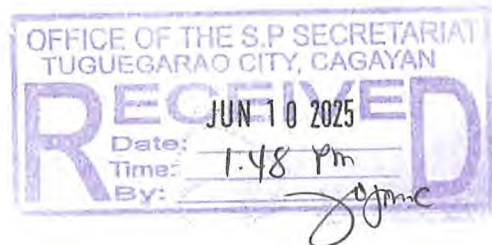




Republic of the Philippines  
Province of Cagayan  
TUGUEGARAO CITY

Phone number: 0953-588-3721 | email address: [cmotuguegaraocity@gmail.com](mailto:cmotuguegaraocity@gmail.com)



**OFFICE OF THE CITY MAYOR**

10 June 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 State University- Carig Campus relative to the On- The-Job Training of the latter's Bachelor of Public Administration (BPA) students which will start this June, for your information and appropriate action.

Taking into account the urgency of the matter, the same is certified as **URGENT** pursuant to Article 107 of the Implementing Rules and Regulations of the Republic Act No. 7160 or the Local Government Code of 1991.

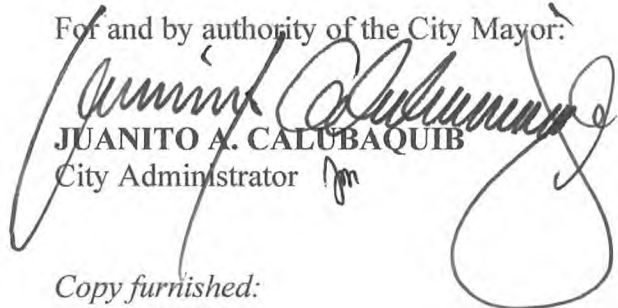
Thank you!

In the name of public service,

**MAILA ROSARIO S. TING-QUE**

City Mayor

For and by authority of the City Mayor:

  
**JUANITO A. CALUBAQUIB**  
City Administrator

Copy furnished:

- ☐ LYDO
- ☐ Cagayan State University (CSU- Carig Campus)





Republic of the Philippines  
**CAGAYAN STATE UNIVERSITY**  
CARIG CAMPUS  
Palm St., CSU Carig Compound, Carig Sur  
Tuguegarao City, Cagayan 3500

## COLLEGE OF PUBLIC ADMINISTRATION

**VISION**  
CSU is a University with global stature in the arts, culture, agriculture and fisheries, the sciences as well as technological and professional fields.

**MISSION**  
Cagayan State University shall produce globally competent graduates through excellent instruction, innovative and creative research, responsive public service and productive industry and community engagement.

**CORE VALUES**  
Competence  
- Critical Thinker  
- Creative Problem-Solver  
- Competitive Performer  
Nationally, Regionally and Globally.

**Social Responsibility**  
- Sensitive to Ethical Demands  
- Steward of the Environment for Future Generations  
- Social Justice and Economic Equity Advocate.

**Unifying Presence**  
- Unifying Theory and Practice  
- Unifying Strata of Society  
- Unifying the Nation, the ASEAN Region and the world  
- Unifying the University and the community.

CPAD-25854-EC-05-2025-070

June 09, 2025

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

Dear Ma'am:

Greetings of peace and good governance!

The Student Internship Program (SIP) offered under the Bachelor of Public Administration (BPA) curriculum is scheduled to commence this summer term. The SIP, also known as On-the-Job Training (OJT), is designed to provide students with critical exposure to the practical realities of National and Local Government Administration and Governance. This program aims to bridge the gap between theoretical education and practical application.

We will be honored if the office of the City Government of Tuguegarao will be a cooperating agency for this program. Relative to this, may we humbly request your accommodation to our BPA students who will undertake a three hundred (300)-hour internship. These students have signified their interest to be assigned in the city as they are local residents here. They are the following:

- |                           |                            |
|---------------------------|----------------------------|
| 1. Armildez, Christian T  | 8. Pablo, Evelyn B.        |
| 2. Baggay, Joshua C       | 9. Rumbaua, Jemae Ann M.   |
| 3. Beran, Ronald B        | 10. Rumbaua, Noralyn A.    |
| 4. Bergado, Kaye Ann D    | 11. Taan, Julibel A.       |
| 5. Fantolgo, Marc Allen E | 12. Tappa, Esheen C.       |
| 6. Langcay, Jennylyn C    | 13. Viloria, Ariane May B. |
| 7. Miguel, Jenny R        |                            |

The SIP is expected to commence on June 09, 2025 (\*upon approval of this request) following right away the end of the second semester. The students shall have an 8-reporting hour per day from 8:00 am to 5:00 pm. However, the following month may require for a reporting-time restructuring fitting their new schedules for the 1<sup>st</sup> semester of the new academic year. This was brought about by the adjustment on the school calendar of this year.

Moreover, herewith is a copy of the memorandum of agreement (MOA) for your perusal.

We extend our heartfelt gratitude in anticipation of your favorable response to this request. Should you require any further information or have any inquiries, please contact us directly via email at [arjaygumabay.cyu@gmail.com](mailto:arjaygumabay.cyu@gmail.com) or through the mobile numbers indicated below.

Thank you for your time and consideration.

Very truly yours,

**ARJAY P. GUMABAY, MPA**  
SIP Coordinator  
0961-293-3374

**MARK JOSEPH M. MAGGAY, MPA**  
SIP Coordinator  
0965-332-6859

Recommended by:

**DENNIS M. BACUYAG, DPA**  
College Dean

## MEMORANDUM OF AGREEMENT

### KNOW ALL PERSONS BY THESE PRESENTS:

This Memorandum of Agreement is made and entered into by and between:

The **CAGAYAN STATE UNIVERSITY – CARIG CAMPUS**, a state-owned **HIGHER EDUCATION INSTITUTION** with office address at Carig, Tuguegarao City, Cagayan Philippines represented by its Campus Executive Officer, **Engr. ROGER P. RUMPON, MSc**, herein referred to as the **“FIRST PARTY”**.

-and-

The **CITY GOVERNMENT OF TUGUEGARAO** with principal office address at 2/F Tuguegarao City Hall, Carig Sur, Tuguegarao City, Cagayan represented by its City Mayor, **MAILA ROSARIO S. TING-QUE**, herein referred to as **“COOPERATING AGENCY”**.

### WITNESSETH:

**WHEREAS**, the CSU particularly the College of Public Administration is offering Bachelor in Public Administration program which is designed to produce competitive graduates who should serve the government and NGOs as technical researchers, policy analysis, planners, specialist, development managers and executives;

**WHEREAS**, to achieve the goal of the program, the **CAGAYAN STATE UNIVERSITY – COLLEGE OF PUBLIC ADMINISTRATION (CSU-CPAd)**, designed its curriculum in such a way that students are given the chance to immerse in government agencies to experience and observe the application of concepts, theories and principles in managing the National Line Agencies, Government Units and other Recognized Organizations through the Student Internship Program (SIP);

**WHEREAS**, in pursuance to program goal, Student Internship Program (SIP) is offered as a 6-unit subject to incoming senior Bachelor in Public Administration, every summer of an academic year;

**WHEREAS**, SIP is an off-campus activity primarily aimed at exposing the incoming senior students to provide tertiary students enrolled in Higher Education Institutions (HEIs) in the Philippines the opportunity to acquire practical knowledge, skills, and desirable attitudes and values in reputable establishments/industries in our country; enhance the students' work competencies, and discipline as they relate to people in the workplace; promote competitiveness of students through their training; strengthen and enrich the degree programs in HEIs; provide opportunities to learn from

and network with experienced professionals; handle new challenges and complex tasks or problems; and identify future career directions and become candidates for future job opening;

**WHEREAS**, through SIP, the incoming senior BPA students are required to undergo immersion to National Line Agencies, Government Units and other Recognized Agencies for the duration of 300 hours;

**WHEREAS**, to realize the SIP goals, a strong partnership between CSU-CPAd and its Cooperating Agency necessitates a forging of a Memorandum of Agreement;

**NOW THEREFORE**, in consideration of the aforementioned premises, the CSU-CPAd and the Cooperating Agency hereby mutually agree and bind themselves to the following conditions:

**A. Responsibilities of the CSU-CPAd:**

1. Evaluates academic record of students as basis for deployment to the different cooperating agencies;
2. Coordinates with the Head of the Cooperating Agency for the development and proper monitoring of the SIP students;
3. Conducts orientation seminar among SIP students and representative of Cooperating Agencies on OJT policies and guidelines before the actual immersion of SIP students;
4. Assigns a faculty to serve as an SIP coordinator with a teaching equivalent of (108 hours) to monitor the SIP students deployed in the different Cooperating Agencies and to conduct regular meetings to monitor the progress report and thresh out problems encountered by the students;
5. Requires and collects from SIP students before their actual deployment to their respective Cooperating Agencies, a duly accomplished Parent's Waiver;
6. Monitors through the SIP Coordinator the proper execution of the following policies of the SIP students:
  - a. Execution of the Student Work Plan designed to be completed by the intern for the whole duration SIP;
  - b. Attendance in the orientation seminar in the agency where they are deployed;
  - c. Observance of rules and regulations of the cooperating agency;
  - d. Observance of SIP dress code and wearing of school ID while on internship;
  - e. Use of Daily Time Record (triplicate) properly signed by the Cooperating Supervisor; and
  - f. Preparation of weekly reflection paper on their experiences and learnings while on internship and Narrative Report after the SIP.

7. Collects all performance ratings of the SIP students from Cooperating Agencies;
8. Conducts exit conference in partnership with the Cooperating Agencies on an agreed scheduled date within the last week of SIP.

**B. Responsibilities of the Cooperating Agency:**

1. Provide SIP students an orientation seminar regarding the thrusts, directions and policies of the Cooperating Agency, their Cooperating Supervisors and their job assignments before the students formally start their OJT;
2. Provide opportunity for students to acquire first – hand knowledge and experiences on the office situation and routines;
3. Provide specific work assignments among students as basis in formulating work places to be completed by the interns for the whole duration of SIP in any of the following areas: 1.) research; 2.) project program development and management, 3.) development planning, 4.) human resource management, 5.) administrative activities and 6.) records /files management and 7.) other related functions to enhance the skill, knowledge and attitudes of the trainee;
4. Allows students to use office facilities and supplies in the performance of assigned tasks and expose them to proper utilization of the same to enhance efficiency and effectiveness;
5. Checks and approves the individual weekly report of activities conducted in the agency by the student trainee;
6. Evaluates the performance of the students during the period of the OJT with the use of the forms/tools to be provided by CSU-CPAd; and
7. Inform immediately CSU-CPAd through Telephone Nos. 078-396-0569 Local No. 019 of any problem encountered with the OJT students.

**C. Mutuality**

The CSU-CPAd and Cooperating Agency hereby submit and commit themselves to this Agreement and shall perform and discharge other function consistent thereof.

**D. Amendment**

The Agreement may be amended upon mutual consent of the contracting parties herein.

**E. Effectivity**

This Agreement shall take effect on June 09, 2025, to August 2025.

IN WITNESS WHEREOF, the parties have hereto signed this agreement at Tuguegarao City, Cagayan this \_\_\_\_ day of \_\_\_\_\_2025.

**CAGAYAN STATE UNIVERSITY  
CARIG CAMPUS**

**CITY GOVERNMENT OF  
TUGUEGARAO**

**Engr. ROGER P. RUMPON, MSc**  
*Campus Executive Officer*

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

**WITNESSES:**

**DENNIS M. BACUYAG, DPA**  
*Dean, College of Public Administration*

\_\_\_\_\_  
\_\_\_\_\_

**ACKNOWLEDGEMENT**

Subscribed and sworn before me a notary public