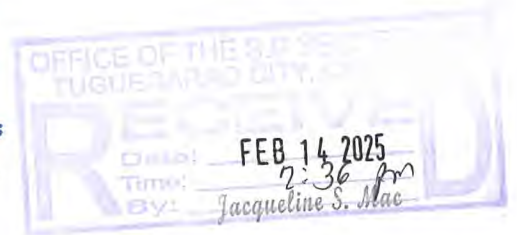




BAGONG PILIPINAS

Republic of the Philippines
Province of Cagayan
TUGUEGARAO CITY

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



OFFICE OF THE CITY MAYOR

12 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 College of Computing Studies, Information and Communication Technology of Isabela State University relative to the On- The-Job Training of the latter's Bachelor of Science in Information Technology, 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





**Isabela State University, a State University Created and
Existing under the Laws of the Philippines**

MEMORANDUM OF AGREEMENT

This **Memorandum of Agreement** entered into and executed by:

**College of Computing Studies, Information and Communication
Technology of Isabela State University**, with office address at ISU, Garita, Isabela
herein represented by **DR. EMERSON V. BARCELLANO**, Cluster Executive Officer
and **DR. IVY M. TARUN**, College Dean, hereinafter referred to as **CCSICT-ISU**;

-and-

The **Local Government Unit, City of Tuguegarao** with office address at Carig Sur,
Tuguegarao City, Cagayan, Philippines, herein represented by
HON. MAILA ROSARIO S. TING-QUE, City Mayor, hereinafter referred to as **Local
Government Unit, Municipality of Tuguegarao City**;

WITNESSETH

WHEREAS, the students of **CCSICT-ISU** are required to undergo and complete
their On-the-job Training (OJT) as one of the requirements for their graduation for the
Degree **Bachelor of Science in Information Technology**.

WHEREAS, the office of the **Local Government Unit, Municipality of
Tuguegarao City** is willing to accommodate **CCSICT-ISU** students for their OJT.

NOW THEREFORE, the parties hereby agree to execute this Memorandum of
Agreement (**MOA**) subject to the following terms and conditions:

TERMS AND CONDITIONS

- a. The students shall report to the office of the **Local Government Unit, Municipality of Tuguegarao City** for a duration of **FOUR HUNDRED EIGHTY-SIX (486) HOURS**;
- b. The **Local Government Unit, Municipality of Tuguegarao City** shall take place all precautionary measures to safeguard the welfare of the students while undergoing **OJT Program** within the premises of the agency;
- c. The OJT students will be treated as management trainees and not as a regular employee. Hence, they are not entitled to any salary, wages or allowances or any form of remuneration. However, if the **Local Government Unit, Municipality of Tuguegarao City** so desires, it may provide the students monetary or non-monetary benefits on a voluntary basis;
- d. While on the **OJT Program**, the students conduct in the training shall be guided by the University rules on students conduct and also pertinent rules and regulations, policies and standard operating procedures of the **Local Government Unit, Municipality of Tuguegarao City**;
- e. The OJT coordinator, her/his representatives, and / or authorized officials of **CCSICT-ISU** the University shall be allowed to visit the students at the **Local Government Unit, Municipality of Tuguegarao City** for purposes of monitoring and evaluating the progress of the students' performance in the OJT program;
- f. The **CCSICT- ISU** and the **Local Government Unit, Municipality of Tuguegarao City** shall require and monitor the daily attendance of the OJT student;
- g. After the completion of the OJT Program the **Local Government Unit, Municipality of Tuguegarao City** shall submit completion report to CCSICT-ISU which form shall be provided by the CCSICT-ISU, for convenience;
- h. The **CCSICT-ISU** and **Local Government Unit, Municipality of Tuguegarao City** shall impart theoretical as well as experiential learning to students; expose them to all facets of business operation relevant, to the objectives of the program, and participate in the final evaluation of the students' on-the-job performance;
- i. Likewise, the students after finishing their OJT Program, are required to submit their comprehensive narrative which shall be submitted to the **CCSICT-ISU** and **Local Government Unit, Municipality of Tuguegarao City**. The narrative report of the on-the-job trainees activities shall serve as one of the requirements for the completion of the course program;

- j. This agreement may be terminated at anytime by either of the parties if in its judgment the welfare and interest of the students and /or the other party is prejudiced. However, fifteen (15) days prior notice will be required for such termination;
- k. The parties shall bear in mind that students OJT Program is intended to develop leadership and technical skills of the students. In view hereof, both parties shall ensure that the OJT students' welfare shall be given paramount consideration. The parties shall not expose OJT students to any danger while performing their OJT activities. They shall likewise be protected against harassment and any act of physical or verbal abuse.

This agreement will be effective on **February to May 2025**, not unless terminated by any of the parties.

IN WITNESS WHEREOF, the parties have hereunto set their hands this day

of _____ 2025 at _____.

**ISABELA STATE UNIVERSITY
CABAGAN CAMPUS**

**PHILIPPINE INFORMATION AGENCY
TUGUEGARAO CITY, CAGAYAN**

Represented by:

Represented by:

EMERSON V. BARCELLANO, Ph.D.
Campus Executive Director

HON. MAILA ROSARIO S. TING-QUE
City Mayor

Signed in the Presence of:

IVY M. TARUN, DIT
Dean, CCSICT

ACKNOWLEDGEMENT

Republic of the Philippines)
Province of Isabela) s.s.
Municipality of _____)

BEFORE ME, a Notary Public for in and in the above jurisdiction, personally appeared the following:

KNOWN TO ME, to be the same person who executed these four (4) pages where this acknowledgement is written and signed by the parties and their instrument witness on each and every page hereof.

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

NOTARY PUBLIC

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



COLLEGE OF COMPUTING STUDIES, INFORMATION AND COMMUNICATION TECHNOLOGY

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

Dear **Madam**:

February 10, 2025
OFFICE OF THE CITY MAYOR
RECEIVED
Date: FEB 10 2025
Time: 4:05 PM
By: [Signature]

The College of Computing Studies, Information and Communication Technology (CCSICT) at Isabela State University, Cabagan Campus, is pleased to announce the commencement of our On-The-Job Training (OJT) program for Bachelor of Science in Information Technology (BSIT) students. This comprehensive program is scheduled to run from February 17, 2025, to May 17, 2025, encompassing 486 hours of practicum, excluding official holidays within the training period.

We kindly invite your office to partner with our BSIT On-The-Job Training program by providing placements for our student trainees. Prior to their deployment, the students have been thoroughly oriented and briefed on the rules, regulations, rights, and responsibilities as on-the-job trainees.

Enclosed is the Memorandum of Agreement (MOA) for your review and approval. This document outlines the details of the partnership and the objectives of our program. We sincerely hope you will consider collaborating with us to help our students gain invaluable practical experience in the field.

Attached are the names of the students and their résumés for your reference. Thank you very much for your attention to this matter. May God bless you abundantly.

Sincerely,

HEHERSON B. ALBANO, DIT
Chairman BSIT Program
09972870403

Noted by:

IVY M. TARUN, DIT
Dean



Republic of the Philippines
ISABELA STATE UNIVERSITY
Cabagan, Isabela



COLLEGE OF COMPUTING STUDIES, INFORMATION AND COMMUNICATION TECHNOLOGY

List of Bachelor of Science in Information Technology (BSIT) OJT Students

1. ACOBA, MELODY R.
2. CELIS, NICOLE Z.
3. MAMAUAG, JAMES C.
4. MASIRAG, JAIZA
5. TUMALIUAN, ABIGAIL T.



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DR. IVY M. TARUN, College Dean, hereinafter referred to as **CCSICT-ISU**;

-and-

The **Provincial Capitol, Ilagan City, Isabela** with office address Carig Sur,
Tuguegarao City, Cagayan, Philippines, herein represented by HON. **MAILA ROSARIO S.
TING-QUE**, City Mayor, hereinafter referred to as **Local Government Unit, Municipality
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- d. While on the **OJT Program**, the students conduct in the training shall be guided by the University rules on students conduct and also pertinent rules and regulations, policies and standard operating procedures of the **Local Government Unit, Municipality of Tuguegarao City**;
- e. The OJT coordinator, her/his representatives, and / or authorized officials of **CCSICT-ISU** the University shall be allowed to visit the students at the **Local Government Unit, Municipality of Tuguegarao City** for purposes of monitoring and evaluating the progress of the students' performance in the OJT program;
- f. The **CCSICT- ISU** and the **Local Government Unit, Municipality of Tuguegarao City** shall require and monitor the daily attendance of the OJT student;
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IN WITNESS WHEREOF, the parties have hereunto set their hands this day

of _____ 2025 at _____.

**ISABELA STATE UNIVERSITY
CABAGAN CAMPUS**

**LOCAL GOVERNMENT UNIT
TUGUEGARAO CITY, CAGAYAN**

Represented by:

Represented by:

EMERSON V. BARCELLANO, Ph.D.
Campus Executive Director

HON. MAILA ROSARIO S. TING-QUE
City Mayor

Signed in the Presence of:

IVY M. TARUN, DIT
Dean, CCSICT

ACKNOWLEDGEMENT

Republic of the Philippines)
Province of Isabela) s.s.
Municipality of _____)

BEFORE ME, a Notary Public for in and in the above jurisdiction, personally appeared the following:

KNOWN TO ME, to be the same person who executed these four (4) pages where this acknowledgement is written and signed by the parties and their instrument witness on each and every page hereof.

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

NOTARY PUBLIC

Dec. No. _____
Page _____
Book No. _____
Series of _____