



Republic of the Philippines  
Province of Cagayan  
Tuguegarao City

**OFFICE OF THE CITY MAYOR**



23 February 2024

**THE PRESIDING OFFICER AND MEMBERS**

Sangguniang Panlungsod  
This City

**Dear Presiding Officer and Members of the Sanggunian:**

We would like to request for a resolution authorizing the undersigned to represent, enter and sign on behalf of City Local Government Unit-Tuguegarao in the attached draft Memorandum of Agreement with Cagayan State University *re.* Practicum Program of identified 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 and best regards.

In the name of public service,

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



COLLEGE OF ALLIED HEALTH SCIENCES

CAHS-5604-EC-2024-2-5

February 22, 2024

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

OFFICE OF THE CITY MAYOR

RECEIVED

Date: FEB 23 2024  
Time: 8:20 AM  
By: [Signature]

Thru: Dr. JOSEFINA C. CHUA  
City Health Officer

Dear Ma'am/Doctor:

Peace be with you!!

We are pleased to inform your good office that Cagayan State University- College of Allied Health Sciences will deploy BS Public Health Interns in your prestigious institution starting February 5 to July 31, 2024. We believe that the opportunity to rotate for one (1) month in your agency will enhance their skills in areas relative to their field of specialization.

We hope that you can accommodate five to six (5-6) student interns (to be divided in areas of assignment) for each rotation, to wit:

City Health Office, Tuguegarao City

1. Admission, Examination, Consultation Department - - - - - 1 month

In light of the above, we would like to formally request the continuation of our partnership and please consider this letter of request as an official expression of our intent to collaborate again with your Institution for the said endeavor.

Thank you very much for your continued support to all the endeavors of CSU especially in strengthening the academic foundation of students. After all, we consider your respective institution as our partner in health care and health care systems development.

Respectfully yours,

[Signature]  
VILMA T. VILLALUZ, RM, MPH  
Department Chair- BSPH

Noted by:

[Signature]  
JULIUS T. CAPII, RMT, MPH, PhD, DPASMAP  
College Dean

0975 754 2081 - VILMA

## MEMORANDUM OF AGREEMENT

### KNOWN ALL MEN BY THESE PRESENTS:

This Memorandum of Agreement made and entered into by and between:

The **CITY HEALTH OFFICE OF TUGUEGARAO**, a Local Government Unit duly constituted under existing laws of the Republic and with principal office at Tuguegarao City Cagayan, Philippines, herein represented by its, **City Mayor, Hon. MAILA ROSARIO S. TING-QUE** hereinafter referred to as the "FIRST PARTY"

-and-

**Cagayan State University - ANDREWS CAMPUS**, an educational institution duly recognized by appropriate agencies of the government with office address at Caritan Sur, Tuguegarao City represented in this act by its **OIC President, DR. ARTHUR G. IBAÑEZ, ASEAN ENGR.** hereinafter referred to as the "SECOND PARTY";

### WITNESSETH:

**WHEREAS**, the **FIRST PARTY** manages the City Health Office and influences the operation of Barangay Health Station's facilities and structures strategically located within Tuguegarao City, Province of Cagayan;

**WHEREAS**, as a matter of policy and prevailing rules and regulations, the **FIRST PARTY** will be utilizing the City Health Office, Barangay Health Stations and its corresponding facilities and structure to afford Bachelor of Science in Public Health students to fulfill their academic requirements for the completion of their course preparatory to the practice of their profession;

**WHEREAS**, the **SECOND PARTY** has expressed its desire to avail of the health facilities and structures managed by the **FIRST PARTY** for the proper training of its Bachelor of Science in Public Health students, and agrees to affiliate with the **FIRST PARTY**;

**NOW, THEREFORE**, for in consideration of the foregoing premises and of the mutual covenants and stipulations hereinafter set forth, the parties have agreed as follows:

#### 1. Responsibilities of the **FIRST PARTY**:

- a. Provide maximum opportunity for Bachelor of Science in Public Health students to gain experience and training in the admission section, examining room, consultation room, laboratory and barangay health stations where they shall be assigned and other facilities as warranted;
- b. Permit the attendance or participation of Bachelor of Science in Public Health students to activities of the City Health Office like clinical conferences and other specific health professional programs of the health centers;

Hon. MAILA ROSARIO S. TING-QUE

c. Enforce rules and regulations regarding the admissions, supervision and training of Bachelor of Science in Public Health students as prescribed by the **FIRST PARTY** through its authorized body. The City Health Officer as the Chief Administrator of the **FIRST PARTY** shall have the right to terminate the affiliation of any Bachelor of Science in Public Health students who fails to comply with the policies and rules and regulations of the agency, or those who commit acts or errors detrimental to the health and safety and welfare of the patients, clients or personnel of any of the health facilities managed/supervise by the **FIRST PARTY**;

JOSEFINA C. CHUA, MD, MPH

d. The **FIRST PARTY** shall provide Bachelor of Science in Public Health students of the **SECOND PARTY**, whose names appear in the list of students, copy of which is attached hereto and forms an integral part of this Agreement as ANNEX "A", one (1) area within the health office for the clinical rotation plan for the affiliating students and which be an integral part of the necessary Related Learning Experience;

## 2. Responsibilities of the **SECOND PARTY**

DR. ARTHUR G. IBANEZ, ASEAN ENGR.

a. Provide the **FIRST PARTY** with pre-affiliation academic records, health clearance and security clearances for each Bachelor of Science in Public Health students;

b. Submit to the **FIRST PARTY** a certified list of Bachelor of Science in Public Health students and the clinical areas where they are to undergo training;

c. Provide qualified Clinical Instructor, in the premises of the City Health Office/ Barangay Health Station to monitor and evaluate the Bachelor of Science in Public Health students' performance in the entire period of Related Learning Experience;

d. Coordinate with the City Health Officer and the Public Health Nurse or any of its duly assigned personnel of the health center regarding the rotation of assignments, training and discipline of students, special holidays, convocations and other allied matters;

e. Prepare the interns to be highly employable in their institution & become priority applicants for hiring Public Health Practitioners.

## 3. Limitations of Interns:

RAMON HENRY PEREGRINO O. KANAPI, RN, MSN

a. The ratio of Clinical Instructor to students in the area is one is to ten (1:10 students) per group;

b. To expedite learning experiences, at least two (2) students can be assigned in one unit/department of the City Health Office/Barangay Health Station at one time. Rotations should be made with reference to the schedule prepared by the Clinical Instructors and approved by the City Health Officer.

c. The deployment of student affiliates shall be governed by the following guidelines:

VILMA T. VILLALUZ

i. The **SECOND PARTY** submits a request to the City Mayor of Tuguegarao and the City Health Officer for the rotation of its student. The request shall contain the name of the students to be assigned at a specific area and the duration of the rotation and/or assignment.

ii. The **City Health Officer** approves the same and issues a Rotation Plan for the Bachelor of Science in Public Health students affiliate indicating the names and the duration of their stay in a given area of assignment.

d. In no case shall the **City Health Officer** allow the deployment of affiliate Bachelor of Science in Public Health students without an approved Rotation Plan.

Hon. MAILA ROSARIO S. TING-QUE  
JOSEFINA C. CHUA, MD, MHA  
DR. ABRAHAM G. IBANEZ, ASEAN ENGR.  
DR. APRIOR G. IBANEZ, ASEAN ENGR.  
DR. APRIOR G. IBANEZ, ASEAN ENGR.  
DR. APRIOR G. IBANEZ, ASEAN ENGR.  
RAMON HENRY PEREGRINO O. KANAPI, RN, MSN  
JULIUS T. CAPILI, PhD  
VILMA Y. VILLALBA

**4. Duration of this Agreement:**

This agreement shall be effective from the date of its execution hereof until the end of the current academic year, renewable every year, thereafter, subject to such terms and conditions that both parties may mutually agree on.

This agreement may be revoked or terminated within the said period subject to reasonable notice or respond.

**5. General Policies:**

- a. In no case that the interest and welfare of the patients be subordinated to the conduct of training and affiliation;
- b. The **FIRST PARTY**, through its duly designated City Health Office Official may require the Bachelor of Science in Public Health students affiliates to wear proper uniform, wear school ID with identifications tag, sign attendance sheets, submit reports and perform such other duties and responsibilities which the **FIRST PARTY** or its duly designated City Health Office Official may deem necessary in accordance with clinical focus for the proper and effective monitoring of attendance, behavior and performance of students;
- c. Each party, namely, the student/s, the Institution and the host training establishment, shall answer for losses and damages arising from any accident, act or omission, directly attributable to its fault or negligence, which may cause death or bodily injury to a person, or loss of damages to property, by or on account of the performance of the respective obligations by the parties under this agreement.
- d. No amendment, modification or alteration of the provisions of this agreement shall be binding on the parties hereto, unless done in writing duly signed by both parties and approved by the proper authorities.

**6. Severability Clause:**

In any portion or provision of this Act are declared void or unconstitutional, the remaining portions or provisions thereof shall not be affected by such declaration.

  
JULIUS T. CAPILI, PhD

  
VILMA Y. VILLALBA

Tuguegarao City of Cagayan, March 4 to July 2024.

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

**DR. ARTHUR G. IBAÑEZ, ASEAN ENGR.**  
OIC President  
Cagayan State University

Witnesses:

Witnesses:

**JOSEFINA C. CHUA, MD**  
City Health Officer  
Tuguegarao City, Cagayan

**RAMON HENRY PEREGRINO O. KANAPI, RN, MAN**  
Campus Executive Officer- CSU-Andrews

**JULIUS T. CAPI, RMT, MPH, PhD**  
College Dean

**VILMA T. VILLALUZ, RM, MPH**  
Department Chair, Public Health Program