



BAGONG PILIPINAS

Republic of the Philippines
Province of Cagayan
TUGUEGARAO CITY

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

FEB 10 2025

11:20 AM

OFFICE OF THE CITY MAYOR

10 February 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 University of Cagayan Valley relative to the On- The-Job Training of the latter's Bachelor of Science in Criminology, for your information and appropriate action.

This matter 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.

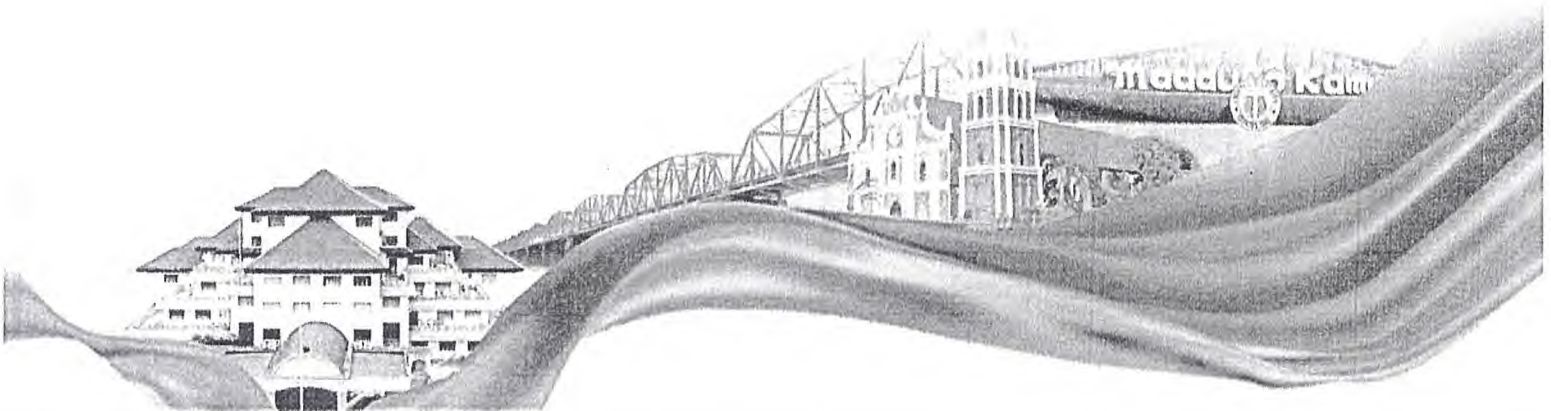
Thank you!

In the name of public service,


MAILA ROSARIO S. TING-QUE
City Mayor

Copy furnished:

☐ LYDO



**MEMORANDUM OF AGREEMENT
(MOA)**

KNOWN ALL MEN BY THESE PRESENTS:

This Memorandum of Agreement made and executed by and between:

UNIVERSITY OF CAGAYAN VALLEY, an institution of learning duly organized and existing under and by virtue of the Philippines laws with office address at Balzain New Site Campus, Tuguegarao City represented by its **PRESIDENT, DR. ESTHER SUSAN N. PEREZ-MARI**, hereinafter referred to as the **FIRST PARTY**;

and

PUBLIC SAFETY AND SECURITY OFFICE, a government agency existing under the Philippine laws with office address at, Carig Sur, Tuguegarao City, Cagayan, represented herein by its **MAYOR, HON. MAILA T. QUE**, hereinafter referred to as the **SECOND PARTY**;

WITNESSETH THAT:

WHEREAS, the FIRST PARTY intends to affiliate with an institution where the student-trainees can learn and be exposed to the rudiments of On-The-Job Training (OJT) and have a concrete experience of the responsibilities of a Law Enforcement Officer in terms of preventing and responding to emergencies, maintaining public order, and ensuring legal compliance.

WHEREAS, the SECOND PARTY is willing to offer the FIRST PARTY the facilities and resources for training the student-trainees.

WHEREFORE, premises considered, the parties mutually agree to the following:

DUTIES AND RESPONSIBILITIES OF THE FIRST PARTY

1. The School shall designate a supervisor to regularly monitor the student's performance. However, the First Party shall NOT be liable for acts done by the OJT students beyond that which is assigned to them and that which are not related to their on-the-job training experience;
2. The School shall provide a token (in kind-usually used by everybody in the office) to the partner agency as a sign of gratitude.
3. Provide an OJT Instructor/Coordinator to the SECOND PARTY.
4. Submit an official letter of request to the SECOND PARTY for the purpose of affiliation/practicum. The request shall include the following:
 - Nature of the On-The-Job training (OJT) experience requested for the student/s.
 - Number of OJT Students.
 - The duration of the training.
 - Total number of hours the OJT student is expected to complete
 - Other matters relative to the training.



COLLEGE OF CRIMINAL JUSTICE EDUCATION

16 January 2025

HON. MAILA T. QUE

City Mayor

Carig Sur, Tuguegarao City, Cagayan

OFFICE OF THE CITY MAYOR

RECEIVED

Date: JAN 30 2025
Time: 11:10 AM
By: [Signature]

Ma'am,

Greetings of peace!

The University of Cagayan Valley has included the On-The-Job Training Program (OJT) as a curriculum requirement for Bachelor of Science in Criminology course. The program seeks to enable students to further acquire worthwhile learning experiences which they will need when they enter their respective world of employment related to criminal justice and public safety.

In compliance with the CMO 5 series of 2018 by the Commission on Higher Education (CHED), they are expected to be assigned in the different Law Enforcement Agencies to expose themselves and be able to familiarize the different activities and processes of the Tri-Bureaus and other Law Enforcement Agencies for a period of Five hundred forty (540) hours and your reputable office will be of great help to our students in preparation with their chosen career in the future.

With this, the undersigned believes that your institution is essential for our students to accomplish this humble objective. Thus, may we request your approval and accommodation of our students for the period of four (4) months for the said immersion activity to commence on 10 February 2025 and end on 23 May 2025, Monday to Friday 8:00AM-12NN and 1:00-5:00PM as scheduled. From time to time the assigned OJT Coordinator/Instructor will be communicating with you personally and or as you require through the most expedient means to facilitate the smooth conduct of the program.

We anticipate with grateful kindness in giving consideration and immediate action to this humble request.

Thank you.

Very truly yours,

[Signature]
ELVIRA P. LLANTOS, RCrim, Ph.D
Dean

Noted by:

[Signature]
ADRIANE GABRIELLE S. PEREZ, RN, RM, MSN
OIC, Vice President for Academics

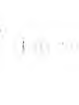
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Legal Education Board



ACKNOWLEDGEMENT

REPUBLIC OF THE PHILIPPINES
CITY OF _____ S.S

Before me personally appeared the above-mentioned parties with their corresponding any valid Government ID:

Name	ID No.	Date of Issue
HON. MAILA T. QUE		
DR. ESTHER SUSAN N PEREZ-MARI		

Known to me to be the same persons who executed the foregoing MEMORANDUM OF AGREEMENT, and they acknowledged to me the same their free act and deed.

This instrument, consisting of four (4) pages, including the page on which this acknowledgment is written, has been signed on the left margin of each and every page thereof by the above-mentioned parties and sealed with my notarial seal.

IN WITNESS WHEREOF, I have hereunto set my hand this _____ day of _____, _____, the City of _____, Philippines.

Doc. No. _____
Page No. _____
Book No. _____
Series of _____