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Republic of the Philippines  
Province of Cagayan  
**TUGUEGARAO CITY**

**NINTH CITY COUNCIL**

**COMMITTEE REPORT NO. 142-2025**  
June 19, 2025

**Submitted by:**

**COMMITTEE ON EDUCATION**

**PRESENT:**

<b>HON. ARNEL T. ARUGAY</b>	- Chairman (via zom)
<b>HON. CERENE PEARL T. QUILANG</b>	- Member (via zoom)
<b>HON. IMOGEN CLAIRE M. CALLANGAN</b>	- Member (via zoom)
<b>HON. GRACE B. ARAGO</b>	- Member (via zoom)

**RESOURCE PERSONS:**

<b>ATTY. RENZ UMAMBONG</b>	- Executive Assistant IV
<b>MR. DOMINIC BAGGAYAN</b>	- LYDO Head
<b>MR. GILBERT CALUBAQUIB</b>	- CSU Carig Representative

**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 State University – Carig Campus relative to the On-the-Job Training of its Computer Engineering Students.

**FINDINGS:**

1. Hon. Maila Rosario S. Ting-Que indorsed to the Ninth City Council the Memorandum of Agreement between the Tuguegarao City Government and Cagayan State University – Carig Campus relative to the On-the-Job Training of its Computer Engineering Students.
2. The Cagayan State University – Carig Campus is a Higher Educational Institution (HEI) duly organized and existing under the laws of the Republic of the Philippines.
3. There shall be three (3) students who shall undergo 240 hours On-the-Job Training and will be deployed at Information Technology.
4. The On-the-Job Training of the said students will start right after the approval of the said Memorandum of Agreement (MOA) by the Ninth City Council.

## RECOMMENDATION:

Finding the terms and conditions of the Memorandum of Agreement to be in order and beneficial to the constituents of Tuguegarao City particularly the students concerned, the committee recommends the approval of Memorandum of Agreement between the Tuguegarao City Government and Cagayan State University – Carig Campus relative to the On-the-Job Training of its Computer Engineering Students and authorize 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. ARNEL T. ARUGAY**  
Chairman

  
**HON. CERENE PEARL T. QUILANG**  
Member

  
**HON. IMOGEN CLAIRE M. CALLANGAN** OS  
Member

  
**HON. GRACE B. ARAGO** OS  
Member

**DRAFT RESOLUTION APPROVING THE MEMORANDUM OF AGREEMENT (MOA)  
BETWEEN THE TUGUEGARAO CITY GOVERNMENT AND THE CAGAYAN STATE  
UNIVERSITY (CSU) – CARIG CAMPUS FOR THE ON-THE-JOB TRAINING OF ITS  
BACHELOR OF SCIENCE IN COMPUTER ENGINEERING 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 State University (CSU) – Carig Campus has requested the Tuguegarao City Government for the on-the-job training of the following Bachelor of Science in Computer Engineering as part of their curriculum:

- |                             |                         |
|-----------------------------|-------------------------|
| 1. Angela Trixia Mae Nodalo | 3. Princess Ana Catabay |
| 2. Cindy P. Aggabao         |                         |

**WHEREAS**, it is necessary for CSU to enter into a Memorandum of Agreement (MOA) with the Tuguegarao City Government to make the MOA legally binding;

**WHEREAS**, there shall be three (3) students who shall undergo 240 hours On-the-Job Training and will be deployed at Information Technology Office;

**WHEREAS**, the City Mayor, Hon. Maila Rosario S. Ting-Que indorsed to the Ninth City Council the above-stated MOA and requested for an authority to sign for and on behalf of the Tuguegarao City Government the said MOA;

**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 Ninth City Council during their 142<sup>nd</sup> Regular Session held on June 24, 2025 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 State University (CSU) – Carig Campus for the On-the-Job Training of its Bachelor of Science in Computer Engineering students and 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 State University (CSU) – Carig Campus for information and proper action.

## MEMORANDUM OF AGREEMENT

### KNOW ALL MEN BY THESE PRESENTS:

This Memorandum of Agreement is made and entered into in Tuguegarao City, Cagayan, by and between the Cagayan State University (CSU) Carig Campus, represented by Campus Executive Officer **ENGR. ROGER P. RUMPON**, hereinafter referred to as FIRST PARTY, and the Local Government Unit of Tuguegarao City (LGU Tuguegarao), represented by, **HON. MAILA ROSARIO S. TING-QUE, City Mayor**, hereinafter referred to as SECOND PARTY,

WITNESSETH that;

WHEREAS, the Cagayan State University Carig Campus (FIRST PARTY) is a Higher Educational Institution (HEI) duly organized and existing under the laws of the Republic of the Philippines, with main office address located at Carig Sur, Tuguegarao City, Cagayan offering various engineering courses;

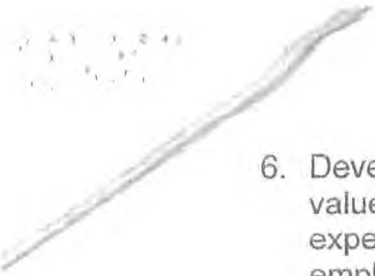
WHEREAS, CSU Carig Campus, has requested for an On-The-Job Training (OJT) of 240 hours for Computer Engineering student;

WHEREAS, LGU Tuguegarao City is a Reputable Host Training Establishment (HTE) duly authorized government agency and with established system of trainings with office address located in Tuguegarao City, Cagayan;

WHEREAS, LGU Tuguegarao City, has granted the request for the On-The-Job Training (OJT) of the students;

WHEREAS, the FIRST PARTY and the SECOND PARTY recognize the need to:

1. Provide students with an opportunity to complement their formal learning with practical knowledge, skills and desirable attitudes and to gain hands on experience in recognized Host Training Establishment;
2. Strengthen the implementation of the local internship through collaborative effort of the academe-industry linkage among the participating HEIs and Partner Institution /establishment;
3. Establish the harmonious collaboration/ linkages between higher education institutions (HEIs) and the Host Training Establishments (HTEs) for the effective implementation of the program to support the educational environment of the student interns;
4. Provide students enrolled in HEIs in the Philippines with opportunities to apply relevant knowledge and skills acquired from formal education to actual work setting provided by reputable HTEs in our country;
5. Enhance the knowledge and skill acquired in formal education of student interns through employer -based training, in order for them to become more responsive to the future demands of the labor market;

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6. Develop the life skills of the student interns, including those relevant to the values of professionalism and work appreciation. The student interns are expected to acquire soft skills necessary to address the demand of the employers such as communication skills, interpersonal skills, financial literacy, etc; and
  7. Acquire a professional work ethic in the course of internship.

NOW THEREFORE, for and in consideration of these above premises and other mutual covenant hereinafter set forth, the parties do hereby stipulate the following:

That CSU Carig SHALL:

1. Formulate local school internship policies and guidelines on selection, placement, monitoring and assessment of student interns;
2. Select the HTEs and ensure acceptability of internship plan and internship venues in order to protect student intern interest;
3. Develop in collaboration with the duly selected HTE an internship contract signed by the student intern specifying goals and objective;
4. Ensure that intern will acquire actual and relevant competencies in each learning area, assignment, and schedule of activities. The internship plan shall part of the internship contract signed by the student intern, HTE and HEI;
5. Assign a coordinator for the student internship programs; and
6. Conduct pre- internship orientation/training to student interns, as a prerequisite to their development to internship venues, on work environment issues, including, but not limited to, proper work ethics and laws against sexual harassment.

That LGU Tuguegarao City, SHALL:

1. Design and implement the internship plan in partnership with the HEI;
2. Encourage student interns to develop their personality and professionalism, and to the extent possible, protect them from physical or moral danger;
3. Assign a point/focal person responsible for the implementation of all phases of the internship;
4. Orient the student interns on the standard rules and regulations of their establishment before signing of contract;
5. Enter into an internship contract/agreement with the student intern;
6. Provide practical training or work experience in accordance with agreed internship plan and schedule of activities;
7. May provide necessary incentives to the student interns as contained in the MOA, such as free duty meals, travel allowance and uniform, if applicable;
8. Ensure that student interns do not perform tasks and duties of regular position in HTEs;
9. Provide supervised applied learning experience for student interns in accordance with agreed internship Plan and schedule of activities;
10. Develop feedback mechanism to student and HEI of the overall implementation of the internship and the student performance;
11. Provide monitoring and evaluation reports or other information on the student intern's performance as may be required by the HEI;
12. Make available, accurate and current records of INTERNS and provide access to HEI of such records while on internship;
13. Notify and provides at least 30 working days written notice to the HEI of a student intern's breach of contract or misconduct in the internship premises prior to HTE's decision to suspend or terminate the contract; and



14. Issue certificates of completion for the student interns not later than two weeks after the completion of internship.

BOTH parties further agree that,

1. Any part hereof is rendered void, illegal or unenforceable by any legislation to which it is subject, it shall be rendered void, illegal or not enforceable only to that extent and no further;
2. The terms and conditions herein shall be held in strict confidence and that no portion or part hereof may be reproduced or be revealed to any personnel or entity other than the signatories herein or their authorized representative;
3. The agreement shall be governed by and construed according to the laws of the Republic of the Philippines.
4. This agreement takes effect on June 2, 2025 until July 12, 2025, or until the required number of hours is complied with by the Trainee during Summer/Midyear 2025 under the School curriculum.

IN WITNESS WHEREOF, the parties have set their hands and cause the signature of their respective representatives to be affixed on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ at Tuguegarao City, Cagayan, Philippines.

**Cagayan State University- Carig Campus**  
FIRST PARTY

**Local Government Unit of Tuguegarao City**  
SECOND PARTY

By:

By:

\_\_\_\_\_  
**ENGR. ROGER P. RUMPON**

\_\_\_\_\_  
**HON. MAILA ROSARIO S. TING-QUE.**

Government Issued ID & No: \_\_\_\_\_

Government Issued ID & No: \_\_\_\_\_

Issued on: \_\_\_\_\_

Issued on: \_\_\_\_\_

Issued at: \_\_\_\_\_

Issued at: \_\_\_\_\_

Signed in the presence of:

**ENGR. JOHN MICHAEL CASIBANG, MR. DOMINIC B. BAGGAYAN**  
**MSCE**

Dean  
College of Engineering and Architecture

Local Youth Development, Officer IV  
Local Government Unit Tuguegarao City