



Republic of the Philippines
Province of Cagayan
TUGUEGARAO CITY

OFFICE OF THE CITY MAYOR



26 July 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 University of Saint Louis relative to the work immersion of the latter's **Senior High School** students, for your information and appropriate action.

Thank you!

In the name of public service,


MAILA ROSARIO S. TING-QUE
City Mayor

Copy furnished:

- *University of Saint Louis*
- *LYDO (c/o Mr. Dominic Baggayan)*
- *City Legal Office (c/o Atty. Vanessa Herrero-Verbo)*



July 17, 2024

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



Ma'am:

Peaceful greetings!

Our University is committed to provide holistic approach in the development of knowledge, attitudes, and skills of the Senior High School (SHS) students to become competitive, accountable, and responsible professionals in their chosen field of specialization.

In addition, the University is compliant to DO 30, s. 2017 on Work Immersion, which is a key feature of the SHS Curriculum. As specified by the Department of Education, it can be conducted in diverse ways depending on the purposes and needs of learners. USL, a Catholic institution, complies with DepEd in responding to the following objectives for work immersion among the learners, which are: 1) to become familiar with workplace; 2) for employment simulation; 3) to apply their competencies in areas of specialization/ applied subjects in authentic work environments.

USL recognizes that part of the learning process is to expose the SHS students to learning opportunities where the different concepts, theories and framework mastered in the classroom are empirically observed and applied in actual work situations. It is for these reasons that the University considers your agency as one of its partner agencies in realizing the objectives earlier cited. In this regard, may we request your good office to accommodate our students. Through your help, we believe that you can provide them with the much-needed training/ exposure.

The Work Immersion of the SHS students under the ABM, HumSS and STEM Non-Health strands are proposed to start on September 23-October 4 for Batch 1, October 7-18 for Batch 2 and October 21- November 8 for Batch 3 (*Note: October 28- November 1 is an academic break*) and they should render 80 hours of exposure/training on your company.


Attached herewith are the pertinent documents for your perusal. For any query regarding the said request, please contact the Immersion Head, Ms. Jeremae V. Sagario, through 09687569489.

We look forward to partnering with you in providing relevant work experiences leading to their preferred college course.

Very truly yours,


JEREMAE V. SAGARIO, MST
Immersion Area Head

Noted by:


EMILY T. MABORANG, PhD.
Assistant Vice President for Basic Education/Principal

Cc: University President



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CONFIRMATION SLIP

Date: _____

Dear: _____

This is to confirm our partnership as regards the off-campus work immersion of the Grade 12 ABM, HumSS and STEM Non-Health students starting on September 23-October 4 for Batch 1, October 7-18 for Batch 2 and October 21- November 8 for Batch 3 (*Note: October 28- November 1 is an academic break*).

I carefully reviewed the documents you sent me and based on the given number of students and time duration; we may accommodate the following:

Student College Course Preference	Supervisor in-charge	Number of students to be accommodated per batch
Bachelor of Arts major in Political Science		
Bachelor of Science in Public Administration		
Bachelor of Science in Legal Management		
Bachelor of Science in Business Administration – Financial management		
Bachelor of Science in Accountancy		
Bachelor of Science in Business Administration –Marketing management		
Bachelor of Science in Aeronautical Engineering		
Bachelor of Science in Architecture		
Bachelor of Science in Chemical Engineering		
Bachelor of Science in Civil Engineering		
Bachelor of Science in Computer Engineering		
Bachelor of Science in Electrical Engineering		
Bachelor of Science in Interior Design		
Bachelor of Science in Geodetic Engineering		
Bachelor of Science in Mechanical Engineering		
Bachelor of Science in Information Technology		

(Note: You may attach other files if needed)

If you have questions, please contact _____ directly through _____.



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MEMORANDUM OF AGREEMENT

KNOW ALL MEN BY THESE PRESENTS:

This agreement is made and entered by and between:

The **UNIVERSITY OF SAINT LOUIS TUGUEGARAO** with official address at Mabini Street, Tuguegarao City, Cagayan, represented in this agreement by **EMILY T. MABBORANG, Ph. D.**, Assistant Vice President for Basic Education/Principal, hereinafter referred to as the **FIRST PARTY**:

-and-

TUGUEGARAO CITY HALL, with the official address at Carig, Tuguegarao City, represented in this agreement by **HON. MAILA ROSARIO S. TING-QUE**, City Mayor, herein after referred to as the **SECOND PARTY**:

WITNESSETH- That

WHEREAS, USL envisions an integral human formation of the youth who will become mature Christians and active members of the Church. In order to achieve this vision, the school orients and directs its programs and activities towards the promotion of human dignity and well-being which leads to the development of the total person who is able to take up his/her responsibilities in the church and the world;

WHEREAS, USL has requested for a work immersion training of # Grade 12 Science Technology Engineering and Mathematics Non-Health (STEM NH), # Grade 12 Accountancy, Business and Management (ABM) and # Grade 12 Humanities and Social Sciences students;

No.	Name of Student	Section	College Course Preference
BATCH 1 (September 23- October 4, 2024)			
1			
BATCH 2 (October 7-18, 2024)			
1			
BATCH 3 (October 21- November 8, 2024)			
1			

WHEREAS, TUGUEGARAO CITY HALL has granted the request of the work immersion of the students;

WHEREAS, the **SECOND PARTY** agrees to accommodate and provide to the students of the **FIRST PARTY** the work immersion as a requirement in Senior High School;

WHEREAS, the first party requires at least 80 hours of training for the students at the **SECOND PARTY'S** office/school;

NOW THEREFORE, for and in consideration of the concerns and purposes of both parties, they voluntarily agree and stipulate the following terms and conditions:

That the **FIRST PARTY** shall:

1. identify and indicate the SHS track/s, strands, and/ or specialization/s which will be the subject of the partnership.
2. designate a person in charge of coordinating with the second party and supervising the activities of the students for the duration of the work immersion program.
3. monitor each student's progress throughout the duration of the entire work immersion program so as to make sure that the tasks assigned to each student are meaningful, challenging, and applicable to his/her particular programs, and are able to maximize the quality of the learning experience.
4. provide the second party an evaluation tool for the students' work immersion performance.





5. issue a grade to the student upon completion of the requirements based on existing policy within prescribed period.
6. provide the **SECOND PARTY** a Certificate of Appreciation in the SHS immersion program in acknowledgment to their support and active participation.

USL-SHS student shall:

1. submit a certificate of parental consent waiving any responsibility of the school and the cooperating agency for any untoward incident caused by circumstances beyond control in the performance of their functions while under work immersion.
2. wear the Immersion shirt while undergoing work immersion.
3. shoulder all the expenses related to work immersion. No compensation shall be received by the student while undergoing work immersion.
4. be prohibited from bringing out any cooperating agency's equipment, documents, supplies, etc. unless instructed by the supervisor.
5. be prohibited from bringing into the cooperating agency any dangerous weapon and/or prohibited drugs.
6. not enter the cooperating organization's premises if the student is under the influence of liquor or prohibited drugs.
7. ensure that all information written and heard about the cooperating agency in strict confidentiality.
8. abide by the rules and regulations of the cooperating agency.
9. time in and out, morning and afternoon during the duration of the immersion.
10. render forty (80) hours of immersion as prescribed in the curriculum.

Note: A student who gets absent for a maximum of eight (8) hours without valid reason shall be dropped from the immersion.

That the **SECOND PARTY** shall:

1. conduct an orientation on the company's rules, policies and guidelines regarding work immersion.
2. assign a supervisor to guide and assist the student.
3. provide the student with relevant and meaningful activities that will further enhance his/her knowledge and skills on his/her field of specialization.
4. notify the school, through the work immersion adviser, of any problem regarding the student-trainee.
5. notify the school, through the work immersion teacher, of any move to terminate, due to reasonable cause, the training of any student.
6. provide safe working condition/environment for the student.

NOTE: The partner agency shall notify the school through the Work Immersion Area Coordinator and/or Work Immersion Teacher for any field work that may be required of the student and hence requires the student a separate Parental Consent for this purpose.



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Both the USL-SHS and the TUGUEGARAO CITY HALL shall:

1. form a joint steering committee to monitor the progress of the partnership and to make sure that provisions of this Memorandum of Agreement (MOA) are met.
2. adhere to all laws, memorandums, and circulars, especially those pertaining to child protection as provided for in the guidelines for work immersion.
3. develop a work immersion daily schedule of activities that will be followed by the students during the whole duration of the work immersion program.
4. formulate local and schoolwork immersion policies and guidelines on selection, placement, monitoring, and assessment of students to ensure that each student is assigned to an immersion partner matched to his/her desired track, qualifications, and aptitude.

Work Immersion Area Coordinator/Work Immersion Teacher shall:

1. make necessary representations with prospective cooperating agency.
2. prepare the Memorandum of Agreement (MOA) with the cooperating agency.
3. orient the student on policies, rules and guidelines of the work immersion.
4. assign student to the different cooperating agencies corresponding to their strand.
5. conduct regular monitoring through actual personal visit, phone calls, emails etc. of the student's performance and behavior during the work immersion.
6. receive complaints/suggestions/recommendations from cooperating agency and shall act on all matters with due consultation with the Principal and/or Asst. Principal, regarding the student.
7. with the concurrence of the principal, have the prerogative to discontinue the training of any student on reasonable grounds after a written communication with the cooperating employer.

The **UNIVERSITY OF SAINT LOUIS** and **TUGUEGARAO CITY HALL** shall coordinate with each other through the immersion teacher concerned, in the discharge of their respective functions by holding regular consultation.

With concurrence of both parties, this contract is valid during the training period of the students on **September 23- October 4, 2024 for Batch 1, October 7-18, 2024 for Batch 2, and October 21- November 8, 2024 for Batch 3 or upon reaching the prescribed number of work immersion hours, which ever will come first.**

IN WITNESS THEREOF, the parties hereto affix their signatures on this instrument in Tuguegarao City, Philippines this _____.

HON. MAILA ROSARIO S. TING-QUE
City Mayor

Tuguegarao City Hall

EMILY T. MABBORANG, Ph. D
Assistant Vice President for Basic
Education/Principal
University of Saint Louis Tuguegarao

Witnesses:

Tuguegarao City Hall

LOVELY JOY O. RUIZ, MST
Assistant Principal for Academics
University of Saint Louis Tuguegarao



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