



Republic of the Philippines  
Province of Cagayan  
TUGUEGARAO CITY

OFFICE OF THE CITY MAYOR



22 January 2024

**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 the Cagayan State University relative to the Student Internship Program (SIP) for the latter's Bachelor of Science in Information Systems students.

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.

For your information and appropriate action.

Thank you!

In the name of public service,

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

*Copy furnished:*

- Cagayan State University
- LYDO



**COLLEGE of INFORMATION and COMPUTING SCIENCES**

**CSU Vision**

CSU is a University with global stature in the arts, culture, agriculture and fisheries, the sciences as well as technological and professional fields.

**CSU Mission**

Cagayan State University shall produce globally competent graduates through excellent instruction, innovative and creative research, responsive public service and productive industry and community engagement.

**Core Values**

**Competence**

- Critical Thinker
- Creative
- Problem-Solver
- Competitive Performer: Nationally, Regionally and Globally.

**Social Responsibility**

- Sensitive to Ethical Demands
- Steward of the Environment for Future Generations
- Social Justice and Economic Equity Advocate.

**Unifying Presence**

- Uniting Theory and Practice
- Uniting Strata of Society
- Unifying the Nation, the ASEAN Region and the world
- Uniting the University and the community.

January 19, 2024

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

OFFICE OF THE CITY CLERK  
 TUGUEGARAO CITY  
 JAN 22 2024  
 2:25 PM  
 By: *[Signature]*

Madam:

Greetings!

Part of the academic requirements of the course Bachelor of Science in Information Systems of Cagayan State University – Carig Campus, College of Information and Computing Sciences is to let students undergo industry immersion to broaden the knowledge they have learned in school.

In this regard, may we request your good office to be our partner agency in molding our students to let them realize and experience the true spirit of service and dedication.

May we then ask if you can accommodate the following student(s) of our University to have their on-the-job training in your Office to finish a **five hundred (500)** hours which will commence in February, 2024 until the completion of 500 hours.

**Name of Students**

1. Laconilao, John Russel S.
2. Calimag, Maxene Dorothy O.
3. Bingayan, Marlyne J.
4. Frace, Daryl A.
5. Delcarmen, Benjamin A.
6. Canapi, Joshua M.
7. Carag, Marlene M.
8. Gacufan, John Denver

Should you have any questions, kindly contact me at 0917 8932 041 and/or [kristoffermangussad@csucarig.edu.ph](mailto:kristoffermangussad@csucarig.edu.ph).

Thank you very much and hoping for a positive response on this humble request.

Respectfully yours,

*[Signature]*  
**KRISTOFFER C. MANGUSSAD, MIT**  
 OJT Adviser

Noted By:

*[Signature]*  
**GENERINO P. SIDDAYAO, DIT**  
 College Dean, CICS





## MEMORANDUM OF AGREEMENT

### KNOW ALL MEN BY THESE PRESENTS:

This **MEMORANDUM OF AGREEMENT** is made and entered into by and between:

The **CAGAYAN STATE UNIVERSITY – CARIG CAMPUS, COLLEGE OF INFORMATION AND COMPUTING SCIENCES**, an educational institution represented in this agreement by its Campus Executive Officer, **DR. ARTHUR G. IBANEZ, ASEAN ENGR.** duly authorized for the purpose, with principal office at CSU-Carig Campus, Carig Sur, Tuguegarao City, Cagayan herein referred to as **HIGHER EDUCATION INSTITUTION (HEI)**.

And

The **CITY GOVERNMENT** with official address at Carig Road Tuguegarao City, Cagayan represented by its **HON. MAILA ROSARIO S. TING-QUE, City Mayor**, herein referred to as the **HOST TRAINING AGENCY (HTA)**.

### WITNESSETH

**WHEREAS**, HEI envisions a proficient, competent and committed graduates equipped with the knowledge, skills and positive values demanded by the IT Professionals, and; to produce research and extension-service oriented graduates.

**WHEREAS**, HEI has requested for a five hundred eighty (500) hours Internship/On-the-Job Training of fourth year students in Bachelor of Science in Information Technology (BSIT) program through their internship adviser and the HTA has granted the said request.

**WHEREAS**, to ensure the success of this joint undertaking, it is necessary to extend to each other the needed support and cooperation to accomplish this noble intention.

**WHEREAS**, the HEI and the HTA shall exercise due diligence in the supervision and custody of the interns and shall observe proper health and safety protocols. The HTA shall not be liable for any injury or damage caused to the intern except if caused by bad faith and gross negligence on its part.

**NOW THEREFORE**, for and in consideration of the aforementioned premises, the parties hereby mutually agree and bind themselves to the following:

#### I. Roles and Responsibilities of both parties:

##### A. CSU-Carig Campus as the Higher Education Institution (HEI)

###### 1. Planning / Engaging / Orientation

- a. Formulates local school internship policies and guidelines on selection, placement, monitoring and assessment of student-interns;
- b. Ensures that the student intern/s will acquire actual and relevant competencies in each learning area, assignment, and schedule of activities. The internship plan shall be part of the internship contract signed by the student intern, Host Training Agency (HTA) and Higher Education Institution (HEI).
- c. Executes the duly notarized Memorandum of Agreement (MOA) with HTA and HEI;
- d. Conducts pre-internship orientation/training to student intern/s, as a prerequisite to their deployment to internship venues, on work environment

- issues, including, but not limited to, proper work ethics and laws against sexual harassment and ICT competency development; and
- e. Ensures that all IATF protocols and guidelines are complied to before the deployment; during the internship program; and/or until such required number of OJT hours is delivered at the HTA.

## 2. Monitoring and Evaluation

- a. Safeguards student interns undergoing internship from harassment, exploitation, deplorable training conditions and such other conditions that contravene or defeat the purpose of internship;
- b. Takes appropriate action on any complaint against the student intern/s in accordance with the HEI's policies;
- c. Monitors and evaluates performance of the student intern jointly with the HTA;
- d. Monitors the student intern/s and attends to his/her needs and concerns by coordinating with HTA, CHED and other concerned government authorities if necessary;
- e. Collects copy of duly notarized MOA or training agreement;
- f. Collects weekly progress, accomplishment and evaluation report, and;
- g. Issues a final grade to the student intern/s upon completion of HEI's regulations and on grading system and performance assessment of the HTA.

## B. CITY GOVERNMENT as the Host Training Agency (HTA)

- a. Orients the student intern/s on the standard rules and regulations of their establishment.
- b. Encourages student intern/s to develop their personality and professionalism, and to the extent possible, protect the student interns from physical or moral danger;
- c. Provides opportunities for the trainees to be acquainted on the applicability of theories learned to actual Information Technology related practices and supervisory work.
- d. Develops feedback mechanism to the student intern and to the HEI;
- e. Informs the HEI immediately on any problem that may be encountered with the trainees.
- f. Renders proof of high vaccination rate among employees;
- g. Provides health and safety protocols;
- h. Provides contingency plan when there is/ are COVID19 cases;
- i. Forms a Crisis Management Committee, members of which shall be composed of representatives from both HEI and HTA;
- j. Evaluates the performance of the trainee during the period of the OJT using the evaluation tool provided by the HEI, and;
- k. Issues certificates of completion for the student interns not later than two weeks after the completion of internship.

## II. TERMINATION IN CASE OF DEFAULT

The internship program shall terminate in the following cases:

1. When a student trainee is found to misbehave and/or commit illegal, fraudulent act(s) which is/are in violation of existing standards, rules and regulations.

2. A student trainee commits gross negligence in the performance of his/her assigned work.
3. When an Officer/employee of the HTA sexually abuses, threatens, or commits any act(s) that is/are detrimental to the well-being of the student-trainee.
4. Other analogous cases.

### **III. DEVELOPED SYSTEMS DURING INTERNSHIP**

In case of developed system/software application of any kind by the intern/s, ownership should be mutually bounded in an agreement, co-owned by the HTA and the HEI, all rights and privileges thereto; acknowledgement or recognition of such shall be given to the interns as developers including the advisor/OJT Coordinator-in-charge.

### **IV. NOTICES AND GENERAL MATTERS**

In case of notices or emergencies, the HTA may contact the HEI through the OJT Coordinator or the College Dean using the fastest means of communication for immediate action.

### **V. 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 rendered void, illegal or not enforceable only to that extent and no further.

### **VI. CONFIDENTIALITY**

The student intern/s must maintain confidentiality, when and where appropriate, during and after the internship period of all the data, business or trade secrets where such information is not within the public domain and is indicated or understood to be confidential.

### **VII. SEPARABILITY**

If any provision in this MOA is declared invalid by a competent court and/or laws, the remainder of this agreement or any provision therein will not be affected by such declaration of invalidity and shall remain in force and effect.

### **VIII. GOVERNING LAW AND ARBITRATION**

CHED Memo, Philippine Laws, Jurisprudence concerning rights of students.

**IX. DURATION**

This Memorandum of Agreement shall take effect upon the commencement of the internship/on-the-job training and until its termination or completion, unless otherwise terminated earlier upon mutual consent by both contracting parties.

**IN WITNESS WHEREOF**, the parties have hereunto signed this Agreement at Tuguegarao City, Cagayan, this \_\_\_\_\_ day of \_\_\_\_\_ 2024.

**CAGAYAN STATE UNIVERSITY  
- CARIG CAMPUS**

By:

**ARTHUR G. IBANEZ, Ph.D., ASEAN ENGR.**  
Campus Executive Officer

**CITY GOVERNMENT**

By:

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

Witnesses:

**GENERINO P. SIDDAYAO, DIT**  
Academic Dean

\_\_\_\_\_  
HTA Representative

**KRISTOFFER CALLANGAN MANGUSSAD**

OJT Adviser

**ACKNOWLEDGMENT**

Republic of the Philippines )  
Province of Cagayan ) ss.  
Tuguegarao City )

Personally, came and appeared before me on this \_\_\_\_\_  
2024 in Tuguegarao City, Cagayan, Philippines, DR. ARTHUR G. IBANEZ and CITY  
GOVERNMENT known to me to be the same persons who executed the foregoing  
instrument, and who acknowledged to me that the same are their free act and voluntary  
deed.

**WITNESS MY HAND AND SEAL** on the date and at the place first above-written.

Doc. No. \_\_\_\_\_;  
Page No. \_\_\_\_\_;  
Book No. \_\_\_\_\_;  
Series of 2024.