Republic of the Philippines
Province of Cagayan
TUGUEGARAO CITY

TENTH CITY COUNCIL

Submitted by:

COMMITTEE ON EDUCATION

COMMITTEE REPORT NO. 40-10-2026
January 30, 2026

PRESENT:

HON. JUDE T. BAYONA	-	Chairman
HON. KARINA G. VIERNES	-	Member
HON. ANTHONY C. TUDDAO	-	Member

RESOURCE PERSONS:

ATTY. RENZ ANGELO UMAMBONG	-	Asst. Budget officer
NELSON N. BACCAY JR.	-	LYDO Representative
MARY JOY BORJA	-	CSU-Carig Campus Representative

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 draft Memorandum of Agreement between the Tuguegarao City Government and the Cagayan State University-Carig Campus relative to the On-the-Job Training of its Bachelor of Arts in Political Science Students.

FINDINGS:

1. Ms. Mary Joy Borja, OJT Teacher-in-Charge, of the Cagayan State University-Carig Campus-College of Humanities and Human Sciences, requested for the On-the-Job Training of their Bachelor of Arts in Political Science sstudents.
2. The said On-the-Job Training will strengthen the learning of students and enable them to have the opportunity of actual office experience to complement their formal learning with practical knowledge, skills and desirable attitudes.
3. Attached is the list of students who will undergo 200 hours of On-the-Job Training which shall commence upon the approval of the MOA.
5. To remove the Student-Trainee as one of the Parties, as an amendment; and to include therein their undertaking.

RECOMMENDATION:

Finding the Terms and Conditions of the Memorandum of Agreement to be in order and beneficial to the students concerned, the committee recommends the approval of the Memorandum of Agreement between the Tuguegarao City Government and the Cagayan State University-Carig Campus, 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. KARINA G. VIERNES
Member

HON. ANTHONY C. TUDDAO
Member

STUDENTS ASSIGNED TO CITY GOVERNMENT OF TUGUEGARAO

1. Krysha Kaye L. Tamayao
2. Karen G. Castillo
3. Kimberly Joy T. Ballinan
4. Rea Marie Fuggan
5. Althea Mae B. Marquez
6. Alexis P. Morales
7. Sophia Amber P. Abadal
8. Glenerlie Faye A. Salvador

A RESOLUTION APPROVING THE MEMORANDUM OF AGREEMENT (MOA) BETWEEN THE TUGUEGARAO CITY GOVERNMENT AND CAGAYAN STATE UNIVERSITY-CARIG CAMPUS RELATIVE TO THE ON-THE-JOB TRAINING OF ITS BACHELOR OF ARTS IN POLITICAL SCIENCE STUDENTS AND GRANTING AUTHORITY TO THE CITY MAYOR, HON. MAILA ROSARIO S. TING-QUE, TO SIGN THE SAID MEMORANDUM OF AGREEMENT FOR AND ON BEHALF OF THE TUGUEGARAO CITY GOVERNMENT

WHEREAS, Section 455(b)(1)(vi) of Republic Act No. 7160, otherwise known as the Local Government Code of 1991, mandates that the Local Chief Executive shall represent the municipality in all its business transactions and sign on its behalf all bonds, contracts, and obligations, and such other instruments upon authority of the Sangguniang Panlungsod;

WHEREAS, the Tuguegarao City Government remains committed to supporting the academic and professional development of students within the city by providing opportunities for actual office experience and practical application of classroom theories;

WHEREAS, Cagayan State University-Carig Campus has formally requested the Tuguegarao City Government to accommodate its Bachelor of Arts in Political Science students for their mandatory On-the-Job Training (OJT) as a prerequisite for graduation;

WHEREAS, the internship program involves eight (8) students who are required to complete two hundred seventy (200) hours of training;

WHEREAS, the City Mayor, Hon. Maila Rosario S. Ting-Que, has endorsed the proposed Memorandum of Agreement (MOA) to the Sangguniang Panlungsod, seeking the necessary authorization to formalize the partnership;

WHEREAS, the Committee on Education, after a thorough review and deliberation, found the terms of the MOA to be in order, beneficial to the students, and compliant with existing city policies;

WHEREAS, during the 30th Regular Session held on February 03, 2026, the Tenth City Council deemed it necessary to approve this resolution to facilitate the skills enhancement and civic involvement of the city's youth;

NOW, THEREFORE, BE IT RESOLVED, as it is hereby **RESOLVED** by the Sangguniang Panlungsod in session assembled, to approve the Memorandum of Agreement (MOA) between the Tuguegarao City Government and Cagayan State University-Carig Campus regarding the On-the-Job Training of its Bachelor of Arts in Political Science students;

RESOLVED FURTHER, to grant authority to the City Mayor, Hon. Maila Rosario S. Ting-Que, to sign the said Memorandum of Agreement for and on behalf of the Tuguegarao City Government;

RESOLVED FINALLY, that copies of this Resolution be furnished to Cagayan State University-Carig Campus for their information and guidance.

MEMORANDUM OF AGREEMENT

KNOW ALL MEN BY THESE PRESENTS:

This agreement, entered into by and between:

The **CAGAYAN STATE UNIVERSITY – CARIG CAMPUS**, with office address at Carig Sur, Tuguegarao City, Cagayan, represented by its **Campus Executive Officer**, **ENGR. ROGER P. RUMPON**, hereinafter referred to as **CSU CARIG:**

- and -

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

WITNESSETH: That

WHEREAS, **CAGAYAN STATE UNIVERSITY – CARIG CAMPUS** offers an On-the-Job Training (OJT) program to qualified AB Political Science, designed to provide practical exposure to economic, administrative, research, and policy-related environments prior to graduation, thereby enhancing their academic preparation through the application of theoretical concepts to real-world settings;

WHEREAS, the **TUGUEGARAO CITY GOVERNMENT** has agreed to accept students of **CAGAYAN STATE UNIVERSITY – CARIG CAMPUS**, particularly AB Political Science, as trainees in support of its On-the-Job Training Program, which aims to strengthen academe–government linkage and complement existing course curricula through practical exposure relevant to economic planning, development, and policy implementation;

NOW, THEREFORE, for and in consideration of the foregoing premises, and in consideration of the CHED Memo No. 104, Series of 2017 for the implementation of the Internship program of the AB Political Science of Cagayan State University Carig Campus for the Second Semester, School Year 2025-2026, the **CSU CARIG** and the **HTA** hereby agree on and stipulate the following:

The CSU CARIG shall:

1. Identify the Host Training Agencies with which to immerse the student trainee in;
2. Assign a Faculty-in-Charge to:
   (a) prepare the Internship Program Plan and Course syllabus;
   (b) assess the student interns' application documents and eligibility to the Internship Program;
   (c) coordinate the Internship Program Plan with the HTAs;
   (d) inspect the internship venues and sites;
   (e) coordinate with the College OJT Coordinator for the conduct of the Internship Program Pre-Deployment Seminar which include lecture/seminar on Sexual Harassment in the Workplace and Proper Decorum, Personality Development and Stress Management in the Workplace to the student trainees prior to immersion;
   (f) monitor performance and provide the final grade of the student trainees.
3. Facilitate the preparation of a memorandum of agreement with the HTA;
4. Submit to the HTA a list of AB Political Science students who will be assigned to the On-the-Job Training;
5. Deploy the AB Political Science students who shall render 200 hours On-the-Job Training at their assigned HTAs;
6. Ensure that the student-trainees shall:
   - Abide to all office rules and regulations of the HTA and to perform OJT work;
   - At all times appear in business attire;

- Not ask or receive any allowance, remuneration or benefits and should shoulder all expenses necessary and incidental to the conduct of the On-the-Job Training;
- Submit to the Dean's Office, through their Coordinator, at the end of the semester an individual comprehensive report or portfolio of all the activities undertaken and learning experiences acquired from the OJT;

7. Take appropriate action on any complaints that may arise during the conduct of the Internship Program in accordance with the university's policies; and
8. Abide and follow the set guidelines of the CHED under CMO No. 104, series of 2017.

The HOST TRAINING AGENCY (HTA) shall:

1. Accommodate AB Political Science students for the face-to-face On-the-Job Training and assign them work and activities;
2. Co-implement the internship plan in partnership with the university/campus;
3. Provide a Focal Person responsible for the implementation of all phases of the internship;
4. Provide orientation lecture for the student trainees before they formally start with the Internship Program;
5. Immediately inform the school, through the Faculty-In-Charge, of any concerns related to schedule or problems encountered with the trainees;
6. Evaluate the performance of the students during the period of the Internship Program;
7. Check the Daily Time Record (DTR) filled–up by the student trainee to be submitted at the end of the OJT Program;
8. Provide opportunities for the students to acquire first-hand knowledge and experience on office situations and routines;
9. Provide students with office facilities and supplies to perform the assigned task and expose them to proper utilization of the same to enhance efficiency and effectiveness;
10. Require a Weekly Progress Report from the student-trainees;
11. Ensure the well-being, safety, and protection of student-trainees during their internship, including strict compliance with Republic Act No. 11313 (Safe Spaces Act) and Republic Act No. 7877 (Anti-Sexual Harassment Act), and the adoption of appropriate measures to prevent, address, and sanction any form of harassment or abuse within the internship premises;
12. Immediately notify and provide written notice to the College of a student intern's breach of contract or misconduct in the internship premises prior to HTA's decision to suspend or terminate the contract;
13. Participate in the conduct of the Internship Program Exit Conference;
14. Issue certificate of completion for the student-trainees during the Internship Program Exit Conference;
15. Abide and follow the set guidelines of CHED under CMO No. 104, series of 2017.

This agreement is valid during the OJT period of the students which will commence on the day of their deployment and end on or upon reaching the prescribed number of OJT hours.

IN WITNESS WHEREOF, we have hereto affixed our signature this _____ day of _____, 2026 at _____.

FOR CSU:

ENGR. ROGER P. RUMPON
Campus Executive Officer
Cagayan State University – Carig Campus

FOR TUGUEGARAO CITY GOVERNMENT:

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

WITNESSES

JOMEL B. MANUEL, Ph.D.
Dean, College of Humanities and Social Sciences
Cagayan State University – Carig Campus

MARY JOY A. BORJA, DPA
OJT - In-charge - AB Political Science Program
College of Humanities and Social Sciences

ACKNOWLEDGEMENT

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

BEFORE ME, Notary Public for and in the _____, this _____ day of _____, 2026 personally came and appeared:

NAME	IDENTIFICATION	DATE	PLACE OF ISSUE

KNOWN TO ME to be the same persons who executed the foregoing instruments, consisting of four (4) pages including the page on which this acknowledgment is written, which they acknowledge before me as their free and voluntary act and deed.

WITNESS MY HAND AND SEAL this _____ day of _____ 2026 at Tuguegarao City, Cagayan.

_____
Notary Public

Doc. No._____
Page No._____
Book No._____
Series of 2026.

STUDENT-TRAINEE UNDERTAKING

I, _____ ., of legal age, a resident of _____, presently enrolled in the Bachelor of Arts in Political Science at **Cagayan State University – Carig Campus**, and accepted as a **Student-Trainee** at the (agency) hereby voluntarily and solemnly undertake to comply with the following terms and conditions:

1. To submit a Notarized Certificate of Parental Consent, waiving any responsibility on the part of the University and the Host Training Agency (HTA) for incidents beyond their control during the internship;
2. To attend all pre-deployment orientations, undergo required medical and psychological examinations, and submit the corresponding certifications;
3. To observe proper office decorum and attire, wear my school ID, follow safety and health protocols, and comply with lawful instructions of the HTA and the University;
4. To strictly observe attendance and documentation requirements, including the Daily Time Record, OJT Journal, and all internship outputs, and to complete Two Hundred (200) practicum hours;
5. To submit all required reports and documents, including the Narrative Report, Portfolio, Sample Works, Supervisor's Evaluation, and Evidence of Competencies, within the prescribed period;
6. To abide by all rules, regulations, and standards of conduct of the HTA and the University and maintain professionalism and ethical behavior at all times;
7. To comply with Republic Act No. 11313 (Safe Spaces Act) and Republic Act No. 7877 (Anti-Sexual Harassment Act), and to refrain from committing any act of harassment, abuse, or misconduct, whether verbal, physical, or otherwise, within the internship premises or in relation to internship activities;
8. To respect the confidentiality of information, records, and documents obtained during the internship and to comply with Republic Act No. 10173 (Data Privacy Act of 2012), recognizing that unauthorized disclosure may subject me to disciplinary and legal action;
9. To immediately report any incident involving harassment, discrimination, misconduct, or safety concerns to the proper University authorities;
10. To acknowledge that non-compliance with this undertaking may result in disciplinary action or termination of the internship, subject to due process; and
11. To voluntarily assume responsibility for observing all safety, health, and workplace policies throughout the duration of the internship.

I execute this Undertaking freely and voluntarily, with full understanding that failure to comply with the foregoing conditions may be a ground for disciplinary action and/or non-completion of the academic requirements for the degree of Bachelor of Arts in Political Science.

IN WITNESS WHEREOF, I have hereunto set my hand this ___ day of _____ 20___, in _____.

_____
Student-Trainee

Witnessed by:

MARY JOY A. BORJA, DPA
OJT - In-charge - AB Political Science Program