

Republic of the Philippines
Province of Cagayan
TUGUEGARAO CITY

NINTH CITY COUNCIL

COMMITTEE REPORT

July 10, 2024

COMMITTEE ON EDUCATION

PRESENT:

HON. ARNEL T. ARUGAY	- Chairman
HON. MARIA ROSARIO B. SORIANO	- Vice Chairman <i>via zoom</i>
HON. GRACE B. ARAGO	- Member
HON. IMOGEN CLAIRE M. CALLANGAN	- Member <i>via zoom</i>
HON. CERENE PEARL T. QUILANG	- Member <i>via zoom</i>

FOR THE PRESIDING OFFICER:

The committee met and deliberated on the referral:

COMMITTEE REPORT NO. 199-2024

SUBJECT:

Letter of the SIP Coordinator, Cagayan State University-Carig Campus, Mr. Arjay P. Gumabay, to the City Vice Mayor, Hon. Bienvenido C. De Guzman II, on the draft Memorandum of Agreement between the City Government of Tuguegarao-Office of the Vice Mayor/Legislative and Cagayan State University-Carig Campus for the Student Internship Program (SIP) of its Bachelor of Science in Public Administration students.

FINDINGS:

1. Hon. Bienvenido C. De Guzman II, City Vice Mayor and Chairman of the Ninth City Council deliberated on the letter addressed to him from the SIP Coordinator of Cagayan State University-Carig Campus, Mr. Arjay P. Gumabay on the draft Memorandum of Agreement between the City Government of Tuguegarao-Office of the Vice Mayor/Legislative and Cagayan State University-Carig Campus for the Student Internship Program (SIP) of its Bachelor of Science in Public Administration students.
2. Higher Education Institution (HEI) envisions a proficient, competent and committed graduates equipped with the knowledge, skills and positive values demand by the need for Public Administration Professionals and to produce research and extension-service oriented graduates.
3. There shall be four (04) students who will be deployed at the Office of the City Vice Mayor, LGU Tuguegarao City and they shall render a total of three hundred (300) office hours for the said training.

Adopted during the 100th RS - 7/16/2024

4. The On-the-Job Training of the students will start after the approval of the herein Memorandum of Agreement by the Ninth City Council.


RECOMMENDATION:

Finding the terms and conditions of the Memorandum of Agreement (MOA) to be in order and beneficial to the constituents of Tuguegarao City particularly to the students concerned, the Committee recommends the approval of the Memorandum of Agreement between the Tuguegarao City Government and Cagayan State University relative to the Student Internship Program (SIP) for the latter's Bachelor of Science in Public Administration and authorizing the City Vice Mayor, Hon. Hon. Bienvenido C. De Guzman II to sign for and on behalf of the Tuguegarao City Government the said MOA.

Respectfully submitted:


HON. ARNEL T. ARUGAY
Chairman


HON. MARIA ROSARIO B. SORIANO
Vice Chairman


HON. GRACE B. ARAGO
Member


HON. IMOGEN CLAIRE M. CALLANGAN
Member


HON. CERENE PEARL T. QUILANG
Member

DRAFT RESOLUTION APPROVING THE MEMORANDUM OF AGREEMENT (MOA) WITH THE CAGAYAN STATE UNIVERSITY – CARIG CAMPUS (CSU) FOR THE STUDENT INTERNSHIP PROGRAM (SIP) OF FOUR (4) BACHELOR IN PUBLIC ADMINISTRATION (BPA) STUDENTS AND GRANTING AUTHORITY TO THE CITY VICE MAYOR, HON. BIENVENIDO C. DE GUZMAN II, TO SIGN THE SAID MOA

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 thereby helping them put to practice their learnings in school;

WHEREAS, the Cagayan State University-Carig Campus (CSU) has requested the Office of the City Vice Mayor for the Student Internship Program of four (4) Bachelor in Public Administration (BPA) as part of their curriculum:

- | | |
|--------------------------|------------------------------|
| 1. Kaycel A. Baccay | 3. France Danielle G. Tattao |
| 2. Shaine Mae R. Hilario | 4. Mac Creindelle G. Riñopa |

WHEREAS, it is necessary for CSU to enter into a Memorandum of Agreement (MOA) with the Office of the City Vice Mayor,

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 100th Regular Session held on July 16, 2024 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) with the Cagayan State University – Carig Campus for the Student Internship Program (SIP) of four (4) Bachelor in Public Administration (BPA) students and to grant authority to the City Vice Mayor, Hon. Bienvenido C. De Guzman II, to sign the said MOA.

RESOLVED FURTHER, to furnish a copy of this Resolution to the Cagayan State University – Carig Campus, for information and proper action.

MEMORANDUM OF AGREEMENT

KNOW ALL PERSONS BY THESE PRESENTS:

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

The **CAGAYAN STATE UNIVERSITY – CARIG CAMPUS**, a state-owned **HIGHER EDUCATION INSTITUTION** with office address at Carig, Tuguegarao City, Cagayan Philippines represented by the Campus Executive Officer, **Engr. ROGER P. RUMPON, MSc**, herein referred to as the **“FIRST PARTY”**.

-and-

The **CITY GOVERNMENT OF TUGUEGARAO-OFFICE OF THE VICE MAYOR/LEGISLATIVE** address at Regional Government Center, Carig Sur, Tuguegarao City, Cagayan represented by **HON. BIENVENIDO C. DE GUZMAN II** herein referred to as **“COOPERATING AGENCY”**.

WITNESSETH:

WHEREAS, the CSU particularly the College of Public Administration is offering Bachelor in Public Administration program which is designed to produce competitive graduates who should serve the government and NGOs as technical researchers, policy analysis, planners, specialist, development managers and executives;

WHEREAS, to achieve the goal of the program, the **CAGAYAN STATE UNIVERSITY- COLLEGE OF PUBLIC ADMINISTRATION (CSU-CPAd)**, designed its curriculum in such a way that students are given the chance to immerse in government agencies to experience and observe the application of concepts, theories and principles in managing the National Line Agencies, Government Units and other Recognized Organizations through the Student Internship Program (SIP);

WHEREAS, in pursuance to program goal, Student Internship Program (SIP) is offered as a 6-unit subject to incoming senior Bachelor in Public Administration, every summer of an academic year;

WHEREAS, SIP is an off-campus activity primarily aimed at exposing the incoming senior students to provide tertiary students enrolled in Higher Education Institutions (HEIs) in the Philippines the opportunity to acquire practical knowledge, skills, and desirable attitudes and values in reputable establishments/industries in our country; enhance the students' work competencies, and discipline as they relate to people in the workplace; promote competitiveness of students through their training; strengthen and enrich the degree programs in HEIs; provide opportunities to learn from

and network with experienced professionals; handle new challenges and complex tasks or problems; and identify future career directions and become candidates for future job opening;

WHEREAS, through SIP, the incoming senior BPA students are required to undergo immersion to National Line Agencies, Government Units and other Recognized Agencies for the duration of 300 hours;

WHEREAS, to realize the SIP goals, a strong partnership between CSU-CPAd and its Cooperating Agency necessitates a forging of a Memorandum of Agreement;

NOW THEREFORE, in consideration of the aforementioned premises, the CSU-CPAd and the Cooperating Agency hereby mutually agree and bind themselves to the following conditions:

A. Responsibilities of CSU-CPAd

1. Evaluates academic record of students as basis for deployment to the different cooperating agencies;
2. Coordinates with the Head of the Cooperating Agency for the development and proper monitoring of the SIP students;
3. Conducts orientation seminar among SIP students and representative of Cooperating Agencies on OJT policies and guidelines before the actual immersion of SIP students;
4. Assigns a faculty to serve as an SIP coordinator with a teaching equivalent of (108 hours) to monitor the SIP students deployed in the different Cooperating Agencies and to conduct regular meetings to monitor the progress report and thresh out problems encountered by the students;
5. Requires and collects from SIP students before their actual deployment to their respective Cooperating Agencies, a duly accomplished Parent's Waiver;
6. Monitors through the SIP Coordinator the proper execution of the following policies of the SIP students:
 - a. Execution of the Student Work Plan designed to be completed by the intern for the whole duration SIP;
 - b. Attendance in the orientation seminar in the agency where they are deployed;
 - c. Observance of rules and regulations of the cooperating agency;
 - d. Observance of SIP dress code and wearing of school ID while on internship;
 - e. Use of Daily Time Record (triplicate) properly signed by the Cooperating Supervisor; and
 - f. Preparation of weekly reflection paper on their experiences and learnings while on internship and Narrative Report after the SIP.

7. Collects all performance ratings of the SIP students from Cooperating Agencies;
8. Conducts exit conference in partnership with the Cooperating Agencies on an agreed scheduled date within the last week of SIP.

B. Responsibilities of Cooperating Agency

1. Provide SIP students an orientation seminar regarding the thrusts, directions and policies of the Cooperating Agency, their Cooperating Supervisors and their job assignments before the students formally start their OJT;
2. Provide opportunity for students to acquire first – hand knowledge and experiences on the office situation and routines;
3. Provide specific work assignments among students as basis in formulating work places to be completed by the interns for the whole duration of SIP in any of the following areas: 1.) research; 2.) project program development and management, 3.) development planning, 4.) human resource management, 5.) administrative activities and 6.) records /files management and 7.) other related functions to enhance the skill, knowledge and attitudes of the trainee;
4. Allows students to use office facilities and supplies in the performance of assigned tasks and expose them to proper utilization of the same to enhance efficiency and effectiveness;
5. Checks and approves the individual weekly report of activities conducted in the agency by the student trainee;
6. Evaluates the performance of the students during the period of the OJT with the use of the forms/tools to be provided by CSU-CPAd; and
7. Inform immediately CSU-CPAd through tel.# 09177779128 of any problem encountered with the OJT students.

C. Mutuality

The CSU-CPAd and Cooperating Agency hereby submit and commit themselves to this Agreement and shall perform and discharge other function consistent thereof.

D. Amendment

The Agreement may be amended upon mutual consent of the contracting parties herein.

E. Effectivity

This Agreement shall take effect on July 2024 to September 2024.

IN WITNESS WHEREOF, the parties have hereto signed this agreement at Tuguegarao City, Cagayan this ____ day of _____ 2024.

CAGAYAN STATE UNIVERSITY

CITY GOVERNMENT OF TUGUEGARAO

Engr. ROGER P. RUMPON, MSc
Campus Executive Officer
Cagayan State University – Carig Campus

HON. BIENVENIDO C. DE GUZMAN II
City Vice-Mayor
Tuguegarao City, Cagayan

WITNESSES:

DENNIS M. BACUYAG, DPA
Dean, College of Public Administration
Cagayan State University – Carig Campus

JOEL JOSEPH EGIPTO, Ph.D
Sangguniang Panlungsod Secretary
Tuguegarao City, Cagayan

JOHNNY A. GERARDO, DPA
Local Legislative Staff Officer IV
Tuguegarao City, Cagayan

ARJAY P. GUMABAY
SIP Coordinator
College of Public Administration

ACKNOWLEDGEMENT

Subscribed and sworn before me a notary public