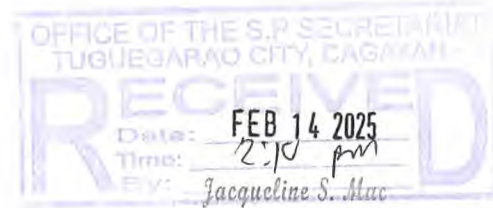




BAGONG PILIPINAS

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 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 International School of Asia and the Pacific relative to the On- The-Job Training of the latter's BS Tourism Management students, for your information and appropriate action.

Thank you!

In the name of public service,

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

Copy furnished:

☐ LYDO





**INTERNATIONAL SCHOOL OF ASIA AND THE PACIFIC**

Alimannao Hills, Peñablanca, Cagayan 3502 Philippines

Telefax No: (+63) (078) 304-1010

Website: [www.isap.edu.ph](http://www.isap.edu.ph)

E-Mail Address: [adminoffice@isap.edu.ph](mailto:adminoffice@isap.edu.ph)



**COLLEGE OF BUSINESS EDUCATION AND MANAGEMENT**  
**TOURISM MANAGEMENT DEPARTMENT**

February 10, 2025

**HON. MAILA TING QUE**

City Mayor  
Tuguegarao City

Through: **DOMINIC B. BAGGAYAN**  
Local Youth Development Officer

OFFICE OF THE CITY MAYOR  
TUGUEGARAO CITY  
RECEIVED  
FEB 13 2025  
Time: 11:20 AM

Honorable Mayor:

Greetings of peace and prosperity!

Our institution's vision and mission are to develop professionally competent and responsible BS Tourism Management students to meet the challenges of this rapidly growing industry.

In this connection, I would like to inform your office that the Tourism Management Department of the INTERNATIONAL SCHOOL OF ASIA AND THE PACIFIC is preparing to expose our fourth-year students to the actual business procedures and practices of organizations through on-the-job training.

This training aims to prepare our future tourism professionals to meet the high expectations of the industry. It is based on the philosophical principle of bridging the gap between theory and practice. Specifically, it aims to expose our students to the real-world perspective of the industry.

Aware of the impressive reputation and performance of your establishment, the school's affiliation committee has favorably recommended the City Tourism Office as a training site. We believe that your office can provide our students with inspiring and relevant experiences that will enable them to realize the value of their chosen profession.

We would like to endorse two (2) of our students for on-the-job training at your agency. They are required to complete 700 hours between March 2, 2025, and May 31, 2025.

The following students are endorsed:

1. Yna Bay Ramos
2. Hazelyn Tarayao

In this regard, we respectfully request your generous approval and support for this endeavor, as we hope to enlist you as one of our industry partners.

Attached are the resumes of our students and the Memorandum of Agreement for your review and approval

Thank you and God Bless!

Respectfully yours,

**LORIE JANE C. MONJE, MSHM**

OJT Coordinator 09554068305 | [htm@isap.edu.ph](mailto:htm@isap.edu.ph)

Endorsed by:

**GERALDINE P. ESPEJO, LPT, MSHM**

Program Coordinator

**MICHAEL C. SULDAN, LPT, MBA**

College Dean

**WINNIE T. CANCEJO, Ph.D**

Vice President for Academic Affairs

**MEMORANDUM OF AGREEMENT  
(ON-THE-JOB-TRAINING PROGRAM)**

This Memorandum of Agreement ("this Agreement") is executed by and between:

**INTERNATIONAL SCHOOL OF ASIA AND THE PACIFIC**, a duly registered academic institution existing by virtue of the laws of the Philippines with principal business address at Alimannao Hills, Peñablanca, Cagayan, represented by its **PRESIDENT, CHRISTIAN R. GUZMAN, Ph.D** hereinafter referred to as the **FIRST PARTY**

-and-

**TUGUEGARAO CITY GOVERNMENT (CITY TOURISM OFFICE)**, a government entity, with office and postal address at Tuguegarao City Hall, Carig Sur, Tuguegarao City, Cagayan 3500 herein represented by its City Mayor, **HON. MAILA TING QUE**, hereinafter referred to as the **SECOND PARTY**.

**WITNESSETH:**

**ARTICLE 1: GENERAL**

This MOA embodies the joint undertaking of the parties and their commitment to observe mutual cooperation and good faith in fulfillment of the objectives set forth. This agreement is based on the principle of reciprocity, equality, and friendly cooperation.

**ARTICLE 2: RESPONSIBILITIES OF THE PARTIES**

**1. FIRST PARTY:**

- 1.1. It shall assign its authorized representative who will coordinate with the **SECOND PARTY'S** representative with regard to the OJT of the Trainees. The representative shall be determined by the **FIRST PARTY**, through the Dean of the College of Business Education and Management (CBEM) in writing;
- 1.2. It shall prepare and submit the list of Trainees to **SECOND PARTY**;
- 1.3. It shall ensure that its student/s must submit themselves to the following:
  - 1.3.1 Submit to the **SECOND PARTY** a list of BS Tourism Management students who will be assigned for the On-The-Job Trainings;
  - 1.3.2 Conduct pre-deployment seminar for the BS Tourism Management students who will undergo OJT, to include topics on Work Ethics, and Proper Decorum
  - 1.3.3 Cause the signing and collect certificate of parental consent from BS Tourism Management students who will undergo internship;
  - 1.3.4 The Certificate of Parental Consent shall provide the provisions for the concurrence of the parents to undergo internship;
  - 1.3.5 The OJT Trainees shall sign a confidentiality agreement as required by the institution in compliance with HIPAA Law;
  - 1.3.6 During their OJT, the students shall strictly comply with the rules and regulations on safety, security, and sanitation measures implemented by the **SECOND PARTY**



- 1.4. Student trainee shall attend the pre-deployment orientation/seminar to be conducted by the **SECOND PARTY**;
- 1.5. Student trainee shall undergo medical examination and secure a Medical Certificate from a public or private physician. The certificate must indicate that a student-trainee is physically fit for undergoing the limited face-to-face internship;
- 1.6. During actual working hours, student trainee must wear appropriate attire;
- 1.7. Student trainee shall accomplish the daily OJT journal to be consolidated and submitted to the **SECOND PARTY** on a weekly basis;
- 1.8. Student trainee shall render a total of seven hundred (700) practicum hours on a face-to-face internship from March 2, 2025 to May 31, 2025, with given 1 week extension inclusion for unforeseen circumstances that the student trainee cannot report to the office. However, given the limited resources and working conditions brought by the pandemic, a flexible working scheme will be given to every student trainee; and
- 1.9. Student trainee shall present and submit to the consolidated Internship Report that contain narrative reports, DTR, sample works, Supervisor's Evaluation and evidence of Competencies.

## 2. **SECOND PARTY:**

- 2.1. It shall provide the venue, equipment, supervision and evaluation, of the work of the Students Trainees necessary for the completion of their OJT;
- 2.2. It shall assign a person to coordinate with the representative of **SECOND PARTY** for all the updates concerning the progress of the trainees within the duration of the OJT. A final evaluation shall be submitted to the **FIRST PARTY** for their student's record. It shall ensure the provision of safe working spaces to student trainees to this effect;
- 2.3. Co-implement the face-to-face internship plan in partnership with the **FIRST PARTY**;
- 2.4. Provide a virtual or face-to-face pre-deployment orientation for the student trainees before they formally start with the internship program;
- 2.5. Immediately inform the school, through the Coordinator, of any concerns related to schedule or problems encountered with the trainees;
- 2.6. Evaluate the performance of the students during the period of the face to face internship program using the form/tool provided by the First Party;
- 2.7. Check the Daily Time Record (DTR) filled-up by the student trainee to be submitted at the end of the OJT program;
- 2.8. Provide opportunities for the students to acquire first-hand knowledge and experience on office situation and establishment routines, specifically on technical and skill related works;
- 2.9. Immediately notify and provide written notice to the **FIRST PARTY** of student intern's breach of contract or misconduct in the internship premises prior to the **SECOND PARTY'S** decision to suspend or terminate the contract; and after observing due process with the participation of the **FIRST PARTY**.

2.10. Participate in the conduct of the Internship Program and Exit Conference.

### **ARTICLE 3: EVENTS OF DEFAULT**

The grounds for blacklisting of the training institution and the HEI found to have committed the violations of the guidelines shall be meted with the appropriate sanctions stated in the CHED Memorandum Order.

### **ARTICLE 4: EXCLUSION OF PARTNERSHIP**

The parties hereto expressly agree that nothing contained or implied in the AGREEMENT shall constitute a partnership of joint venture of the parties hereto or neither do they constitute nor be deemed to constitute any party as affiliate to any party for any purpose whatsoever.

### **ARTICLE 5: NOTICES AND GENERAL MATTERS**

Notice under the agreement may be delivered by hand, by registered mail (which shall be airmailed if possible) or through electronic mail.

### **ARTICLE 6: SEVERANCE**

If any provision of the agreement or part thereof is rendered void, illegal or unenforceable by any legislation to which it is subject, it shall be considered void, illegal or not enforceable only to that extent and no further.

### **ARTICLE 7. CONFIDENTIALITY**

It is understood by the **FIRST PARTY** that all information on technology, manufacturing process, process standards, quality assurance methodologies, quality standards, production capabilities, raw materials purchasing, marketing, finance, and all other related documents, manuals, operations, and technical matters that the **TUGUEGARAO CITY GOVERNMENT (CITY TOURISM OFFICE)**, shall make available to them shall be used for the sole purpose of student training. All of these matters are classified as confidential in nature and propriety to the **TUGUEGARAO CITY GOVERNMENT (CITY TOURISM OFFICE)**, and thereby each student hereby undertakes to prevent transfer such information by any of its members to any party outside the scope of the affiliate company.

### **ARTICLE 8. OWNERSHIP OF OUTPUT AND INTELLECTUAL PROPERTY**

Intellectual properties developed by the student as part of his or her regular Work Immersion duties in the **TUGUEGARAO CITY GOVERNMENT (CITY TOURISM OFFICE)**, and their corresponding copyrights and/or patents shall belong to the **TUGUEGARAO CITY GOVERNMENT (CITY TOURISM OFFICE)**. Intellectual properties developed by the student within his/her regular work Immersion duties in **TUGUEGARAO CITY GOVERNMENT (CITY TOURISM OFFICE)**, and their corresponding copyright and/or patents shall belong to the student, even if the student used time, facilities, materials of the **TUGUEGARAO CITY GOVERNMENT (CITY TOURISM OFFICE)**, unless otherwise stipulated in a separate agreement between the student and his/her parent or guardian and the **TUGUEGARAO CITY GOVERNMENT (CITY TOURISM OFFICE)**. The above provision shall apply in proportion to the intellectual properties developed by the student in case intellectual property is jointly developed by the students with an employee or personnel of **TUGUEGARAO CITY GOVERNMENT (CITY TOURISM OFFICE)**, unless otherwise stipulated in a separate agreement between the student and his/her parent or guardian and the **TUGUEGARAO CITY GOVERNMENT (CITY TOURISM OFFICE)**.

**ARTICLE 9. SEPARABILITY**

The invalidity or unenforceability of any revision of the agreements shall not affect or impair other provisions that are otherwise valid, binding, and effective.

**ARTICLE 10. GOVERNING LAW AND ARBITRATION**

The agreement shall be governed by and construed according to the laws of the Republic of the Philippines.

**ARTICLE 11. ENTIRE AGREEMENT**

The agreement constitutes the entire agreement between the parties, their successors and assignees. Any and all matters or things that the parties may have agreed, but havenot reduced in writing herein, shall be void and ineffective.

**ARTICLE 12. DURATION**

This contract shall be effective from March 2, 2025 to April 1, 2026 or upon the date of approval by the City Mayor subject to renewal unless otherwise sooner terminated whenever both Parties find and prove the continuance of this contract to be inimical to the proper functioning of the company and welfare of its clients;

IN WITNESS WHEREOF, the Parties hereby acknowledge that they have read this Memorandum of Agreement, and both parties agree to all terms and conditions stated herein.

FOR INTERNATIONAL SCHOOL OF  
ASIA AND THE PACIFIC:

FOR TUGUEGARAO CITY  
GOVERNMENT (CITY TOURISM  
OFFICE)

**CHRISTIAN R. GUZMAN, Ph.D**  
President

**HON. MAILA TING QUE**  
Tuguegarao City Mayor

CTC NO. \_\_\_\_\_  
Issued on \_\_\_\_\_  
Issued at \_\_\_\_\_

CTC NO. \_\_\_\_\_  
Issued on \_\_\_\_\_  
Issued at \_\_\_\_\_

Witnesses:

**WINNIE T. CANCEJO, Ph.D**  
Vice President for Academic Affairs  
International School of Asia & the Pacific  
Peñablanca, Cagayan

**MICHAEL C. SULDAN, LPT, MBA**  
Dean, CBEM  
International School of Asia & the Pacific  
Peñablanca, Cagayan

**GERALDINE P. ESPEJO, LPT, MSHM**  
Program Coordinator, BSTM  
International School of Asia & the Pacific  
Peñablanca, Cagayan

**A C K N O W L E D G M E N T**  
Republic of the Philippines     )  
Province of Cagayan            )  
Tuguegarao City                )

BEFORE ME, A Notary Public, this \_\_\_\_\_ day of \_\_\_\_\_ at Tuguegarao City, personally came and appeared and above named persons, who are known to be the same persons who executed and signed the foregoing instrument which consist of FIVE (5) pages including this page, and acknowledge to me that the same is their free and voluntary act and deed.

Witness my Hand and Seal, on the date and place first above-written.

Doc No. \_\_\_\_\_  
Page No. \_\_\_\_\_  
Book No. \_\_\_\_\_  
Series of 20 \_\_\_\_\_

**TARAYAO, HAZELYN-BETH B.**  
Manauan, Rizal, Cagayan  
[hazelynbetht22@gmail.com](mailto: hazelynbetht22@gmail.com)  
+639568265027



**OBJECTIVES**

I am a tourism student looking for On-the-Job Training (OJT) to learn more about the travel and hospitality industry. I enjoy assisting people, planning trips, and learning about different places. I want to improve my customer service and travel planning skills.

**RELATED SKILLS**

- Food hygiene knowledge
- Good communication skills
- Friendly customer service
- Time management & multitasking

**PERSONAL INFORMATION**

Birthdate: November 3, 2002  
Nationality: Filipino  
Civil Status: Single  
Sex: Female  
Religion: Roman Catholic  
Language: Filipino, English

**EDUCATIONAL BACKGROUND**

<b>College Level</b>	<b>:</b>	<b>BACHELOR OF SCIENCE IN TOURISM MANAGEMENT</b> International School of Asia and the Pacific Alimannao Hills, Peñablanca, Cagayan 3502 2021 to present
<b>Secondary Level</b>	<b>:</b>	<b>SENIOR HIGH SCHOOL (ABM)</b> St. Paul University Philippines Mallilin st. Ugac Norte, Tuguegarao City, Cagayan 2018 to 2020
		<b>JUNIOR HIGH SCHOOL</b> Mauanan National High School Mauanan, Rizal, Cagayan 2014 to 2018

**TRAINING AND SEMINARS ATTENDED**

**CONVENTION AND EXHIBITION MANAGEMENT CLASS OF 2023 TAGAYTAY**

"METAMORPHOSIS: A VOYAGE LEADING TOWARDS THE FUTURE GENERATION OF TOURISM PROFESSIONALS"  
"Modern Way of doing Tourism Via Digital Market and Strategic Alliances and Partnership"  
"Building Resilience to Fulfill Work/Life" Harmony Personally and Professionally"  
"Mastering your Trade: Improving Interpersonal Abilities and Thriving as a Tourism Professional"



Summit Ridge Tagaytay  
November 21-23, 2023

**RE-ECHO SEMINAR**

"BUILDING EXPERTISE AND KNOWLEDGE: A CATALYST FOR CAREER  
EXCELLENCE"

International School of Asia and the Pacific  
July 2, 2023

**FILIPINO BRAND OF SERVICE EXCELLENCE SEMINAR**

International School of Asia and the Pacific  
October 16, 2023

**NATIONAL CERTIFICATE II**

TOURISM PROMOTION SERVICES  
Cagayan Proficiency Training Center  
November 2022

**NATIONAL CERTIFICATE II**

FRONT OFFICE SERVICE  
Cagayan Proficiency Training Center  
December 7, 2022

**NATIONAL CERTIFICATE III**

EVENTS MANAGEMENT SERVICES  
CSU Andrews Training and Assessment Center  
November 16, 2022

**CHARACTER REFERENCES**

**LORIE JANE C. MONJE, CTP**

OJT Coordinator  
International School of Asia and the Pacific  
Alimannao Hills, Penablanca, Cagayan, Philippines  
+639554068395

**GERALDINE P. ESPEJO, LPT**

Program Coordinator, Tourism Management  
International School of Asia and the Pacific  
Alimannao Hills, Penablanca, Cagayan, Philippines  
+639274684161

**MICHAEL C. SULDAN, LPT, MBA**

Dean, College of Business Education and Management  
International School of Asia and the Pacific  
Alimannao Hills, Penablanca, Cagayan, Philippines  
+639666111221

I hereby certify that all given information above is true and correct  
to the best of my knowledge and belief.

  
**TARAYAO, HAZELYN-BETH B.**  
Student

**RAMOS, YNA B.**  
Rizal, Kalinga  
[ramosyna20@gmail.com](mailto:ramosyna20@gmail.com)  
+639216426108



**OBJECTIVES**

Passionate hospitality and tourism management student looking for an OJT opportunity to practice customer service skills and contribute to providing excellent guest experiences in a dynamic workplace.

**RELATED SKILLS**

- Good communication and writing skills in Filipino and English language
- Computer Literate in Microsoft Office (Microsoft Word, Publisher, Excel, Powerpoint)
- Ability to work under pressure
- Strong customer service skills

**PERSONAL INFORMATION**

Birthdate: September 23, 2001  
Nationality: Filipino  
Civil Status: Single  
Sex: Female  
Religion: Anglican  
Language: Tagalog, English, Ilocano

**EDUCATIONAL BACKGROUND**

<b>College Level</b>	<b>:</b>	<b>BACHELOR OF SCIENCE IN TOURISM MANAGEMENT</b> International School of Asia and the Pacific Alimannao Hills, Peñablanca, Cagayan 3502 2021 to present
<b>Secondary Level</b>	<b>:</b>	<b>RIZAL NATIONAL SCHOOL OF ARTS AND TRADES</b> Rizal, Kalinga 2015 to 2021

**TRAINING AND SEMINARS ATTENDED**

**NATIONAL CERTIFICATE II**  
TOURISM PROMOTION SERVICES  
Cagayan Proficiency Training Center  
April 5, 2024

**1<sup>st</sup> INTERNATIONAL HOSPITALITY AND TOURISM CONVENTION**  
"Hospitality And Tourism Beyond Borders:  
Navigating The Digital Frontier"  
"Digital Innovation In Hospitality And Tourism: A Success Story"  
"Customer Service Evolves In Digital Realm"

"Entrepreneurship And Emerging Market In The Hospitality And Tourism  
Option"  
Cagayan Coliseum, Tuguegarao City, Philippines  
February 22, 2024

**NATIONAL CERTIFICATE II**  
FRONT OFFICE SERVICES  
Cagayan Proficiency Training Center  
July 8, 2023

**INTERNATIONAL GASTRONOMIC WEBINAR AND CHEF VIRTUAL  
COOKING DEMONSTRATION**  
Alliance of Hospitality and Tourism Movers of the Philippines in partnership  
with Best Gastronomic International, France.  
November 6, 2021

#### CHARACTER REFERENCE

**MS. LORIE JANE C. MONJE, CTP**

OJT Coordinator  
International School of Asia and the Pacific  
Alimannao Hills, Penablanca, Cagayan, Philippines  
+639554068395

**MS. GERALDINE P. ESPEJO, LPT**

Program Coordinator, Tourism Management  
International School of Asia and the Pacific  
Alimannao Hills, Penablanca, Cagayan, Philippines  
+639274684161

**MICHAEL C. SULDAN, LPT, MBA**

Dean, College of Business Education and Management  
International School of Asia and the Pacific  
Alimannao Hills, Penablanca, Cagayan, Philippines  
+639666111221

I hereby certify that all given information above is true and correct  
to the best of my knowledge and belief.

  
**RAMOS YNA B.**  
Student