Republic of the Philippines
Province of Cagayan
TUGUEGARAO CITY

TENTH CITY COUNCIL

Submitted by:

COMMITTEE ON EDUCATION

COMMITTEE REPORT NO. 13-10-2026
January 07, 2026

PRESENT:

HON. JUDE T. BAYONA	-	Chairman
HON. MARIA ROSARIO B. SORIANO	-	Member
HON. KARINA G. VIERNES	-	Member
HON. ANTHONY C. TUDDAO	-	Member

GUEST:

HON. TIRSO V. MANGADA	-	City Councilor

RESOURCE PERSONS:

MS. JOVI S. DESEMRADA	-	Master Teacher II, CNHS
MR. ARIEL C. IRINGAN	-	Tecaher III, CNHS

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 Cagayan National High School – Senior High relative to the work immersion of its Sports Track Grade 12 Students.

FINDINGS:

1. Hon. Maila Rosario S. Ting-Que indorsed to the Tenth City Council the draft Memorandum of Agreement between the Tuguegarao City Government and Cagayan National High School – Senior High relative to the work immersion of its Sports Track Grade 12 Students.

2. Cagayan National High School – Senior High conforms with DepEd to provide work immersion opportunities to its students in order for them to become familiar with the actual workplace and to apply their classroom competencies in areas of their specialization to authentic work environments.

3. The following are the ten (10) Sports Track Grade 12 Students who will undergo eighty (80) hours On-the-Job Training of which six (6) will be assigned at the City Sports Office and the other four (4) at the City Disaster Risk Reduction and Management Office (CDRMMO):

1. Baggayan, Richard L.	6. Cabrera, Arby Jhurist T.
2. Dayag, Javier C.	7. Esteban, Efren jay M.
3. Soriano, Aaron Iverson M.	8. Salvador, Josh Matthew T.
4. Nonato, Jeoff Andrei A.	9. Belbes, Grace Ann G.
5. Bancud, Moises Jr. A.	10. Mallillin, Evette R.

4. The Work Immersion will commence upon approval of the Memorandum of Agreement.

RECOMMENDATION:

Finding the terms and conditions of the Memorandum of Agreement to be in order and beneficial to the students concerned, the committee recommends the approval of Memorandum of Agreement between the Tuguegarao City Government and Cagayan National High School – Senior High relative to the work immersion of its Sports Track Grade 12 Students and authorizing 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. JUDE T. BAYONA
Chairman, Committee on Education

HON. MARIA ROSARIO B. SORIANO
Member, Committee on Education

HON. KARINA S. GAUANI-VIERNES
Member, Committee on Education

HON. ANTHONY C. TUDDAO
Member, Committee on Education

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 **LOCAL GOVERNMENT UNIT OF TUGUEGARAO CITY,** 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 ten (10) Sports Track Grade 12 students;

WHEREAS, the ten (10) 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 four (4) Sports Track Grade 12 students be deployed at the Tuguegarao City Disaster Risk Reduction Management 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 ten (10) Sports Track students of section Makisig is scheduled to have their work immersion on January 26 - 30, 2026 of the Third grading period and on February 2-6, 2026 of the Fourth Grading period of S.Y. 2025-2026;

WHEREAS, the **First Party** has granted the request of the work immersion of the ten (10) students;

NAME	WORK IMMERSION OFFICE
1. BAGGAYAN, RICHARD JR. L.	Tuguegarao City Disaster Risk Reduction Management Office
2. DAYAG, JAVIER C.	Tuguegarao City Disaster Risk Reduction Management Office
3. SORIANO, AARON IVERSON M.	Tuguegarao City Disaster Risk Reduction Management Office
4. NONATO, JEOFF ANDREI A..	Tuguegarao City Disaster Risk Reduction Management Office
5. BANCUD, MOISES JR. A	Office of Sports and Development Unit
6. CABRERA, ARBY JHURIST T.	Office of Sports and Development Unit

7. ESTEBAN, EFREN JAY M.	Office of Sports and Development Unit
8. SALVADOR, JOSH MATTHEW T.	Office of Sports and Development Unit
9. BELBES, GRACE ANN G.	Office of Sports and Development Unit
10. MALLILLIN, EVETTE R.	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 First Party and the Second Party 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** 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. IRINGAN
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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Series of 2025

DRAFT RESOLUTION APPROVING THE MEMORANDUM OF AGREEMENT (MOA) BETWEEN THE TUGUEGARAO CITY GOVERNMENT AND THE CAGAYAN NATIONAL HIGH SCHOOL–SENIOR HIGH RELATIVE TO WORK IMMERSION OF ITS SPORTS TRACK GRADE 12 STUDENTS AND GRANTING AUTHORITY TO THE CITY MAYOR, HON. MAILA ROSARIO S. TING-QUE, TO SIGN FOR AND ON BEHALF OF THE TUGUEGARAO CITY GOVERNMENT THE SAID MOA

WHEREAS, Section 455(b)(1)(vi) of Republic Act No. 7160, otherwise known as the Local Government Code of 1991, grants the Local Chief Executive the power to enter into contracts for and on behalf of the local government unit upon prior authorization by the Sangguniang Panlungsod;

WHEREAS, in support to the endeavors of students studying in any school or university in Tuguegarao City, the Tuguegarao City Government allows students to undergo actual office experience in its different offices, thereby helping them put to practice their learnings in school;

WHEREAS, the Cagayan National High School-Senior High has requested the Tuguegarao City Government for the Work Immersion of its Sports Track Grade 12 students as part of their curriculum;

WHEREAS, Cagayan National High School–Senior High envisions the holistic development of the youth through integral human formation, preparing them to become mature, responsible, and active members of the community, and to this end, implements programs and activities that promote human dignity, well-being, and community engagement;

WHEREAS, it is necessary for the Cagayan National High School–Senior High to enter into a Memorandum of Agreement (MOA) with the Tuguegarao City Government to make the MOA legally binding;

WHEREAS, there shall be ten (10) students who shall undergo a ten (10) day of Work Immersion;

WHEREAS, after a deliberation in a committee meeting held for the said purpose, the Committee on Education found the request to be in order and beneficial to the concerned students;

WHEREAS, after the approval of the concomitant committee report, the Tenth City Council during their 27th Regular Session held on January 13, 2026 deemed it proper and necessary to approve the herein resolution.

NOW, THEREFORE, RESOLVE as it is hereby **RESOLVED** to approve the Memorandum of Agreement (MOA) between the Tuguegarao City Government and the Cagayan National High School–Senior High relative to the work Immersion of its Sports Track Grade 12 students, and to grant authority to the City Mayor, Hon. Maila Rosario S. Ting-Que, to sign for and on behalf of the Tuguegarao City Government the said MOA.

RESOLVED FURTHER, to furnish a copy of this Resolution to the Cagayan National High School–Senior High for information and proper action.