ok

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

OFFICE OF THE S.P SECRETARY
TUGUEGARAO CITY, CAGAYAN
RECEIVED
Date: 02/03/26
Time: 9:07 AM
By :

2 February 2026

THE HONORABLE MEMBERS
Sangguniang Panlungsod
This City

Thru: HON. ROSAURO RODRIGO G. RESUELLO
Vice Mayor and Presiding Officer

Dear ***Honorable 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:

- *City Legal Office*
- *Local Youth Development Office*
- *PSSO*

UNIVERSITY OF CAGAYAN VALLEY
(formerly Cagayan Colleges Tuguegarao)
VICTOR VENTURA PEREZ (VVP) CAMPUS,
TUGUEGARAO CITY, CAGAYAN VALLEY, PHILIPPINES 3500
BALZAIN CAMPUS: (078) 844-1147 Local 218 – (Trunk Line)(078) 844-8978 – (Fax)
Email add: ucv_ccje@ucv.edu.ph
COLLEGE OF CRIMINAL JUSTICE EDUCATION

February 2, 2026

OFFICE OF THE CITY MAYOR
RECEIVED
Date: FEB 02 2026
Time: 2:44 PM
By: Cara

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

Through: **Chief ARTHUR BLAQUERA**
PSSO Head

Dear Ma'am;

Greetings in the Name of the Lord.

In compliance with Commission on Higher Education (CHED) Memorandum Order (CMO) No. 5, Series of 2018, and as duly reflected in the approved curriculum for the Bachelor of Science in Criminology program, students are required to undergo On-the-Job Training (OJT) in recognized Law Enforcement and Public Safety Agencies. This academic requirement is intended to provide students with practical exposure and familiarization with the functions, responsibilities, and operational procedures of local government public safety units, including the Public Safety and Security Office (PSSO).

Accordingly, the students are mandated to complete a total of Five Hundred Forty (540) hours of supervised training to enhance their knowledge, skills, and competencies in the areas of public safety administration, security operations, traffic and crowd management, disaster risk reduction and emergency response, barangay coordination, and community-based safety initiatives. In this regard, your esteemed office would be of invaluable assistance in providing our students with meaningful and relevant learning experiences aligned with the public safety and security mandates of the PSSO.

In view thereof, the undersigned respectfully requests your kind approval and accommodation of the **additional** Criminology students for the said immersion program, scheduled to commence from February to May 2026, from **Monday to Friday, 8:00 A.M. to 12:00 NN and 1:00 P.M. to 5:00 P.M.,** or as may be deemed appropriate by your good office. The OJT students may be assigned to the different PSSO units, teams, or field offices within Tuguegarao City, subject to your office's discretion, to allow them to gain hands-on experience in public safety and security operations while observing established protocols and guidelines.

The College shall designate an On-the-Job Training (OJT) Coordinator who shall maintain close coordination with your office and shall supervise and monitor the students throughout the duration of their training to ensure proper conduct, discipline, and compliance with PSSO rules, regulations, and operational policies.

Attached herewith are the list of students proposed for training, and a copy of the proposed Memorandum of Agreement (MOA) for your review and consideration.

For any questions, clarifications, or concerns relative to this request, you may coordinate with the Dean of the College of Criminal Justice or the designated OJT Coordinator through the following contact details: gaypelyn.casiw@ucv.edu.ph or rufino.culangan@ucv.edu.ph, or via mobile numbers **0967-059-0860 / 0935-883-4694.**

We look forward to your favorable consideration and approval of this request.

Respectfully yours,

RUFINO JUNE Q CULANGAN
OJT Coordinator, CCJE

Noted by:

GAYPELYN M. CASIW, PhD
Dean, CCJE

UNIVERSITY OF CAGAYAN VALLEY
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Email add: ucv_ccje@ucv.edu.ph
COLLEGE OF CRIMINAL JUSTICE EDUCATION

LIST OF OJT STUDENTS/ PSSO

NAME	SEX
1. PADILLON, SHEILLA-MAE, CABILDO	FEMALE
2. ALVARADO, WENDY ANNE MAGUDDAYAO	FEMALE
3. ANCHETA, RUFFA MAE RIOMALOS	FEMALE
4. ARELLANO, ARIANE	FEMALE
5. ASUNCION, REZ MONALIZ AGAG	FEMALE
6. BABARAN, FILJANE A.	FEMALE
7. BADAJOS,MA.KAILA ANGELA BALLAD	FEMALE
8. BAGGAY, MARY-ROSE MALLILLIN	FEMALE
9. BANAN MA.CRISTINA DASSIL	FEMALE
10. BANTASAN, KAYLA MABBORANG	FEMALE
11. BARASI,JOAN BINGAYAN	FEMALE
12. BARRUGA, VILMA ROSE MANDING	FEMALE
13. BELDA, MADEL M.	FEMALE
14. BILGERA, JUDYMAE, PERALTA	FEMALE
15. BLEN REYNALEE AGUADERA	FEMALE
16. BULONG, CLAUDINE, C.	FEMALE
17. CACHOLA GENICA GAIL SALEM	FEMALE
18. CALAYAN SHIELLA TAMAYAO	FEMALE
19. CALISON, KIMBERLY KEITH P.	FEMALE
20. CARAG, NICOLE SOPHIA ANG	FEMALE
21. CAUILAN, CRISTINE JOY UNCIANO	FEMALE
22. CORTEZ, DORIEJANE BARCENAS	FEMALE
23. DACANAY, VIA MAE DELA CRUZ	FEMALE
24. DALIRI, RODALYN BUAZON	FEMALE
25. DALUNGAN, PHOEBE KATE, MAUANAY	FEMALE
26. DAMIAN, KIMBERLEE, RIVERA	FEMALE
27. DECANO, JASTINE JOYCE TAMALIA	FEMALE
28. DECENA, SHERYN M.	FEMALE
29. DEL ROSARIO, KRISHA MAE, HOP	FEMALE
30. DIAMZON, JOYCE ANN, PEREZ	FEMALE
31. DOMINGO KEANNE MITCH BLANCHA	FEMALE
32. ENTELA, AIRA MARIE D	FEMALE
33. ERRO, JONA, MARANION	FEMALE
34. ESMERIA, DENCEE DIAH CABILDO	FEMALE
35. FOLLANTE, CRIZEL JOY Q	FEMALE
36. FRESNIDO, JHONA MHAE LAZARO	FEMALE
37. GACIAS DIANA CLAIRE M.	FEMALE
38. GACIAS DIANA ROSE MAGAUAY	FEMALE
39. GATCHALIAN ERICA PABLO	FEMALE
40. GAYAGOY, JOSEFINA RAMOS	FEMALE
41. GRUMAJE, PEARL JERAMAE C.	FEMALE
42. GUILLEN, KATHLEEN ANGEL BUMANGLAG	FEMALE
43. GUMABAY, LADYLIN IQUIN	FEMALE
44. ICALLA, WINNIE JANE,PEREZ	FEMALE
45. IRIGAYEN, CHRISHA EVEL, BARSABAL	FEMALE
46. LIBAY, MA. MICHELLE TRINIDAD	FEMALE
47. LICUPA, SUMMER ARQUERO	FEMALE
48. LIMBO, MAUIE SANTOS	FEMALE

49. LIMOS,RICA JANE AGLIBOT	FEMALE
50. LUIS, DINNA ELLA VILORIA	FEMALE
51. MARIONGAN, DAISY SOLLER	FEMALE
52. MIJARES, MANILYN JOY BUCATAN	FEMALE
53. MIRAMONTE, JAMIE DELOS SANTOS	FEMALE
54. MORA VICKY JOY T.	FEMALE
55. MORA,KRISTINA UBIÑA	FEMALE
56. PACQUING MYRACLE SIBAY	FEMALE
57. PAGADUAN CAYLYN FUERTE	FEMALE
58. PAGALILAUAN DAISY MALAZZAB	FEMALE
59. PAGUIRIGAN NICA DOMINGO	FEMALE
60. PAGULAYAN DILYNE BEALYSE C	FEMALE
61. PALACPAC, MA. CHRISTINA P.	FEMALE
62. PRIETO, MARY MAE AGUINALDO	FEMALE
63. PULIDO, VALERIE GAILE,CUENCO	FEMALE
64. QUINES, QUEENIE CARIAGA	FEMALE
65. RABANAL, CHANA RANE	FEMALE
66. RIVERA, ANNA MARIE GARCIA	FEMALE
67. ROCA JEDIDIAH P.	FEMALE
68. ROJO, ROSEMARIE	FEMALE
69. SANTOS, ALYSSA ISSY	FEMALE
70. SEMINIANO, RENSY PASCUA	FEMALE
71. SERUT, JESSEL CABUAG	FEMALE
72. SIMANGAN, JOCELYN EVANGELISTA	FEMALE
73. SIRUG, DANICA JANE TERNAL	FEMALE
74. TABLAC, LHENY GRACE V.	FEMALE
75. TADEO, ANGELICA BAUIT	FEMALE
76. TAGACAY, MEYVEL P.	FEMALE
77. TAPPA JEMILYN UGADDAN	FEMALE
78. TOLENTINO, MARY CLAIRE CALLO	FEMALE
79. TORRES, REGINE C.	FEMALE
80. TRINIDAD MARY CHRISTINE M.	FEMALE
81. TRINIDAD, MA. LOVELY JOY D.	FEMALE
82. TRUMATA,JULIEAN GACIAS	FEMALE
83. VIERNES, KIRSTEN MIRO GALAMAY	FEMALE
84. ZAPATA, JOVIE ANN A.	FEMALE
85. BALLAD, JACQUELINE ADDURU	FEMALE
86. MUÑOZ, ABIGAIL ADDATU	FEMALE
87. SANTOS, STEPHANIE ASHLEY	FEMALE
88. SAYON ELAIKA MAE TELA	FEMALE
89. SIDDAYAO ROMALYN BANSAUAN	FEMALE
90. TASI, NERLYN PATTAGUAN	FEMALE
91. SAGUN, MARIA FE V.	FEMALE
92. ABANILLA, AARON, TOLENTINO	MALE
93. ABEL, ROSSEL, B.	MALE
94. ADDATU, VINCE AEROL, CUARTEROS	MALE
95. ADDULAM,CURT,COSTUDIO	MALE
96. ADDURU KERVI SUBAGAN	MALE
97. AGBON MICHAEL JOSH ABEGANIA	MALE
98. AGLANAO, CELDRIHN FORD, B	MALE
99. AGLUBA JANCEN CODINA	MALE
100. ALLAM, EDMARK G.	MALE

101.	ALUNDAY CRIS G.	MALE
102.	ALVAREZ,CYRIL JOHN, TELAN	MALE
103.	ALVAREZ,CYRIL JOHN, TELAN	MALE
104. SORIANO	AMBROSIO, MATTHEW HUMPHREY,	MALE
105.	ANDAL JOHN YVAN RAY DIFUNTORUM	MALE
106.	ANDAM, JAIRIEL, IGNACIO	MALE
107.	ANTONIO, NEIL JAYRONE, DELA CRUZ	MALE
108.	AQUINO HILARIO ROMERO	MALE
109.	ARCONADO MARLON, JR. CACHOLA	MALE
110.	ARNEDO, ZENDRICK	MALE
111.	ASTROLOGIO MICCO G	MALE
112.	ATILANO, JOSHUA PAGAUITAN	MALE
113.	AVE , MARK ANGELO ROBLES	MALE
114.	AYOP JOHN MICHAEL TAGUINOD	MALE
115.	BACCAY, JAY-MAR AREOLA	MALE
116.	BACCAY, JIMMY MALUBAG	MALE
117.	BACULI,TODD GANTER V.	MALE
118.	BADAJOS, KIM REON	MALE
119.	BAGO, WESLEY TAGUINOD	MALE
120.	BAGOYO, LANCE GERALD, MALENAB	MALE
121.	BAGUIO, PAUL VINCENT, BANGAYAN	MALE
122.	BALBIN, DJ JERICHO ACDAY	MALE
123.	BALDUGO, ROWIE, ROSETE	MALE
124.	BALIUAG, KARL JOHN FRIGINAL	MALE
125.	BALLON, VINCENT ARN FRONDA	MALE
126.	BALORAN JHON MICHAEL BATURI	MALE
127.	BALORAN, NEIL-JUN PONCIANO	MALE
128.	BALORAN, WILLIAM UNDIANA	MALE
129.	BANDAL EDMIL BARTOLOME	MALE
130.	BAQUIRAN, ROWELL B.	MALE
131.	BARCELLANO,CRISTIAN MAR,RAMOS	MALE
132.	BARSABAL RAINER DANAO	MALE
133.	BATANG ALDRIN PAGULAYAN	MALE
134.	BATTAD, JUDE MICKEL, OBISPO	MALE
135.	BATUGAL, RODEL RAMIREZ	MALE
136.	BAYAN MARK KYRON SAMONTE	MALE
137.	BERAN GLENARD DOLADO	MALE
138.	BODAY,WALTER PIO MEIG,BULUT	MALE
139.	BOLITIC BERNARD M.	MALE
140.	BRITANIA, ROMAR, PASCUAL	MALE
141.	CABBAT, LYZANDER NICO, QUIDENG	MALE
142.	CABEZA, RAEDEN PAUL OLIVAS	MALE
143.	CACHARO JOHN DALE MARK	MALE
144.	CADAO JOHN MARK C.	MALE
145.	CANGAS MERVIN H	MALE
146.	CAPILI, MARVIN R.	MALE
147.	CARIAGA JOHN DAVON ANONAT	MALE
148.	CARIÑO, MARKNATHANIEL BATANG	MALE
149.	CASTILLEJO, JOHN MARK PONCIANO	MALE
150.	CATOLOS ROBIN S	MALE
151.	CEPEDA DAVE DUMLAO	MALE

152.	CEPEDA, DAVE DUMLAO	MALE
153.	CLEYTHON ZUNIGA DANGUE	MALE
154.	COBALELS, BONIFACIO III B.	MALE
155.	COLLADO MARK BRYAN FERRER	MALE
156. SIMANGAN	COLUMBANO, JANDALE COBEIN,	MALE
157.	CORDIAL RONEL MARQUEZ	MALE
158.	CORPUZ, DEN-MARK, PABLO	MALE
159.	CORPUZ, FREDIE ANTONIO	MALE
160.	CORPUZ, RHOD MICHAIL SAMONTE	MALE
161.	DAGSON, CLARENCE,A	MALE
162.	DAGUIDI ACE SISON	MALE
163.	DARUPAN, MARVIN MAURICIO	MALE
164.	DE DIOS JOHN JASPERS	MALE
165.	DE DIOS, JOHN JASPER	MALE
166.	DELA CRUZ, REYJAN, MANACDAC	MALE
167.	DISCION JHAYVER DAYSOR	MALE
168.	DOMINGO, MYRNAZER JAY, MANUEL	MALE
169.	DONIEGO KIER LUIGI	MALE
170.	DULIN, LAVERNI LEMUEL VARGAS	MALE
171.	DUMLAN,KYLE B.	MALE
172.	ESPRECION,JOHN DAVE B.	MALE
173.	EUSTAQUIO, MARK NEIL P	MALE
174.	FERRER, JAKE ANTONIO	MALE
175.	FLORES,MICKO ,ESPAÑOLA	MALE
176.	FONTIVEROS JHEROME JEYK DIRAIN	MALE
177.	FUGABAN AERON M.	MALE
178.	GABUYO ADELMAR M	MALE
179.	GACIAS, RONALDO VARGAS	MALE
180.	GALUPO, EFREN, PINTUCAN	MALE
181.	GAMPONG JUSTIN MAR DURANTE	MALE
182.	GAMUTAN, WENDEL DAVE A.	MALE
183.	GARO, JOHN CHRISTIAN, AGUSTIN	MALE
184.	GAYUDAN, JAY-MAR S.	MALE
185.	GAZZINGAN,LEOPOLDO,GALINDON	MALE
186.	GORDO KELVIN GONZALES	MALE
187.	GORONIO,RYAN JAY DEFLOR	MALE
188.	GRANDE CHRISTIAN ERL RABILAS	MALE
189.	GUIAWAN, FLORANTE D	MALE
190.	GUMABAY, MARIUS ARVIN M.	MALE
191.	HARVEY JANCEN B. OBILLO	MALE
192.	HOLGADO, RUSTY RODGE D.	MALE
193.	INERE,RAYEN-FREY,LAMORENA	MALE
194.	JOSE NIÑO CABILIS.	MALE
195.	JUDI JAN PHILLIPE	MALE
196.	LAAB, NIMROD CYRUS, HOP	MALE
197.	LAGARE JEFFSON AGTARAP	MALE
198.	LAGUNDI MARK JOSEPH PAMITTAN	MALE
199.	LANGCAY JAYCE BAUAT	MALE
200.	LAZARO, BRICKSTON MARTINEZ	MALE
201.	LILAGAN, JOMEL A	MALE
202.	LIQUIGAN, DARYLL GLENN L.	MALE

203.	LLANTO, JOJERICK, SURIAGA	MALE
204.	LOQUINARIO LARRY ANGELO DAMASO	MALE
205.	LUNA IMOND HENDRIX D.	MALE
206.	MABBA, FREDDIE JR,SALAMERO	MALE
207.	MACAWILI,ROSELITO N.	MALE
208.	MALANA, JOSHUA B	MALE
209.	MAMAUAG,CLYVE RAINNIER,DALIRE	MALE
210.	MAMUAD, ARYLL ACE, NICOLAS	MALE
211.	MANALILI, CURL JUSTINE T.	MALE
212.	MANUEL, JOHN LEE	MALE
213.	MANZANO,AARON JUSTINE,AGOYLO	MALE
214.	MANZO, MARK ODYSSEUS, MALUPA	MALE
215.	MAPE, NEIL CHRISTIAN TAYAD	MALE
216.	MARAMAG, CHRISTLER JAN CALIMAG	MALE
217.	MARIBBAY,JOHN DENVER	MALE
218.	MATAMMU YAJZ DRES	MALE
219.	MILABAO, ABDUL MOHAIMEN	MALE
220.	MOLINA, EMMANUEL JOSE	MALE
221.	MORA MARK JESTER TUMALIUAN	MALE
222.	MUSNGI, JOHN CEDRIC, CALANOGA	MALE
223.	NARAG, KENNETH, ALAN	MALE
224.	NAUI, JERALD CANAYA	MALE
225.	NAVARRETE, JOSHUA EZEKIEL TAMAYO	MALE
226.	NOGUERAS, ALDRIN C.	MALE
227.	OCENAR LEMUEL ANGELO G	MALE
228.	OLAO,JOHN OLIVER,BENWAHEN	MALE
229.	PACION J.P U.	MALE
230.	PALATTAO, RALPH, CATUBAG	MALE
231.	PAMITTAN, ROMAR L.	MALE
232.	PANCHO, FHRANS JHAYZEL EMETERIO	MALE
233.	PANGANIBAN RONAN TAMANG	MALE
234.	PASCUA KELLY ANGULUAN	MALE
235.	PASCUAL KARL ERNEST VON DULIN	MALE
236.	PASICOLAN DENVER JAY D.	MALE
237.	PATAUEG, HAROLD CANGAS	MALE
238.	PERALTA ADRIAN JERONE OLIVA	MALE
239.	PRADES JHON PAUL ORPILLA	MALE
240.	QUEZADA, ALQUIN MAGUDDAYAO	MALE
241.	QUIBAN MARK JOHN PAUL T.	MALE
242.	QUILANG, JEROME MORALES	MALE
243.	RABANAL, EDUARDO T.	MALE
244.	RAMIREZ, LESTER IVAN L.	MALE
245.	RAMIREZ,JHAY-MAR,LOPEZ	MALE
246.	RAMIRO IAN DAVE M.	MALE
247.	RAMOS JOHN PAUL M.	MALE
248.	RIÑOPA ALVIN ANGELO CADIENTE	MALE
249.	ROMANO, JUVER, ESCRITOR	MALE
250.	ROMERO, CASTER	MALE
251.	ROSETE SIGFRID XYRUZ FERRER	MALE
252.	SALAMANCA, JAMES RUSSEL SOCIA	MALE
253. CAINGUITAN	SAMPAYAN, KENETH GLEN,	MALE

254.	SIAN JOEFREY B.	MALE
255.	SILVA BRIAN SIRIBAN	MALE
256.	SILVESTRE, MARK ZEUS, DOMINGO	MALE
257.	SIMANGAN XANDER PHILIMONE BORJE	MALE
258.	SINIGUIAN, EMMANUEL GARCIA	MALE
259.	SOLLER, MC AISON AGBAYANI	MALE
260.	SORIANO MARK ELEAZAR TAPPA	MALE
261.	SORIANO, ROMMIL JOSEPH C	MALE
262.	TABUYO, JOHN LLOYD B.	MALE
263.	TAGUIAM, GZEN MAGALLANES	MALE
264.	TANGONAN, CHRISTIAN CORPUZ	MALE
265.	TANII NICOLAS APIADO	MALE
266.	TANNONG KELLY JET B.	MALE
267.	TAPEC, KEVIN REY PENEYRA	MALE
268.	TEMPORADO JR. NOEL F.	MALE
269.	TERNURA NILO F.	MALE
270.	TRINIDAD, MARK JAYVEEN TUMBALI	MALE
271.	TUGAS, CHRIS JAMES REYES	MALE
272.	TUMALIUAN REYNALDO CONTILLO JR	MALE
273.	TUMALIUAN,JOHNCEN,FURIGAY	MALE
274.	TUNGCUL,KIMJAY,TABIEROS	MALE
275.	TURARAY, AARON, A.	MALE
276.	TURO, MARC ANGELO M.	MALE
277.	UGALI,MICHAEL ANGELO,C.	MALE
278.	UNDAY JAYLORD SIAN	MALE
279.	URIANZA, REIGNHARTT ILAC	MALE
280.	VALIENTE KURT A.	MALE
281.	VASQUEZ, JOHN GABRIEL, B.	MALE
282.	VENTURA MICHAEL CONCORDIA	MALE
283.	VICTORIO MICHAEL ERNEST OMA-AN	MALE
284.	BALINOYOS ALVIN JAY DIAZ	MALE
285.	ANNIBAN RIMAR PALATTAO	MALE
286.	LIQUIGAN PATRICK LUMELAY	MALE
287.	TAGUIAM, YIP T.	MALE
288.	EDA, EMMANUEL MARTIN	MALE
289.	IBAY, MAKX GIORDAN RYE, SERRANO	MALE
290.	MAIZTEGUI, JOHN PATRICK, BUNAGAN	MALE
291.	PAGULAYAN MARC AUREL CONSEJO	MALE
292.	RAMOS, AARON JOHN TALAMAYAN	MALE
293.	SIDDAYAO, LENLIE, VARGAS	MALE
294.	DOMINGO, AERONNE KEARL , ALCAIDE	MALE
295.	BOLANDO, RHASNEL DIAKE, G	MALE
296.	CANAMA GILBERT PADDAYUMAN	MALE
297.	CAPALUNGAN, JOHN CARLO D.	MALE
298.	DALIT, JOHN MARVIN, DAYAG	MALE
299.	ADAJAR, JERICHO CALAGUI	MALE
300.	AQUINO, ALAIN JAY CALIGUIRAN	MALE

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 SECURITY AND SAFETY OFFICE- TUGUEGARAO CITY, a government agency existing under the Philippine laws with office address at 45 Bonifacio St. Tuguegarao City, Cagayan, represented herein by its City Mayor, **HON MAILA ROSARIO S TING-QUE**, hereinafter referred to as the **SECOND PARTY;**

WITNESSETH THAT:

WHEREAS, the **FIRST PARTY,** is a University offering the Bachelor of Science in Criminology which requires 4th year students to undergo On-the-Job-Training consisting of 540 hours in one semester, as mandated by its curriculum.

WHEREAS, the **SECOND PARTY,** whose primary functions include, among others, traffic management and enforcement, and public safety operations, welcomes the immersion of the On-the-Job trainees from the **FIRST PARTY,** who are potential future law enforcers;

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

DUTIES AND RESPONSIBILITIES OF THE FIRST PARTY

1. 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. Provide an OJT Instructor/Coordinator and 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.

3. Meet with the OJT students and Bureau/Office designated representative to discuss and finalize practicum requirements.

4. Identify and select qualified students to undergo on-the-job training experience.

5. Orient the OJT students prior to deployment and to accompany them for proper turn-over to the SECOND PARTY during the endorsement

6. Monitor regularly the OJT students in their workplace and require weekly reports from them.

7. Monitor the safety of student-trainees regarding the conduct of OJT activities based on IATF guidelines and protocols particularly on Minimum Public Health Standard (MPHS)

8. Meet the OJT students every end of the week or as scheduled for feed backing.

OBLIGATIONS OF THE SECOND PARTY

The SECOND PARTY shall designate representative who will be responsible for the following.

1. Orient the students/trainees on the programs and services of the institution policies and procedures and other related matters concerning the institution's operation and placement.

2. Guide the student trainees on matters related to office work in preparation for their professional life.

3. Provide technical, administrative and supportive supervision to the student.

4. Make available their facilities to OJT students for hands-on training.

5. Assess the student's performance periodically; inform the school coordinator as to his/her observations and recommend necessary measures to enhance his/her knowledge, skills and attitudes.

6. It may submit reports to the FIRST PARTY regarding the behavior of the students or problems encountered during the duration of the On-the-Job training.

7. If necessary, provide seminar/training relative to the purpose of On-The-Job training where student-trainees may enhance their skills/knowledge.

8. It shall NOT allow the OJT students to engage in the actual operations of their office where student's life is at risk such as raid, buy-bust operation and execution of search warrant and warrant of arrest.

9. The student-trainees are required to be in the workplace from **Monday-Friday only at 8:00 am-12:00 pm and 1:00-5:00 in the afternoon**. Duties to be rendered during Saturdays and Sundays shall not be counted unless proper coordination to the First Party was made.

10. Monitor the safety of student-trainees regarding the conduct of OJT activities based on IATF guidelines and protocols particularly on Minimum Public Health Standard (MPHS)

11. Provide Certificate of Completion to student-trainees who successfully completed the required number of hours as stipulated in the student's manual; and

12. Recommend to the First Party student-trainee with exemplary performance to be awarded as "OUTSTANDING OJT OF THE YEAR" and be given during the Commencement Exercises.

LIABILITY AND NON-LIABILITY CLAUSE

The Second Party shall not be liable for any accident, injury, illness or death caused to the students-trainees during On-the-Job training when such accident, injury, illness or death is due to force manure or circumstances beyond the control of the Second Party without fault or negligence on the part of the Second Party and Personnel, or when such injury, illness or death is caused by the negligence of the student-trainees or their willful violation of the rules and regulations in the workplace or their non-observance of IATF guidelines and minimum public health standards".

The Second Party shall exercise the diligence of a good father of a family in the supervision of the OJT's while under its care and tutelage. The degree of diligence require by law shall be exercised by both parties.

NON-DISCLOSURE CLAUSE:

It is expressly understood by the Parties and the students that all confidential information acquired by the student-trainees during the course of the training are classified as confidential in nature and disclosure of such information to any other person is prohibited. Otherwise, the second party may take any legal action as appropriate.

EFFECTIVITY AND TERMINATION:

This memorandum of agreement (MOA) shall remain in full force and effect for a period of Three (3) years to commence on **February 4, 2026** and to end on **December 31, 2029**, subject to change upon mutual agreement.

A party herein may cancel or terminate this Agreement before the expiration of its term without the need of judicial action should there be any violation of the terms and conditions herein contained by submitting a written notice of the said violation and termination of the Agreement to the offending party.

This agreement embodies the entire agreement between the parties and any agreement or amendments hereafter made shall be ineffective unless made in writing and signed by both parties hereto.

IN WITNESS WHEREOF, the parties have hereunto affixed their signature on the _____ day of_____, 2026.

For the **FIRST PARTY:**

DR. ESTHER SUSAN N. PEREZ-MARI
University President

For the **SECOND PARTY**:

HON MAILA ROSARIO S TING-QUE
City Mayor

Signed in the Presence of:

Chief ARTHUR BLAQUERA
PSSO Head, Tuguegarao City

RUFINO JUNE CULANGAN
OJT Coordinator, UCV-CCJE

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 ROSARIO S TING-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 five (5) 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 _____