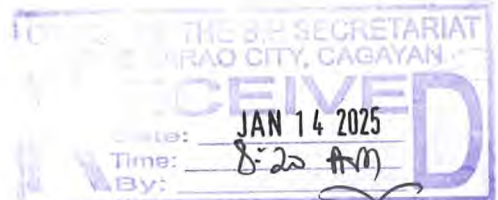


OK



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

13 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 Dr. Sarajane U. Balisi relative to the deployment of the latter as Pathologist at Tuguegarao City Urban Health Center and Birthing Home Laboratory, for your information and appropriate action.

Thank you!

In the name of public service,

  
MAILA ROSARIO S. TING-QUE  
City Mayor

- Copy furnished:
- City Legal Office
  - City Health Office



MEMORANDUM OF AGREEMENT

KNOW ALL MEN BY THESE PRESENTS: This MEMORANDUM OF AGREEMENT is made and entered into this \_\_\_\_th day of January 2025, in Tuguegarao City, Cagayan by and between:

The TUGUEGARAO CITY URBAN HEALTH CENTER AND BIRTHING HOME LABORATORY, a Local Government Unit of Tuguegarao City maintained Institution, Limited Services Clinical Laboratory duly organized and existing under the laws of the Republic of the Philippines, with an office address at San Gabriel, Tuguegarao City, Cagayan, duly represented by HON. MAILA ROSARIO S. TING QUE, hereinafter referred to as the "FIRST PARTY";

-and-

SARAJANE U. BALISI, MD, FPSP of legal age, Filipino and resident of Zone 7, Carig Sur, Tuguegarao City, hereinafter referred to as "SECOND PARTY".

WITNESSETH

WHEREAS, The Tuguegarao City Urban Health Center and Birthing Home is a Government Institution-based Primary Clinical Laboratory;

WHEREAS, pursuant thereto, the FIRST PARTY shall perform minimum service capabilities of a primary category which include Clinical Microscopy, Hematology, Serology/Immunology, Microbiology, and Drug Testing;

WHEREAS, the FIRST PARTY is in need of a Board-Certified Clinical Pathologist who shall supervise the Clinical Laboratory and Drug Testing Unit to help attain and achieve its mandate;

WHEREAS, the SECOND PARTY is willing and ready to accept and take the position immediately upon signing of this agreement;

NOW, THEREFORE, for and in consideration of the foregoing premises, the Parties hereby agree and bind themselves to the following:

I. GENERAL PROVISIONS

1. This agreement shall be valid for a period of one (1) year commencing from January 2025 to December 2025, unless either Party gives written notice of its intention not to renew this Agreement at least sixty (60) days before the intended effectivity of the termination.
2. The SECOND PARTY shall be the official Pathologist of the Laboratory and shall be responsible for supervising the laboratory operations of the FIRST PARTY, including the Drug Testing Unit, and shall ensure proper laboratory testing, collection, handling, processing of samples, and packaging of laboratory specimens, which shall strictly adhere to the standard operating procedures.
3. The SECOND PARTY shall be required to conduct supervisory visits to ensure quality assurance procedures in all laboratory results, including drug testing results, and ensure all results are accurate and released on time.
4. The SECOND PARTY shall be given a professional fee of Ten Thousand Pesos (Php 10,000.00) per month.

HON. MAILA ROSARIO S. TING-QUE  
City Mayor

SARAJANE U. BALISI, MD, FPSP  
Pathologist



## II. ROLES AND RESPONSIBILITIES OF THE FIRST PARTY:

1. The FIRST PARTY shall provide operational instruments and equipment appropriate and consistent with the operation of the laboratory and the Drug Testing Unit for the use of the SECOND PARTY.
2. The FIRST PARTY shall procure the essential supplies and reagents needed for the processing of laboratory tests, including drug testing requirements.

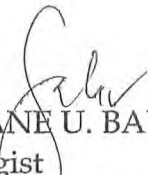
## III. ROLES AND RESPONSIBILITIES OF THE SECOND PARTY:

1. Overall supervision of technical procedures, including those in the Drug Testing Unit, as well as administrative laboratory management.
2. Formulate and implement standard operating procedures for the laboratory and the Drug Testing Unit.
3. Verify and sign out laboratory results, including drug test results, using a digital signature.
4. Overall supervision of the laboratory and drug testing staff.
5. Analyze data, reports, and specimens to identify diseases, abnormalities, or illicit substances.
6. Study and improve all technical procedures for all tests, including drug testing protocols.
7. Evaluate and recommend procurement of equipment and logistics for both the laboratory and the Drug Testing Unit.
8. Contribute and participate in laboratory quality assurance programs to ensure all results, including drug testing results, are accurate and released on time.
9. Maintain personal professional competency and participate in the continued professional development through self-study, attendance at scientific meetings, and training programs.

IV. AMENDMENT This Agreement may be modified or amended. Any amendment or modification must be in writing and signed by both Parties.

IN WITNESS WHEREOF, the Parties to this Agreement have hereto set their hands on this \_\_\_\_\_ day of January 2025 at Tuguegarao City, Cagayan.

HON. MAILA ROSARIO S. TING QUE  
City Mayor  
FIRST PARTY

  
SARAJANE U. BALISI, MD, FPSP  
Pathologist  
SECOND PARTY

SIGNED IN THE PRESENCE OF:

1. DR. ROBIN R. ZINGAPAN

2. SANDRA GAY T. PAGULAYAN, RMT

ACKNOWLEDGEMENT

REPUBLIC OF THE PHILIPPINES)  
PROVINCE OF CAGAYAN )S.S.  
TUGUEGARAO CITY )  
x-----x

BEFORE ME, a Notary Public, this \_\_\_\_\_ day of January 2025, in Tuguegarao City, personally appeared the following persons. Known to me to be same persons who executed the foregoing document, consisting of three (3) pages including this page on which is written and acknowledged to me that the same is their free act and deed.

NAME	Government Issued ID	Place/Date of Issue
Hon. Maila Rosario S. Ting-Que		
Sarajane U. Balisi, MD, FPSP	PRC 0100779	Tuguegarao City August 29, 2003

WITNESS MY HAND AND SEAL, the day, year and place above-written.

Doc. No. \_\_\_\_\_  
Page No. \_\_\_\_\_  
Book No. \_\_\_\_\_  
Series of 2025

Notary Public