

Republic of the Philippines
Province of Cagayan
TUGUEGARAO CITY

NINTH CITY COUNCIL

COMMITTEE REPORT NO. 24-10-2025
August 20, 2025

Submitted by:

COMMITTEE ON EDUCATION

PRESENT:

HON. JUDE T. BAYONA	- Chairman
HON. MARIA ROSARIO B. SORIANO	- Member
HON. KARINA S. GAUANI-VIERNES	- Member

GUEST:

HON. RONALDO S. ORTIZ	- City Councilor
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RESOURCE PERSON:

MR. MARK SIMON VILLON	- ISAP Representative
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FOR THE PRESIDING OFFICER:

The committee met and deliberated on the referral:

SUBJECT:

Indorsement of the City Mayor, Hon. Maila Rosario S. Ting-Que, on the Memorandum of Agreement between the Tuguegarao City Government and International School of Asia and the Pacific relative to the On-the-Job Training of its Bachelor of the latter's Social Works Students.

FINDINGS:

1. Hon. Maila Rosario S. Ting-Que indorsed to the Tenth City Council the Memorandum of Agreement between the Tuguegarao City Government and International School of Asia and the Pacific relative to the On-the-Job Training of its Bachelor of the latter's Social Works Students.
2. The International School of Asia and the Pacific is currently helping Fourth Year Social Work students gain real-life experience through On-the-Job Training (OJT). This training allows students to apply what they have learned in school by performing different tasks and roles of a generalist Social Work practitioner.
3. There will be four (4) students who will undergo 500 hours of On-the-Job Training and will be assigned to the City Social Welfare and Development Office (CSWDO).

4. The following students will undergo the On-the-Job-Training:
 - a. Precious Talimungan
 - b. Ella Guiquing
 - c. Jasmine Sibayan
 - d. Myra Calagui
5. The On-the-Job Training of the said students will commence immediately after the approval of the Memorandum of Agreement (MOA) by the Tenth City Council.

RECOMMENDATION:

Finding the terms and conditions of the Memorandum of Agreement to be in order and beneficial to the constituents of Tuguegarao City particularly the students concerned, the committee recommends the approval of Memorandum of Agreement between the Tuguegarao City Government and International School of Asia and the Pacific relative to the On-the-Job Training of its Bachelor of the latter's Social Works Students and authorize the City Mayor, Hon. Maila Rosario S. Ting-Que, to sign for and on behalf of the Tuguegarao City Government the said Memorandum of Agreement.

Respectfully submitted:



HON. JUDE T. BAYONA
Chairman



HON. MARIA ROSARIO B. SORIANO
Member



HON. KARINA S. GAUANI-VIERNES
Member

**DRAFT RESOLUTION APPROVING THE MEMORANDUM OF AGREEMENT (MOA)
BETWEEN THE TUGUEGARAO CITY GOVERNMENT AND THE INTERNATIONAL
SCHOOL OF ASIA AND THE PACIFIC (ISAP) RELATIVE TO THE ON-THE-JOB
TRAINING OF ITS BACHELOR OF THE SOCIAL WORK STUDENTS AND
GRANTING AUTHORITY TO THE CITY MAYOR, HON. MAILA ROSARIO S. TING-
QUE, TO SIGN FOR AND ON BEHALF OF THE TUGUEGARAO CITY
GOVERNMENT THE SAID MOA**

WHEREAS, Section 455(b)(1)(vi) of Republic Act No. 7160, otherwise known as the Local Government Code of 1991, grants the Local Chief Executive the power to enter into contracts for and on behalf of the local government unit upon prior authorization by the Sangguniang Panlungsod;

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 in its different offices, thereby helping them put to practice their learnings in school;

WHEREAS, the International School of Asia and the Pacific has requested the Tuguegarao City Government for the On-the-Job Training of its Bachelor of Social Works as part of their curriculum;

WHEREAS, it is necessary for ISAP to enter into a Memorandum of Agreement (MOA) with the Tuguegarao City Government to make the MOA legally binding;

WHEREAS, there shall be four (4) students who shall undergo 500 hours On-the-Job Training and will be deployed at City Social Welfare and Development Office (CSWDO);

WHEREAS, the City Mayor, Hon. Maila Rosario S. Ting-Que indorsed to the Tenth City Council the above-stated MOA and requested for an authority to sign for and on behalf of the Tuguegarao City Government the said MOA;

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 Tenth City Council during their 9th Regular Session held on August 26, 2025 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) between the Tuguegarao City Government and the International School of Asia and the Pacific relative to the On-the-Job Training of its Bachelor of Social Works students and grant authority to the City Mayor, Hon. Maila Rosario S. Ting-Que, to sign for and on behalf of the Tuguegarao City Government the said MOA.

RESOLVED FURTHER, to furnish a copy of this Resolution to the International School of Asia and the Pacific (ISAP) for information and proper action.



INTERNATIONAL SCHOOL OF ASIA AND THE PACIFIC

Alimannao Hills, Peñablanca, Cagayan

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Website: www.isap.edu.ph

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**COLLEGE OF ARTS, SCIENCES AND TEACHER EDUCATION
SOCIAL WORK DEPARTMENT**

**MEMORANDUM OF AGREEMENT
FIELD INSTRUCTION PROGRAM**

KNOW ALL MEN BY THESE PRESENTS:

The **INTERNATIONAL SCHOOL OF ASIA AND THE PACIFIC (ISAP)**, a private entity created and existing under the laws of the Republic of the Philippines, with principal office address at Alimannao Hills, Peñablanca, Cagayan, represented herein by **CHRISTIAN R. GUZMAN, Ph. D.**, in his capacity as President, herein referred to as the **FIRST PARTY**

-and-

THE LOCAL GOVERNMENT UNIT OF TUGUEGARAO CITY, CAGAYAN, a recognized government agency, created under the laws of the Philippines, with principal office at Tuguegarao City, Cagayan, represented herein by **HON. MAILA ROSARIO TING-QUE**, in her capacity as the City Mayor, herein referred to as the **SECOND PARTY**.

WITNESSETH:

WHEREAS, the **SECOND PARTY** is in the practice of helping Social Work Students to develop and apply their knowledge and skills in community organizing, administration and supervision as required in the practice of their profession;

WHEREAS, the **FIRST PARTY** requested for a Field Instruction Program (FIP) with the **SECOND PARTY**, and the **SECOND PARTY** accepted such request subject to the policies/rules and regulation of the department concerned;

NOW THEREFORE, for and in consideration of the foregoing premises and of the terms and condition hereunder provided, it is agreed that:

1. RESPONSIBILITIES OF THE FIRST PARTY

- 1.1 The **FIRST PARTY** shall scout for potential partner agencies or organizations and visit them to assess their capacities to provide the **LEARNERS** a conducive learning environment.
- 1.2 The **FIRST PARTY** shall make initial arrangements with prospective agencies that meet criteria set by the Field Instruction Unit.
- 1.3 The **FIRST PARTY** shall determine psychological, physical, emotional and economic fitness of the **LEARNERS** to go on Field Instruction.
- 1.4 The **FIRST PARTY** shall assess and match **LEARNERS** and agency/field site by ensuring congruence of interest, needs and preferences.
- 1.5 The **FIRST PARTY** shall formalize the partnership between the school and the FI Agency/ community through a Memorandum of Agreement (MOA).
- 1.6 The **FIRST PARTY** shall prepare a separate folder for each FI Student which will contain the following:

- 1.6.1 Autobiography;
 - 1.6.2 Student Information Sheet;
 - 1.6.3 Medical Certificate;
 - 1.6.4 Psychological Exam Result; and
 - 1.6.5 Waiver of school and agency accountability signed by parents or guardian.
- 1.7 The **FIRST PARTY** shall conduct weekly supervision to monitor **LEARNERS'** progress in relation to FI learning goals and plan, and to provide timely and appropriate support.
- 1.8 The **FIRST PARTY** shall initiate dialogue with the agency and the supervisor at the beginning, middle, and end of the semester/term.
- 1.9 The **FIRST PARTY** shall conduct monthly visits to observe and monitor actual performance of **LEARNERS**.
- 1.10 The **FIRST PARTY** shall orient the **LEARNERS** on the qualitative and the quantitative standards for documentation and evaluation.

2. RESPONSIBILITIES OF THE SECOND PARTY

- 1.1 The **SECOND PARTY** shall provide maximum opportunity for Social Work learners from the **FIRST PARTY (LEARNERS)** to gain experiences and training in case management and in all operations of the agency as maybe available.
- 1.2 The **SECOND PARTY** shall permit the attendance and participation of the **LEARNERS** in managing cases for individuals, groups and communities, conference, symposium, or other related activities.
- 1.3 The **LEARNERS** shall meet the criteria for satisfactory completion of the Field Instruction Program for which a Certificate of Completion shall be issued by the **SECOND PARTY**. Criteria shall be discussed during the orientation of the **LEARNERS**.
- 1.4 The **SECOND PARTY** may terminate the affiliation of any **LEARNER** who fails or refuses to comply with agency rules or engages in activities detrimental to the health, safety, and welfare of its client's personnel or co-learners, provided due process is observed with the participation of the **FIRST PARTY**.

2. DURATION OF THE CONTRACT

This contract shall be effective for a period of one (1) year S. Y. 2025-2026 from the date of approval by the **SECOND PARTY**, subject to renewal unless otherwise sooner terminated whenever either party finds and proved its continuance to be inimical to proper functioning of the agency and welfare of its clients.

3. POLICIES

- 3.1 No special room or space shall be designated for the exclusive use of the **LEARNERS** nor shall new construction be made by the **SECOND PARTY** for the same purpose.
- 3.2 Every **LEARNER** of the **FIRST PARTY** shall render total **500 hours** from deployment.

- 3.3 At no time shall the interest and welfare of the clients and personnel be subordinated to the conduct of the Field Instruction Program.
- 3.4 All **LEARNERS** shall be governed by the existing rules and regulations of both the **FIRST PARTY** and the **SECOND PARTY** regarding the conduct of the Field Instruction Program.
- 3.5 The Field Instruction Program is part of the school program; hence all students are still subject to its rules and regulation as stipulated in the student handbook and Field Instruction Manual.
- 3.6 The **FIRST PARTY** shall be responsible for the **LEARNERS** when they are at the deployment area where the learners will be assigned.

4. VIOLATION

- 4.1 Violation of policies and the provisions herein is subject to sanctions by both parties. Due process shall be always observed with the participation of the **FIRST PARTY** at all times.

5. AMENDMENT

- 5.1 Any amendment to this agreement shall become effective upon approval in writing by both parties.

IN WITNESS WHEREOF, the parties hereto have set their hands on this day of _____, _____.

BY:

CHRISTIAN R. GUZMAN, Ph. D.
President

HON. MAILA ROSARIO S. TING-QUE
City Mayor

(DATE)

(DATE)

SIGNED IN THE PRESENCE OF:

MARC SIMON VILLON, RSW
Field Instruction Coordinator

(Signature over PRINTED NAME)

(Designation)

Date

Date