

Republic of the Philippines
Province of Cagayan
TUGUEGARAO CITY

NINTH CITY COUNCIL

COMMITTEE REPORT NO. 105-2025

May 5, 2025

Submitted by:

COMMITTEE ON EDUCATION

PRESENT:

HON. ARNEL T. ARUGAY

- Chairman

HON. GRACE B. ARAGO

- Member

HON. CERENE PEARL T. QUILANG

- Member

RESOURCE PERSONS:

MR. FRANZ ESTRELLA

- CSU Carig Representative

FOR THE PRESIDING OFFICER:

The committee met and deliberated on the referral:

SUBJECT:

Indorsement of the City Mayor, Hon. Maila Rosario S. Ting-Que, on the draft Memorandum of Agreement between the Tuguegarao City Government and the Cagayan State University relative to the On-the-Job Training of its Bachelor of Science in Biology students.

FINDINGS:

1. Hon. Maila Rosario S. Ting-Que indorsed to the Ninth City Council the Memorandum of Agreement between the Tuguegarao City Government and the Cagayan State University relative to the On-the-Job Training of its Bachelor of Science in Biology students.
2. There shall be a total of fifteen (15) students who shall undergo 200 hours On-the-Job Training and shall be deployed at CDRRMO and CENRO.
3. The On-the-Job Training of the said students will start on June 2025.

RECOMMENDATION:

Finding the terms and conditions of the Memorandum of Agreement to be in order and beneficial to the constituents of Tuguegarao City particularly the students concerned, the committee recommends the approval of Memorandum of Agreement between the Tuguegarao City Government and the Cagayan State University relative to the On-the-Job Training of its Bachelor of Science in Biology students and authorize the City Mayor, Hon. Maila Rosario S. Ting-Que, to sign for and on behalf of the Tuguegarao City Government the said Memorandum of Agreement.

Respectfully submitted:



HON. ARNEL T. ARUGAY
Chairman



HON. GRACE B. ARAGO
Member



HON. CERENE PEARL T. QUILANG
Member

MEMORANDUM OF AGREEMENT

KNOW ALL MEN BY THESE PRESENTS:

This agreement, entered into by and between:

The **CAGAYAN STATE UNIVERSITY – CARIG CAMPUS**, with office address at Carig Sur, Tuguegarao City, Cagayan, represented by its Campus Executive Officer, **ENGR. ROGER P. RUMPON**, hereinafter referred to as **CSU CARIG**:

KWIITCHI A. CHAN, with address at **17 RIZAL MAURA, APARRI, CAGAYAN**, **JIREH GRACE S. CADIZ**, with address at **PUROK 05 ZAMORA, CABARROGIUS, QUIRINO**, **JOYCE ANN Z. CATEMBUNG**, with address at **PUROK 3, SAN JUAN, CABAGAN**, **ISABELA, NIÑO FEDERICO FRANCISCO**, with address at **#33D MARIBBAY ST. UGAC NORTE, TUGUEGARAO CITY, CAGAYAN**, **KYLA MARIE JOYCE Z. BAQUIRAN**, with address at **JETHRO G. GERONA** with address at **PUROK 2, ROSE STREET, CABESERIA 7, CITY OF ILAGAN, ISABELA**, **RENZO S. GUMPAL** with address at **TUMANGUIL ST., CARIG SUR, TUGUEGARAO CITY, CAGAYAN**, **STAR G. CORPUZ** with address at **PUROK 1, SOCIA ST., IPIL, GONZAGA, CAGAYAN**, **BRYAN JSER T. SANCHEZ**, with address at **LIBERTAD, ABULUG, CAGAYAN**, **EVA P. RECONOCE** with address at **PUROK 6, ZONE 3, CASILI NORTE, CAMALANIUGAN, CAGAYAN**, **CHRISTIAN MORALES** with address at **32H PAGULAYAN STREET, UGAC SUR, TUGUEGARAO CITY**, **ERIKA MAE O. RABINA** with address at **248, ZONE 7, PALAGAO NORTE, GATTARAN, CAGAYAN**, **KYLA P. MAGUSIB** with address at **MIRANDA ST. ZONE 1, SAN MARIANO, ISABELA**, **AIZA ROCHELLE R. GALITA**, with address at **CENTRO SUR, ALCALA, CAGAYAN**, **ANGELA B. DE ASIS**, with address at **ZONE 3, MADDARULUG NORTE, ENRILE, CAGAYAN**, students of BS Biology of CSU Carig, hereinafter referred to as **STUDENT INTERNS**.

- and -

The **CITY GOVERNMENT OF TUGUEGARAO**, with office address at **REGIONAL GOVERNMENT CENTER, CARIG SUR, TUGUEGARAO CITY**, represented by its **CITY MAYOR, HON. MAILA ROSARIO S. TING-QUE**, hereinafter referred to as the **HOST TRAINING AGENCY (HTA)**:

WITNESSETH:

For and in consideration of the CHED Memo No. 104, Series of 2017 for the implementation of the Internship program of the BS Mathematics of Cagayan State University Carig Campus for the Second Semester, School Year 2022-2023, the **CSU CARIG**, **HTA** and the **STUDENT INTERNS** hereby agree on and stipulate the following:

The CSU CARIG shall:

1. Identify the Host Training Agencies with which to immerse the student trainee in;
2. Assign a Faculty-in-Charge to:
 - (a) prepare the Internship Program Plan and Course syllabus;
 - (b) assess the student interns' application documents and eligibility to the Internship Program;
 - (c) coordinate the Internship Program Plan with the HTAs;
 - (d) inspect the internship venues and sites;
 - (e) coordinate with the College OJT Coordinator for the conduct of the Internship Program Pre-Deployment Seminar which include lecture/seminar on Sexual Harassment in the Workplace and Proper Decorum, Personality Development and Stress Management in the Workplace to the student trainees prior to immersion;
 - (f) monitor performance and provide the final grade of the student trainees.
3. Facilitate the preparation of a memorandum of agreement with the HTA;

4. Submit to the HTA a list of BS Biology students who will be assigned to the On-the-Job Training;
5. Deploy the BS Biology students who shall render 200 hours On-the-Job Training at their assigned HTAs;
6. Ensure that the student interns shall:
 - Abide to all office rules and regulations of the HTA and to perform OJT work;
 - At all times appear in business attire;
 - Not ask or receive any allowance, remuneration or benefits and should shoulder all expenses necessary and incidental to the conduct of the On-the-Job Training;
 - Submit to the Dean's Office, through their Coordinator, at the end of the semester an individual comprehensive report or portfolio of all the activities undertaken and learning experiences acquired from the OJT;
7. Take appropriate action on any complaints that may arise during the conduct of the Internship Program in accordance with the university's policies; and
8. Abide and follow the set guidelines of the CHED under CMO No. 104, series of 2017.

The HOST TRAINING AGENCY (HTA) shall:

1. Accommodate BS Biology students for the face to face On-the-Job Training and assign them work and activities;
2. Co-implement the internship plan in partnership with the university/campus;
3. Provide a Focal Person responsible for the implementation of all phases of the internship;
4. Provide orientation lecture for the student trainees before they formally start with the Internship Program;
5. Immediately inform the school, through the Faculty-In-Charge, of any concerns related to schedule or problems encountered with the trainees;
6. Evaluate the performance of the students during the period of the Internship Program;
7. Check the Daily Time Record (DTR) filled-up by the student trainee to be submitted at the end of the OJT Program;
8. Provide opportunities for the students to acquire first-hand knowledge and experience on office situations and routines;
9. Provide students with office facilities and supplies to perform the assigned task and expose them to proper utilization of the same to enhance efficiency and effectiveness;
10. Require a Weekly Progress Report from the student interns;
11. Ensure the well-being and safety of the student interns during their Internship;
12. Immediately notify and provide written notice to the College of a student intern's breach of contract or misconduct in the internship premises prior to HTA's decision to suspend or terminate the contract;
13. Participate in the conduct of the Internship Program Exit Conference;
14. Issue certificate of completion for the student interns during the Internship Program Exit Conference;
15. Abide and follow the set guidelines of CHED under CMO No. 104, series of 2017.

The STUDENT-INTERNS shall:

1. Submit a certificate of parent consent waiving any responsibility for the school and the HTA for any incident caused by circumstances beyond control in the performance of his/her function while under training. The letter of consent must be notarized;
2. Attend the pre-deployment orientation/seminar to be conducted by the college or the faculty-in-charge of the internship in coordination with the Guidance Office;
3. Undergo medical examination and secure a Medical Certificate from a public or private physician. The certificate must indicate that a student-trainee is physically fit to undergo Internship;
4. Undergo Psychological examination to be administered by the Campus Guidance Office;
5. During working hours, student interns must wear appropriate attire (office/business attire) especially when circumstances require them to be and always wear school ID and bring their own face mask and alcohol

6. Sign an entry to and departure from the post on the Daily Time Record (in triplicate copies) noted by the supervisor and the head of the HTA and shall be submitted at the end of the Internship Program to the Faculty-in-Charge.
7. Accomplish the Daily OJT Journal to be consolidated and submitted to the Internship Faculty-in-Charge in a regular basis (weekly);
8. Render a total of two hundred (200) practicum hours in assigned HTA.
9. Report to the Internship Faculty-in-Charge after completion of the required practicum hours for the submission of all the requirements above mentioned for the deployment;
10. Present and submit to the Faculty-In-Charge the consolidated Narrative Reports, DTR, sample works Supervisor's Evaluation and Evidence of Competencies.
11. Submit a hard copy of their Internship Report/Portfolio to the Faculty-In-Charge; and
12. Abide by the HTA's rules and regulations.

This agreement is valid during the OJT period of the students which will commence on the day of their deployment and end on or upon reaching the prescribed number of OJT hours.

IN WITNESS WHEREOF, we have hereto affixed our signature this _____ day of _____, 2025 at _____.

FOR CSU:**ENGR. ROGER P. RUMPON**

Campus Executive Officer

Cagayan State University – Carig Campus

ID No. _____

Issued on _____

Issued at _____

FOR HTA:**HON. MAILA ROSARIO S. TING-QUE**

City Mayor

City Government of Tuguegarao

ID No. _____

Issued on _____

Issued at _____

FOR THE STUDENT INTERNS**Kwiitchi A. Chan**

Student Intern 1

ID No. 22-02655Issued on 2022Issued at CSU Carig, Tuguegarao City,
Cagayan**Jireh Grace S. Cadiz**

Student Intern 2

ID No. 22-02415Issued on 2022Issued at CSU Carig, Tuguegarao City,
Cagayan**Joyce Ann Z. Catembung**

Student Intern 3

ID No. 22 - 01913Issued on 2022Issued at CSU Carig, Tuguegarao City,
Cagayan**Niño Federico T. Francisco**

Student Intern 4

ID No. 22-04812Issued on 2022Issued at CSU Carig, Tuguegarao City,
Cagayan**Kyla Marie Joyce Z. Baquiran**

Student Intern 5

ID No. 22-01141Issued on 2022Issued at CSU Carig, Tuguegarao City,
Cagayan**Jethro G. Gerona**

Student Intern 6

ID No. 22-02224Issued on 2022Issued at CSU Carig, Tuguegarao City,
Cagayan**Renzo S. Gumpal**

Student Intern 7

ID No. 22-20695Issued on 2022Issued at CSU Carig, Tuguegarao City,
Cagayan**Star G. Corpuz**

Student Intern 8

ID No. 22-21118Issued on 2022Issued at CSU Carig, Tuguegarao City,
Cagayan**Bryan Jser T. Sanchez**

Student Intern 9

ID No. 22-22419Issued on 2022Issued at CSU Carig, Tuguegarao City,
Cagayan**Eva P. Reconoce**

Student Intern 10

ID No. 22-11905Issued on 2022Issued at CSU Carig, Tuguegarao City,
Cagayan**Christian Morales**

Student Intern 11

ID No. 22-03002Issued on 2022Issued at CSU Carig, Tuguegarao City,
Cagayan**Erika Mae O. Rabina**

Student Intern 12

ID No. 22-24182Issued on 2022Issued at CSU Carig, Tuguegarao City,
Cagayan

Kyla P. Magusib

Student Intern 13

ID No. 22-21225

Issued on 2022

Issued at CSU Carig, Tuguegarao City, Cagayan

Angela B. De Asis

Student Intern 15

ID No. 22-22277

Issued on 2022

Issued at CSU Carig, Tuguegarao City, Cagayan

Aiza Rochelle R. Galita

Student Intern 14

ID No. 22-20813

Issued on 2022

Issued at CSU Carig, Tuguegarao City, Cagayan

WITNESSES

CRIZALDY BINARAO, MS

Dean, College of Natural Sciences and Mathematics

Cagayan State University – Carig Campus

ID No. _____

Issued on _____

Issued at _____

(Immediate Supervisor)

ID No. _____

Issued on _____

Issued at _____

MELVIN CHAN

Parent/Guardian of Student Intern 1

ID No. B03-03-000169

Issued on October 2022

Issued at Aparri, Cagayan

MARITES CADIZ

Parent/Guardian of Student Intern 2

ID No. 0413697

Issued on August 8, 1998

Issued at Tuguegarao City, Cagayan

MARIDEL Z. CATEMBUNG

Parent/Guardian of Student Intern 3

ID No. 4534-1285-6308-1354

Issued on September 05, 2021

Issued at Cabagan, Isabela

CARLA T. FRANCISCO

Parent/Guardian of Student Intern 4

ID No. 5610-9847-1248-3578

Issued on July 26, 2023

Issued at Tuguegarao City, Cagayan

MIRIAM Z. BAQUIRAN

Parent/Guardian of Student Intern 5

ID No. 4623-6195-7268-9742

Issued on November 01, 2021

Issued at Cabagan, Isabela

ERNESTO B. GERONA

Parent/Guardian of Student Intern 6

ID No. B10-06-000775

Issued on September 1, 2022

Issued at City of Ilagan, Isabela

RAQUEL S. GUMPAL

Parent/Guardian of Student Intern 7

ID No. 6137-6397-3145-9362

Issued on November 20, 2021

Issued at Tuguegarao City, Cagayan

ANTONIO R. CORPUZ

Parent/Guardian of Student Intern 8

ID No. AO3-95-0035401

Issued on April 5, 2022

Issued at Sanchez Mira, Cagayan

HAIDEE T. SANCHEZ

Parent/Guardian of Student Intern 9

ID No. 0802132

Issued on April 24, 2003

Issued at Tuguegarao City, Cagayan

EDGARDO C. RECONOCE SR.

Parent/Guardian of Student Intern 10

ID No. B03-04-001078

Issued on October 2022

Issued at Aparri, Cagayan

JENKY JANE R. MORALES

Parent/Guardian of Student Intern 11

ID No. 01-025179993-3

Issued on July 10, 2009

Issued at Pasig City, Metro Manila

LOURDES G. OÑATE-RABINA

Parent/Guardian of Student Intern 12

ID No. 8735-703106291-6507

Issued on September 14, 2021

Issued at Gattaran, Cagayan

MARIBEL G. PUA

Parent/Guardian of Student Intern 13

ID No. 5794-7807-2673-8509

Issued on May 05, 2022

Issued at San Mariano, Isabela

ESMERALDA B. RAMOS

Parent/Guardian of Student Intern 14

ID No. 2807-3267-5813-9530

Issued on June 12, 2022

Issued at Alcala, Cagayan

VIRGILIO D. DE ASIS

Parent/Guardian of Student Intern 15

ID No. 5690-5463-1095-3925

Issued on July 07, 2022

Issued at Enrile, Cagayan

ACKNOWLEDGEMENT

Republic of the Philippines)
Tuguegarao City, Cagayan)) ss.

BEFORE ME, Notary Public for and in the _____, this
_____ day of _____, 2025 personally came and appeared:

NAME	IDENTIFICATION	DATE	PLACE OF ISSUE

KNOWN TO ME to be the same persons who executed the foregoing instruments,
consisting of four (4) pages including the page on which this acknowledgment is written, which
they acknowledge before me as their free and voluntary act and deed.

WITNESS MY HAND AND SEAL this _____ day of _____ 2025 at
_____.

Notary Public

Doc. No.
Page No.
Book No.
Series of 2023

