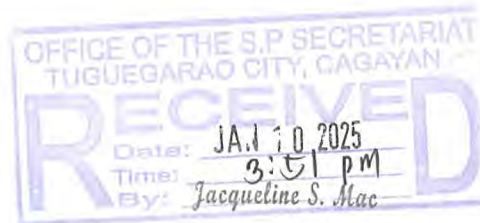




BAGONG PILIPINAS

Republic of the Philippines
Province of Cagayan
TUGUEGARAO CITY

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



OFFICE OF THE CITY MAYOR

10 January 2025

THE PRESIDING OFFICER AND MEMBERS


Sangguniang Panlungsod
This City

Dear *Presiding Officer and Members of the Sanggunian*:

Herewith is the Memorandum of Agreement between the Tuguegarao City Government and Cagayan National High School- Senior High relative to the Work Immersion of the latter's Grade 12 students, for your information and appropriate action.

Thank you!

In the name of public service,


MAILA ROSARIO S. TING-QUE
City Mayor

Copy furnished:

- LYDO
- City Sports Office





Republic of the Philippines
Department of Education
Region II – Cagayan Valley
SCHOOLS DIVISION OF TUGUEGARAO CITY
Cagayan National High School – Senior High

January 9, 2025

HON. MAILA ROSARIO S. TING-QUE
City Mayor
Tuguegarao City, Cagayan

Madam:

Peaceful greetings!

OFFICE OF THE CITY MAYOR
RECEIVED
Date: JAN 10 2025
Time: 1:05 PM
By: [Signature]

Our school is committed to provide holistic approach in the development of knowledge, attitudes and skills of the Senior High School (SHS) students to become competitive, accountable and responsible professionals in their chosen field of specialization.

In addition, the Cagayan National High School-Senior High is compliant to DO 30, s. 2017 on Work Immersion, which is a key feature of the SHS Curriculum. As specified by the Department of Education, it can be conducted in different ways depending on the purposes and needs of learners. CNHS- Senior High conforms with DepEd in responding to the following objectives for work immersion among the learners, which are: 1) to become familiar with workplace; 2) for employment simulation; 3) to apply their competencies in areas of specialization/ applied subjects in authentic work environments.

CNHS- Senior High recognizes that part of the learning process is to expose the SHS students to learning opportunities where the different concepts, theories and framework mastered in the classroom are empirically observed and applied in actual work situations. It is for these reasons that the school considers your agency as one among its partner agencies in realizing the objectives earlier cited. In this regard, may we request your good office to accommodate our students. Through your help, we believe that you can provide them the much-needed training/ exposure.

Attached are a Memorandum of Agreement and other important information for your perusal. For any query regarding the work immersion, please don't hesitate to contact the undersigned with this number, 09054837461.

We are looking forward to your positive regard on the matter.

Very truly yours,

[Signature]
ARIEL C. IRINGAN
Sports Track Work Immersion, Coordinator

Noted by:

[Signature]
GRACE T. MACABABAD
School Principal II



Address: Bagay Road, San Gabriel, Tuguegarao City, 3500
Telephone Nos.: (078) 304-1923
Email Address: cnhs.tuguegarao@deped.gov.ph
Facebook: facebook.com/CNHS-SENIOR-HIGH



Republic of the Philippines
Department of Education
REGION II – CAGAYAN VALLEY
SCHOOLS DIVISION OF TUGUEGARAO CITY
CAGAYAN NATIONAL HIGH SCHOOL-SENIOR HIGH

MEMORANDUM OF AGREEMENT

KNOW ALL MEN BY THESE PRESENTS:

This agreement is made and entered by and between:

The **TUGUEGARAO CITY GOVERNMENT OFFICE**, Enrile Boulevard, Carig Sur Tuguegarao City, Cagayan represented in this agreement by **HON. MAILA ROSARIO S. TING-QUE, City Mayor**, herein after referred to as the **FIRST PARTY**:

-and-

CAGAYAN NATIONAL HIGH SCHOOL-SENIOR HIGH, with School Identification Number **305873** a public senior high school, with principal address at **Bagay Road, San Gabriel, Tuguegarao City**, represented in this Agreement by its **Principal II, GRACE T. MACABABBAD, FILIPINO** of legal age, and hereinafter referred to as the **SECOND PARTY**:

WITNESSETH- That

WHEREAS, CNHS-Senior High envisions an integral human formation of the youth who will become mature individuals and active members of the community. In order to achieve this vision, the school orients and directs its programs and activities towards the promotion of human dignity and well-being which leads to the development of the total person who is able to take up his/her responsibilities in the community and the world;

WHEREAS, CNHS-Senior High has requested for a work immersion training of seven (7) Sports Track Grade 12 students;

WHEREAS, the seven (7) Sports Track Grade 12 students shall undergo their work immersion for ten (10) days within two (2) Grading periods for the Second Semester;

WHEREAS, the second party shall request to the first party that the two (2) Sports Track Grade 12 students be deployed at the SK Federation Office while the other five (5) Sports Track Grade 12 students shall also be deployed at the Office of the Sports and Development Unit;

WHEREAS, the seven (7) Sports Track students of section Makisig is scheduled to have their work immersion on January 20-24 of the Third grading period and on February 17-21 of the Fourth Grading period of S.Y. 2024-2025;

WHEREAS, the **TUGUEGARAO CITY GOVERNMENT OFFICE** has granted the request of the work immersion of the seven (7) students;

NAME	OFFICE
1. IVAN ZION B. MATIONG	SK Federation Office
2. CLARENCE DALE A. SIMON	SK Federation Office
3. JAN KELVIN P. ATTABAN	Office of Sports and Development Unit
4. JOSEF ANDREI C. BALUBAL	Office of Sports and Development Unit
5. KRISTOFFER A. COROTAN	Office of Sports and Development Unit
6. AARON JESIMIEL N. CABRERA	Office of Sports and Development Unit
7. KARL ANGELO A. MAUANAY	Office of Sports and Development Unit

WHEREAS, the FIRST PARTY agrees to accommodate and provide to the students of the SECOND PARTY the work immersion as a requirement in Senior High School;

WHEREAS, the second party requires at least 80 hours of training for the students at the FIRST PARTY'S office/school;

NOW THEREFORE, for and in consideration of the concerns and purposes of both parties, they voluntarily agree and stipulate the following terms and conditions:

That the **SECOND PARTY** shall:

1. identify and indicate the SHS track/s, strands, and/ or specialization/s which will be the subject of the partnership.
2. designate a person in charge of coordinating with the second party and supervising the activities of the students for the duration of the work immersion program.
3. 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.
4. provide the second party an evaluation tool for the students' work immersion performance.
5. issue a grade to the student upon completion of the requirements based on existing policy within prescribed period.
6. Provide the FIRST PARTY a Certificate of Recognition in the SHS immersion program in acknowledgment to their support and active participation.

SPORTS student shall:

1. submit a certificate of parental consent waiving any responsibility of the school and the cooperating agency for any untoward incident caused by circumstances beyond control in the performance of their functions while under work immersion.
2. wear the school uniform while undergoing work immersion.
3. shoulder all the expenses related to work immersion. No compensation shall be received by the student while undergoing work immersion.
4. be prohibited from bringing out any cooperating agency's equipment, documents, supplies, etc. unless instructed by the supervisor.
5. be prohibited from bringing into the cooperating agency any dangerous weapon and/or prohibited drugs.
6. not enter the cooperating organization's premises if the student is under the influence of liquor or prohibited drugs.
7. ensure that all information written and heard about the cooperating agency in strict confidentiality.
8. abide by the rules and regulations of the cooperating agency.
9. time in and out, morning and afternoon during the duration of the immersion.
10. render forty (80) hours of immersion as prescribed in the curriculum.

That the **FIRST PARTY** shall:

1. conduct an orientation on the agency's rules, policies and guidelines regarding work immersion.
2. assign a supervisor to guide and assist the student.
3. provide the student with relevant and meaningful activities that will further enhance his/her knowledge and skills on his/her field of specialization.
4. notify the school, through the work immersion adviser, of any problem regarding the student-trainee.
5. notify the school, through the work immersion teacher, of any move to terminate, due to reasonable cause, the training of any student.
6. provide safe working condition/environment for the student.

NOTE: The cooperating agency shall notify the school through the Work Immersion Focal Person and/or Work Immersion Teacher for any field work that may be required of the student and hence requires the student a separate Parental Consent for this purpose.

Both the CNHS-SENIOR HIGH and the TUGUEGARAO CITY GOVERNMENT OFFICE shall:

1. form a joint steering committee to monitor the progress of the partnership and to make sure that provisions of this Memorandum of Agreement (MOA) are met.
2. adhere to all laws, memorandums, and circulars especially those pertaining to child protection as provided for in the guidelines for work immersion.
3. develop a work immersion daily schedule of activities that will be followed by the students during the whole duration of the work immersion program.
4. formulate local and schoolwork immersion policies and guidelines on selection, placement, monitoring, and assessment of students to ensure that each student is assigned to an immersion partner matched to his/her desired track, qualifications, and aptitude.

Work Immersion Focal Person/Work Immersion Teacher shall:

1. make necessary representations with prospective cooperating agency.
2. prepare the Memorandum of Agreement (MOA) with the cooperating agency.
3. orient the student on policies, rules and guidelines of the work immersion.
4. assign student to the different cooperating agencies corresponding to their strand.
5. conduct regular monitoring through actual personal visit, phone calls, emails etc. of the student's performance and behavior during the work immersion.
6. receive complaints/suggestions/recommendations from cooperating agency and shall act on all matters with due consultation with the Principal and/or Asst. Principal, regarding the student.

7. with the concurrence of the principal, have the prerogative to discontinue the training of any student on reasonable grounds after a written communication with the cooperating employer.

The **CNHS-SENIOR HIGH** and **TUGUEGARAO CITY GOVERNMENT OFFICE** shall coordinate with each other through the immersion teacher concerned, in the discharge of their respective functions by holding regular consultation.

FOR THE SCHOOL:


GRACE T. MACABABBAD
Secondary School Principal II

FOR THE OFFICE:

HON. MAILA ROSARIO S. TING-QUE
City Mayor

WITNESSED BY:


ARIEL C. RIRANGAN
Work Immersion Teacher, Sports Track

CERENE PEARL T. QUILANG
SK Federation President

ROBERT P. FUGABAN
City Sports Coordinator – OIC
Office of Sports and Development Units

APPROVED BY:

GILBERT N. TONG PhD, CEO VI, CESO V
Schools Division Superintendent
Division of Tuguegarao City

Republic of the Philippines

City of Tuguegarao

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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Page No. _____

Book No. _____

Series of 2025