGU - Tuguegarao City Carig Sur, Tuguegarao City, Cagayan 09652664043 MARY JANE T. PASION Administrative Officer V LGU - Tuguegarao City Carig Sur, Tuguegarao City, Cagayan 09358750898

2. Each Party may change its contact person for purposes of this MOA upon written notice to the other Party within a reasonable period.

X. TERMINATION

1. Either Party may terminate this MOA subject to a prior written notice served at least thirty (30) days before the intended date of termination, based on any of the following causes:

- 1.1 Upon mutual written agreement of the Parties;
- 1.2 Material breach of this MOA such as non-performance of obligation as indicated in this MOA;
- 1.3 In case of national emergency such as, but not limited to, war and epidemic, and during the implementation of a national priority project;
- 1.4 Violation of relevant laws, rules, regulations of departmental orders, circulars, and other official issuances, and

1.5 Unreasonable delay in the performance of the duties and responsibilities herein.

2. In the event of termination, an accounting/inventory shall be conducted jointly by the Parties. Both parties shall ensure the orderly and timely conclusion of all outstanding matters and obligations. Provided, a written notice to terminate is sent to the other Party at least thirty (30) days before the intended date of termination.

XI. EXTENSION

Any extension of this MOA to other projects, activities, events, or programs shall be in writing and shall specify the details of the agreement, including the nature of the project, activity, event, or program, the obligations and responsibilities of each party, the duration of the agreement, and any other relevant terms and conditions. *Provided*, any request for extension shall be made at least thirty (30) days prior to expiration.

XII. AMENDMENT

This MOA may be amended or modified by written agreement between the parties at any time prior to its termination and without need of further authorization from its governing board or Sanggunian. *Provided*, any proposal to amend shall be done within sixty (60) days prior to the termination. Any such amendment or modification shall be in writing and shall be signed by the authorized representatives of both parties.

XIII. ASSIGNMENT

The rights and obligation of the Parties under this MOA shall be binding upon their respective successors and assigns. Neither Party may assign its rights to a third party without the written permission of the other Party.

XIV. FORCE MAJEURE

For purposes of this MOA, the term force majeure shall mean any and all events which could not have been foreseen, were inevitable and beyond the control of either party or which are foreseen but could not have been avoided and which materially affect the ability of either party to comply with any of its obligations under this MOA. It may include but not limited to the following:

1. Acts of war or the public enemy, whether war be declared or not;
2. Public disorders, riots, insurrection, rebellion, sabotage or violent demonstrations;
3. Strikes and other labor disputes;

4. Fires, typhoons, earthquakes, volcanic eruptions or other destructive catastrophes or natural calamities;
5. National emergencies;
6. Subsequently promulgated laws, resolutions, decrees, executive orders and other governmental rules and regulations which effectively prevent the parties from fulfilling their respective obligations under this MOA;
7. Any other event which under Philippine laws or court interpretations is defined as force majeure and/or fortuitous event; or
8. Other circumstances beyond the control of the Parties or other analogous cases.

Any Party shall be excused from the partial or total performance of any of its obligations under this MOA and shall not be construed as in delay or in default in the performance of any obligation hereunder for as long as the failure to perform such obligation shall be due to an event constituting force majeure.

1. Neither Party shall be responsible for any delay or failure in the performance of any of its obligations under this MOA to the extent that such delay or failure is caused by an event constituting Force Majeure.
2. Upon occurrence of such an event affecting the performance of the obligations under this MOA, the affected Party shall immediately notify the other Party (60) calendar days, or as soon as practicable, of the nature of the event, the effect of the same in the performance of the Party's obligations, and the estimated duration thereof. In such case, the affected Party shall not be considered in default in the performance of its obligation until the cessation of the Force Majeure.
3. The affected Party shall notify the other Party of such cessation and shall be required to continue with the performance of its obligations.
4. If the Force Majeure continue to be unabated for a period of thirty (30) calendar days, either Party shall have the right to terminate this MOA by issuing a written notice within (60) calendar days from the intended date of termination.

Force Majeure shall not excuse the failure of any Party to exercise due diligence or undertake reasonable measures to contain the effects of force majeure.

XV. DOCUMENTS COMPRISING THIS AGREEMENT

All annexes/schedules hereto attached are hereby expressly made an integral part of this agreement by reference, excluding inconsistencies with any/all part, terms, and conditions contained in this Memorandum of Agreement.

XVI. EFFECTIVITY AND DURATION

This MOA shall take effect upon signing by the Parties and shall remain in force for a period of _____, unless otherwise earlier terminated by either Party on the grounds provided under item XI herein. This MOA shall be binding upon and inure to the benefit of the Parties and their respective successors-in-interest.

XVII. SEPARABILITY

If any provision of this MOA or any document executed in connection herewith is declared invalid, illegal or unenforceable in any respect by a court of competent jurisdiction, the validity, legality, or enforceability of the remaining provisions of such documents shall not in any way be affected or impaired.

IN WITNESS THEREOF, the Parties herein have set their hands on this agreement on the date and place first mentioned above.

**DEPARTMENT OF
INFORMATION AND
COMMUNICATIONS
TECHNOLOGY**

BENEFICIARY

HENRY RHOEL R. AGUDA
Secretary

**HON. MAILA ROSARIO S. TING-
QUE**
Mayor

Signed in the presence of:

For DICT:

For Agency/Entity:

JUANITO A. CALUBAQUIB
City Administrator

CERTIFIED AS TO AVAILABILITY OF FUNDS

[Name of Chief Accountant/OIC]
Chief Accountant/OIC, DICT

ACKNOWLEDGMENT

Department of Information and Communications Technology

REPUBLIC OF THE PHILIPPINES)
QUEZON CITY) S.S.

BEFORE ME, a Notary Public, for and in Quezon City, Philippines, this
_____ day of July 2025, personally appeared:

Name	Gov't Issued ID (with date/place of issue)
HENRY RHOEL R. AGUDA	

Personally known to me (or proved to me on the basis of competent evidence of identity) to be the same person(s) who executed the foregoing instrument and who acknowledged to me that the same is his/hers/their free and voluntary act and deed, and the free and voluntary act and deed of the government agency herein represented.

This instrument refers to a Memorandum of Agreement, consisting of _____ () pages, including this page in which this Acknowledgment is written, signed by the Parties, including their instrumental witnesses on each and every page thereof and sealed with my notarial seal.

WITNESS MY HAND AND SEAL on the _____ of July 2025, at
_____.

NOTARY PUBLIC

Doc. No. _____
Page No. _____
Book No. _____
Series of 2025.

ACKNOWLEDGMENT

LOCAL GOVERNMENT UNIT OF TUGUEGARAO CITY

REPUBLIC OF THE PHILIPPINES)
[INSERT PLACE OF NOTARIZATION]) S.S.

BEFORE ME, a Notary Public, for and in Tuguegarao City, Cagayan, Philippines, this ____ day of _____ 2025, personally appeared:

Name	Gov't Issued ID (with date/place of issue)
HON. MAILA ROSARIO S. TING-QUE	

Personally known to me to be the same person who executed the foregoing instrument and who acknowledged to me that the same is his/hers/their free and voluntary act and deed, and the free and voluntary act and deed of the government agency herein represented.

This instrument refers to a Memorandum of Agreement, consisting of 13 pages, including this page in which this Acknowledgment is written, signed by the Parties, including their instrumental witnesses on each and every page thereof and sealed with my notarial seal.

WITNESS MY HAND AND SEAL on the ____ of July 2025, at Tuguegarao City, Cagayan.

NOTARY PUBLIC

Doc. No. _____
Page No. _____
Book No. _____
Series of 2025.