

Republic of the Philippines  
Province of Cagayan  
TUGUEGARAO CITY

NINTH CITY COUNCIL

COMMITTEE REPORT

January 31, 2024

Submitted by:

COMMITTEE ON EDUCATION

PRESENT:

HON. ARNEL T. ARUGAY	- Chairman
HON. IMOGEN CLAIRE M. CALLANGAN	- Member (via zoom)
HON. GRACE B. ARAGO	- Member (via zoom)
HON. CERENE PEARL T. QUILANG	- Member (via zoom)

GUEST:

HON. TIRSO V. MANGADA	- City Councilor
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RESOURCE PERSONS:

MR. DOMINIC B. BAGGAYAN	- LYDO Head (via zoom)
MS. MARLY I. CANAPI	- CNHS Representative

FOR THE PRESIDING OFFICER:

The committee met and deliberated on the referral:

COMMITTEE REPORT NO. 47-2024

SUBJECT:

Indorsement of the City Mayor, Hon. Maila Rosario S. Ting-Que, on the draft Memorandum of Agreement (MOA) between the Tuguegarao City Government and Cagayan National High School-Senior High School (STEM) regarding Work Immersion of students, for information and appropriate action, certified urgent.

FINDINGS:

1. Hon. Maila Rosario S. Ting-Que indorsed to the Ninth City Council on the draft Memorandum of Agreement (MOA) between the Tuguegarao City Government and Cagayan National High School-Senior High School (STEM) regarding Work Immersion of students.

2. The Department of Education has introduced the K to 12 Basic Education reform program that includes Senior High School, hereinafter referred as “SHS” with the major objective of ensuring that graduates of basic education are ready for employment, entrepreneurship and higher learning.
3. The Cagayan National High School-Senior High has requested for a work immersion training of one hundred five (105) Grade 12 Science Technology, Engineering and Mathematics students for 80 hours.
4. The copy of the appointment of the CNHS- Senior High School STEM Coordinator and the matrix list of students who will undergo Work Immersion with their respective assignments and hours to be rendered were furnished to the committee.
5. The Work Immersion will start after the approval of the said Memorandum of Agreement (MOA) 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 National High School-Senior High School (STEM) regarding Work Immersion of students and authorizing the City Mayor, Hon. Maila Rosario S. Ting-Que to sign for and on behalf of the Tuguegarao City Government the said MOA.

**Respectfully submitted:**

  
**HON. ARNEL T. ARUGAY**  
Chairman

  
**HON. IMOGEN CLAIRE M. CALLANGAN**  
Member

  
**HON. GRACE B. ARAGO**  
Member

  
**HON. CERENE PEARL T. QUILANG**  
Member

**DRAFT RESOLUTION APPROVING THE MEMORANDUM OF AGREEMENT (MOA) BETWEEN THE TUGUEGARAO CITY GOVERNMENT AND CAGAYAN NATIONAL HIGH SCHOOL – SENIOR HIGH SCHOOL (CNHS-SHS) FOR THE WORK IMMERSION OF ITS SCIENCE AND TECHNOLOGY, ENGINEERING AND MATHEMATICS (STEM) STRAND 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 22 (c) of Republic Act No. 7160, otherwise known as the Local Government Code, grants the power to the Local Chief Executive to enter into contracts on behalf of the local government unit with 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 thereby helping them put to practice their learnings in school;

**WHEREAS**, the Cagayan National High School-Senior High School (CNHS-SHS) has requested the Tuguegarao City Government for the Work Immersion of its Science And Technology, Engineering And Mathematics (STEM) strand as part of their curriculum;

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

**WHEREAS**, the City Mayor, Hon. Maila Rosario S. Ting-Que, indorsed to the Ninth 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 Ninth City Council during their 77<sup>th</sup> Regular Session held on February 5, 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) between the Tuguegarao City Government and Cagayan National High School-Senior High School (CNHS-SHS) for the Work Immersion of its Science and Technology, Engineering and Mathematics (STEM) strand students and to 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 Cagayan National High School-Senior High School (CNHS-SHS) for information and proper action.



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**Department of Education**  
REGION II – CAGAYAN VALLEY  
SCHOOLS DIVISION OF TUGUEGARAO CITY  
CAGAYAN NATIONAL HIGH SCHOOL-SENIOR HIGH

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OFFICE MEMORANDUM

No. \_\_\_\_\_ s. 2024

**TO :** MARLY I. CANAPI,  
Teacher III

**FROM :** GRACE T. MACABABBAD  
Secondary School Principal II

**DATE :** February 1, 2024

**SUBJECT :** DESIGNATION AS IMMERSION FOCAL PERSON FOR STEM  
G12 CLASSES

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You are hereby designated as the Coordinator/Focal Person of the Science, Technology, Engineering and Mathematics (STEM) Strand for the school year 2023-2024.

The designation is in addition to your regular duties as Teacher III and it carries with it the authority to perform the functions of a COORDINATOR/FOCAL PERSON but without additional compensation.

**DUTIES AND FUNCTIONS:**

1. Lead meetings that center on the smooth implementation of the conduct of the Immersion processes.
2. Coordinate with this office in the preparation of necessary documents, conduct of relevant activities before, during and after the conduct of Immersion, and in the preparation of reports.
3. Serve as communication liaison officer between and among the teachers and the school administrators, and the school and its partner agencies; and
4. Prepare the Immersion Work Plan and the Accomplishment Report.

For your guidance and compliance.

  
GRACE T. MACABABBAD  
Secondary School Principal II



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CAGAYAN NATIONAL HIGH SCHOOL – SENIOR HIGH

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**MEMORANDUM OF AGREEMENT**

This Memorandum of Agreement is entered into this \_\_\_ DAY of \_\_\_\_, 2024 in Tuguegarao City by and between:

The **CAGAYAN NATIONAL HIGH SCHOOL-SENIOR HIGH**, with School Identification Number **305873** a public high school, with principal address at **Bagay Road, San Gabriel, Tuguegarao City**, represented in this Agreement by its **Secondary School Principal, GRACE T. MACABABBAD, FILIPINO** of legal age, and hereinafter referred to as the **SCHOOL**;

-and-

The **TUGUEGARAO CITY GOVERNMENT**, of the Republic of the Philippines, with principal address **Enrile Boulevard, Carig Sur Tuguegarao City**, represented in this agreement by its **CITY MAYOR, HON. MAILA ROSARIO TING-QUE, FILIPINO**, of legal age, hereinafter referred to as **OFFICE**,

**WITNESSETH:**

**WHEREAS**, the Department of Education of the Philippines, hereinafter referred to as “DepEd”, is the primary government instrumentality mandated to formulate, implement, and coordinate policies, plans, programs and projects in the areas of formal and non-formal basic education; supervise all elementary and secondary education institutions, including alternative learning systems, both public and private; and provide for the establishment and maintenance of a complete, adequate, and integrated system of basic education relevant to the goals of national development;

**WHEREAS**, the DepEd has introduced the K to 12 Basic Education reform program that includes Senior High School, hereinafter referred to as “SHS”, with the major objective of ensuring that graduates of basic education are ready for employment, entrepreneurship and higher learning;

**WHEREAS**, (DepEd Order No. 30, s 2017), the K to 12 Basic Education Program is to develop among learners the competencies, work ethics and values relevant to pursuing further education/and or joining the world of work. Work Immersion, a required subject has been incorporated into curriculum.

**WHEREAS**, the CAGAYAN NATIONAL HIGH SCHOOL-SENIOR HIGH is among those that will offer Senior High School Program to students in the community to carry out DepEd’s objectives for SHS as spelled out above;

**WHEREAS**, to achieve this objective, the CAGAYAN NATIONAL HIGH SCHOOL-SENIOR HIGH needs to enter into a Work Immersion Partnership with the TUGUEGARAO CITY GOVERNMENT.

**WHEREAS**, the CAGAYAN NATIONAL HIGH SCHOOL-SENIOR HIGH considers going into a work immersion partnership with the TUGUEGARAO CITY GOVERNMENT as part of its mission to create a positive impact on the community, especially the young people;

**WHEREAS**, the CAGAYAN NATIONAL HIGH SCHOOL-SENIOR HIGH encouraged to fully support the successful implementation of the K to 12 Program of the Department of Education as



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stated in Paragraph 4, Section 2 of the Republic Act 9155 or “Governance of Basic Education Act of 2001”,

**WHEREAS**, the CAGAYAN NATIONAL HIGH SCHOOL-SENIOR HIGH and the TUGUEGARAO CITY GOVERNMENT hereinafter collectively referred to as “the PARTIES”, undertake to collaborate toward the successful implementation of the Work Immersion Program cognizant of the need for special protection of the child and with the best interest of the Senior High School learners at heart;

**WHEREAS**, the CAGAYAN NATIONAL HIGH SCHOOL-SENIOR HIGH has requested for a work immersion training of one hundred five (105) Grade 12 Science, Technology, Engineering and Mathematics students.

**WHEREAS**, there are Grade 12 Science, Technology, Engineering and Mathematics Students have chosen their career choice, namely fifty -three (53) Nursing, twenty-two, (22) Medical Technology, twelve (12) Respiratory Therapy, five (5) Veterinary Medicine, three (3) Geodetic Engineering, three (3) Civil Engineering, two (2) Electrical Engineering, one (1) Dentistry, one (1) Architecture, and three (3) Psychology.

**WHEREAS**, the 13 students of Cluster 1 of section Amber and Amethyst are scheduled to have their work immersion on February 12, 19, 26, and March 4, 11 for the third grading period and April 8, 15, 22, 29 and May 6 of the fourth grading period of SY 2023-2024.

**WHEREAS**, the 22 students of Cluster 2 of section Aquamarine and Emerald are scheduled to have their work immersion on February 13, 20, 27, and March 5, 12 for the third grading period and April 8, 15, 22, 30 and May 7 of the fourth grading period of SY 2023-2024.

**WHEREAS**, the 21 students of Cluster 3 of section Garnet and Jade are scheduled to have their work immersion on February 14, 21, 28, and March 6, 13 for the third grading period and April 9, 16, 23, and May 1, 8 of the fourth grading period of SY 2023-2024.

**WHEREAS**, the 18 students of Cluster 4 of section Ruby and Sapphire are scheduled to have their work immersion on February 15, 22, 29, and March 7, 14 for the third grading period and April 10, 17, 24, and May 2, 9 of the fourth grading period of SY 2023-2024.

**WHEREAS**, the 31 students of Cluster 5 of section Topaz and Turquoise are scheduled to have their work immersion on February 16, 23 and March 1, 8, 15 for the third grading period and April 11, 18, 25, and May 3, 10 of the fourth grading period of SY 2023-2024.

**WHEREAS**, the TUGUEGARAO CITY GOVERNMENT has granted the request of the work immersion of the Science, Technology, Engineering and Mathematics Strand of CAGYAYAN NATIONAL HIGH SCHOOL-SENIOR HIGH.

CLUSTER 1				
	Names	Career Choice	Section	Dates
1	COSMIANO, IVAN NEIL E.	Nursing	Amber	
2	DAYAG, JOHN MICHAEL C.	Nursing	Amber	



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3	ABALOS, BIANCA DHANIELLE D.	Nursing	Amber	<b>3<sup>rd</sup> Quarter</b> February 12, 19, 26, 2024; March 4, 11, 2024
4	ANTOR, ROSEMARIE L.	Nursing	Amber	
5	BARASI, KARYLLE P.	Nursing	Amber	
6	PATAY, FRENZ DLANORIE T.	Medical Technology	Amber	
7	DANAO, JULZ ANDREI BURAGA	Nursing	Amethyst	
8	VALENCIA, PAUL BENEDICT STA. ANA	Nursing	Amethyst	
9	ARAGO, AZHEA CECIL LAGUNDI	Nursing	Amethyst	
10	GUDTAN, KARYLLE BALUNGGAYA	Nursing	Amethyst	<b>4<sup>th</sup> Quarter</b> April 8, 15, 22, 29, 2024; May 6, 2024
11	NARAG, CHRISTELINE QUIJANO	Nursing	Amethyst	
12	PALATAN, IRISH KATE MESA	Nursing	Amethyst	
13	TUMALIUAN, VANESSA SOFIA BALLAD	Nursing	Amethyst	
<b>CLUSTER 2</b>				
1	GAMMAD, RYAN LAO TO	Medical Technology	Aquamarine	<b>3<sup>rd</sup> Quarter</b> February 13, 20, 27, 2024; March 5, 12, 2024  <b>4<sup>th</sup> Quarter</b> April 9, 16, 23, 30, 2024; May 7, 2024
2	ACDAL, KEZZIAH NICOLE	Nursing	Aquamarine	
3	ACORDA, ALEXA SOFIYAH DARAWAY	Nursing	Aquamarine	
4	ADRI, EDELLE MAE GALINDON	Nursing	Aquamarine	
5	PATTAUI, JANELLE CANLAS	Nursing	Aquamarine	
6	RIVERA, KRISHNA VENICE IRINGAN	Geodetic Engineering	Aquamarine	
7	SENDING, JUSTIN RED LLAPITAN	Medical Technology	Aquamarine	
8	PEREZ, ALTHEA JADE REYES	Medical Technology	Aquamarine	
9	GASPAR, JOHNIE AEDRIAN CUSIPAG	Nursing	Emerald	
10	ALINCASTRE, ERIANNE NICOLE ADDUCUL	Nursing	Emerald	
11	CABARRUBIAS, FRANCESCA MARITHE RECCION	Nursing	Emerald	
12	CARENG, JULYANA CARMEL LINGAN	Nursing	Emerald	
13	CAUILAN, AICONNE RHEA ZYRELLE ATIENZA	Nursing	Emerald	
14	GUILLERMO, RM JOY BALLINAN	Civil Engineering	Emerald	



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15	IQUIN, KRITZ ANNA LORRAINE MALANA	Nursing	Emerald	
16	MACABABBAD, MARIEL ALDENISE BANGAYAN	Geodetic Engineering	Emerald	
17	NARCISO, AYESHA DOMINIQUE MATIAS	Nursing	Emerald	
18	NEMENZO, RHAIZA DOMINGO	Nursing	Emerald	
19	NOBLEZA, KATRIN LIBAN	Geodetic Engineering	Emerald	
20	PAYAGEN, KARMELA LUGAO	Nursing	Emerald	
21	TAMAYO, HAZEIAH AGUINALDO	Nursing	Emerald	
22	TUMALIUAN, REALYN BAQUIRAN	Nursing	Emerald	
<b>CLUSTER 3</b>				
1	AGGABAO, JOVIC BENEMERITO	Nursing	Garnet	<b>3<sup>rd</sup> Quarter</b> February 14, 21, 28, 2024; March 6, 13, 2024
2	NIEBRES, JUSTINE KARL RAMBOANGA	Dentistry	Garnet	
3	ORPILLA, ANDREW EXZEQUIEL AGUSTIN	Civil Engineering	Garnet	
4	ROMERO, JUSTIN FURIGAY	Medical Technology	Garnet	
5	TULIAO, JOVEN CHRISTOPHER BALISI	Dentistry	Garnet	<b>4<sup>th</sup> Quarter</b>  April 10, 17, 24, 2024 May 1, 8, 2024
6	BACCAY, CHANSEY JENIFFER TAMAYAO	Nursing	Garnet	
7	BALMATERO, ANNA LEAH MALLILLIN	Nursing	Garnet	
8	DECLARO, SOFIA MIKAELA SUYU	Civil Engineering	Garnet	
9	MALLILLIN, ERIKA FAYE ANTONIO	Nursing	Garnet	
10	MANGALIMAN, MIKA CAMBRI	Medical Technology	Garnet	
11	NOVAL, CHRISTINE JOY TUGAO	Medical Technology	Garnet	
12	PASCUAL, MEGAN NICOLE STO. TOMAS	Medical Technology	Garnet	
13	ZINGAPAN, ROSALIE MALANA	Electrical Engineering	Garnet	
14	BALDESANCHO, MYCA HADASA ARESTA	Nursing	Jade	
15	BALLAD, TIFFANY ANNE YONGCO	Nursing	Jade	
16	BULAQUI, JESSA ARUGAY	Veterinary Medicine	Jade	



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17	CANCERAN, RAIZEL RUTH DE LOS SANTOS	Nursing	Jade	
18	GANTE, ODESSA OANDASAN	Nursing	Jade	
19	ISRAEL, ICON GORONIO	Nursing	Jade	
20	FERNANDEZ, JOCELHENE PASTOR	Nursing	Jade	
21	SOMERA, MYLA KASSANDRA PARUNGAO	Nursing	Jade	
<b>CLUSTER 4</b>				
1	DELA CRUZ JR, EDISON E.	Nursing	Ruby	<b>3<sup>rd</sup> Quarter</b> February 15, 22, 29, 2024; March 7, 14, 2024  <b>4<sup>th</sup> Quarter</b> April 11, 18, 25, 2024; May 2, 8, 2024
2	AGPOON, ASHLEY KOREEN A.	Veterinary Medicine	Ruby	
3	MULLETA, SARAH LEONES C.	Medical Technology	Ruby	
4	NEGRADAS, FREECHIE AIELLA A.	Respiratory Therapy	Ruby	
5	NICDAO, ANGELA XENDIE D.	Electrical Engineering	Ruby	
6	PAMINIANO, NATHALIE C.	Nursing	Ruby	
7	TAPPAT, MARY RISE C.	Nursing	Ruby	
8	ALIGAM, DENMARC AMOR M.	Respiratory Therapy	Sapphire	
9	DAQUIOAG, KHIM MARIQUE F.	Medical Technology	Sapphire	
10	CARAG, GRACELYN JOY M.	Nursing	Sapphire	
11	MANDAC, MAREE VIONXEY D.	Nursing	Sapphire	
12	VALDEZ, CHZATRIAJ YSABELLE R.	Nursing	Sapphire	
13	BANGAYAN, KRYSHIA A.	Medical Technology	Sapphire	
14	GARCIA, SOFIA MILCAH M.	Medical Technology	Sapphire	
15	LAGUA, JANA PRECIOUS J.	Medical Technology	Sapphire	
16	NARISMA, AILISH GIANNA B.	Medical Technology	Sapphire	
17	PAGULAYAN, KARYLLE HANNAH T.	Medical Technology	Sapphire	
18	SOLIMAN, TAMICA ESSIEN P.	Medical Technology	Sapphire	
<b>CLUSTER 5</b>				
1	ALAN, VANZELLE ROSE ABELLANOSA	Nursing	Topaz	<b>3<sup>rd</sup> Quarter</b>
2	ARCE, JANEL IRINGAN	Psychology	Topaz	
3	BACCAY, ARHIANA MAE ESPINOSA	Nursing	Topaz	



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4	CANICULA, CZARINA APRIL PADUA	Nursing	Topaz	February 16, 23,2024; March 1, 8,15, 2024  <b>4<sup>th</sup> Quarter</b> April 12, 19, 26,2024; May 3, 9, 2024
5	EYA, JIELLIANE SAYO	Psychology	Topaz	
6	FERRER, MARIA ANGELITA DONATO	Veterinary Medicine	Topaz	
7	LAUIGAN, CLARISE DANA0	Psychology	Topaz	
8	POLIDO, LORAINE DAYAG	Nursing	Topaz	
9	SALUDARES, NICOLE ASHLEY MALLILLIN	Veterinary Medicine	Topaz	
10	SEGURITAN, RAVYN KARYL ORTEZA	Nursing	Topaz	
11	BALLAD, NATHANIEL CALLUENG	Nursing	Turquoise	
12	DELA CRUZ, JOHN LEONARD BANGAYAN	Nursing	Turquoise	
13	MARIN, SEBASTIAN RALPH TAMBAUAN	Respiratory Therapy	Turquoise	
14	CAUILAN, ANNE PAULINE BULAN	Nursing	Turquoise	
15	PARACAD, JOHN BERNARD LADAY	Medical Technology	Turquoise	
16	BERAN, JAMIL FAYE TUPPIL	Architecture	Turquoise	
17	CARANGUIAN, KHYLA ELLYSHA BADAJOS	Respiratory Therapy	Turquoise	
18	DAYAG, IVY PEARL AMOR NAVARRO	Respiratory Therapy	Turquoise	
19	GACIAS, LACEE CASSY REDONDO	Respiratory Therapy	Turquoise	
20	MANUEL, AVIELLA GHAILE CANCERAN	Respiratory Therapy	Turquoise	
21	MEÑA, DIVINE ASHLEY MEMAN	Veterinary Medicine	Turquoise	
22	MIGUEL, ANGEL DIAMOND TUMBALI	Respiratory Therapy	Turquoise	
23	PELAYO, MARIA CHRISTINA CALUBAQUIB	Respiratory Therapy	Turquoise	
24	PIZARRO, PAULINE CANAPI	Nursing	Turquoise	
25	SALES, NICHOLE MALILLIN	Respiratory Therapy	Turquoise	
26	TAGUIAM, LEINDRA NAVEIN BALISI	Respiratory Therapy	Turquoise	
27	VALDEZ, RICA ANGELICA RIVERA	Respiratory Therapy	Turquoise	
28	PERLAS, AMETHYST PASCUA	Medical Technology	Turquoise	
29	QUILANG, RIO JULIANA UBIÑA	Medical Technology	Turquoise	



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30	REYES, LORRAINE SNATALIE, TABAO	Medical Technology	Turquoise	
31	RIVERA, ANGELICA JOY, LAPPAY	Medical Technology	Turquoise	

**Total Number of Students: 105**

**WHEREAS**, the TUGUEGARAO CITY GOVERNMENT agrees to accommodate and provide to the students of CAGAYAN NATIONAL HIGH SCHOOL-SENIOR HIGH the work immersion as a course requirement for graduation.

**WHEREAS**, the CAGAYAN NATIONAL HIGH SCHOOL-SENIOR HIGH requires at least 40 hours of training of students in the third and fourth quarter period at the TUGUEGARAO CITY GOVERNMENT.

**NOW, THEREFORE**, for and in consideration of the foregoing premises, the PARTIES hereby agree as follows:

#### **DESCRIPTION OF THE WORK IMMERSION PROGRAM**

With the passage of the Enhanced Basic Education Act of 2013 or Republic Act 10533, the DepEd was tasked to implement the K to 12 Program, essentially adding two (2) years of specialization within the Basic Educational System;

DepEd designed the implementation of RA 10533 within the framework of increased community involvement in the learner's experience;

With this premise, the DepEd, offers venues for various stakeholders to participate in the implementation of RA 10533 and, the same offer, accepted by the PARTIESs herein;

The Work Immersion Program is one of the course requirements for graduation. A SHS student has to undergo work immersion in a business organization or establishment with work requirements related to the specialization. Through work immersion, the students are exposed to and are familiarized with the work-related environment related to their field of specialization. Specifically, the students are able to:

1. Appreciate the importance and application of the principles and theories learned in school.
2. Enhance their technical knowledge and skills.
3. Enrich their skills in communications and human relations.
4. Develop good work habits, attitudes, appreciation and respect for work.

#### **I. OBJECTIVES OF THE WORK IMMERSION PARTNERSHIP**

The Work Immersion Partnership has the following objectives:

1. supplement the formal curriculum of the Work Immersion Program with special inputs coming from the TUGUEGARAO CITY GOVERNMENT experts and practitioners in order to make the Work Immersion Program aligned and consistent with work standards;



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2. develop in the students of the Work Immersion Program the knowledge and skills that are relevant to the needs of the job market in the area.
3. provide Senior High School students relevant learning experiences by giving them exposure to the actual workplace setting.
4. form a Work Immersion Partnership between the CAGAYAN NATIONAL HIGH SCHOOL-SENIOR HIGH and the TUGUEGARAO CITY GOVERNMENT allowing the students, faculty, and staff of the schools concerned the use of and access to the TUGUEGARAO CITY GOVERNMENT workplace and equipment as part of their Work Immersion Program.

## II. RESPONSIBILITIES OF THE PARTIES

### A. Joint Responsibilities

Both the CAGAYAN NATIONAL HIGH SCHOOL-SENIOR HIGH and the TUGUEGARAO CITY GOVERNMENT shall:

1. create a joint working group that will prepare the action plan to operationalize the partnership.
2. form a joint steering committee to monitor the progress of the partnership and to make sure that the provisions of this Memorandum of Agreement (MOA) are met.
3. adhere to all laws, memorandums, and circulars especially those pertaining to child protection as provided for in the Guidelines for Work Immersion (Guidelines).
4. develop the students' Work Immersion module specifying goals and objectives, desired outcomes of the program and how these outcomes will be achieved, also noting the specific knowledge, skills, attitudes and competencies that the student should acquire after completing the program.
5. develop a Work Immersion Daily Schedule of Activities that will be followed by the students during the whole duration of the Work Immersion Program in the TUGUEGARAO CITY GOVERNMENT.
6. formulate local school work immersion policies and guidelines on selection, placement, monitoring, and assessment of students (immersion participants), in order to ensure that each student is assigned to an immersion partner matched to his/her desired track, qualifications and aptitude.

### B. Responsibilities of the SCHOOL

The CAGAYAN NATIONAL HIGH SCHOOL-SENIOR HIGH, shall:



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1. identify and indicate the SHS track/s, strand/s, and/or specialization/s which will be the subject of the partnership.
2. make the needed adjustments to contextualize the SHS subjects based on inputs coming from TUGUEGARAO CITY GOVERNMENT.
3. designate a person in charge of coordinating with TUGUEGARAO CITY GOVERNMENT and supervising the activities of the students for the duration of the Work Immersion Program.
4. provide insurance coverage for learners during the work immersion program.
5. continue to exercise its Special Parental Authority under the Family Code over the Senior High School student under immersion in the premises of the partner.
6. 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.
7. provide the TUGUEGARAO CITY GOVERNMENT an evaluation tool for the students' immersion performance.
8. issue a final grade to the student upon completion of the requirements within a prescribed period.
9. ensure that the student will adhere to the non- disclosure policies of the Municipality/City/Province as agreed to by the CAGAYAN NATIONAL HIGH SCHOOL-SENIOR HIGH.
10. in case of damage in the equipment in the workplace, students must replace.
11. provide signed Consent forms from the parents as applicable.
12. provide the TUGUEGARAO CITY GOVERNMENT a Certificate of Participation in the Work Immersion Program for whatever purpose it may serve.
13. execute a deed of acceptance as a way of recognizing and acknowledging the donation/s received from the TUGUEGARAO CITY GOVERNMENT.

**C. The TUGUEGARAO CITY GOVERNMENT - shall:**

1. assign a competent Immersion Coordinator from the TUGUEGARAGARAO CITY GOVERNMENT to liaise with the school and supervise the students without prejudice to the special parental authority of the school, its administrators and teachers for the duration of the Work Immersion program so as to ensure efficient implementation of all stages of the program.
2. provide inputs into the curriculum through the discussions or workshops that DepEd will organize.





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3. lend its expertise by making available its resident resource persons to provide training to the students.
4. allow the students to be deployed to the different sections/departments/project sites of the TUGUEGARAO CITY GOVERNMENT based on the Work Immersion Daily Schedule of Activities.
5. agree to the required number of hours of the immersion program set under the DepEd SHS curriculum.
6. provide students with an orientation about TUGUEGARAO CITY GOVERNMENT its line of business, and the work its employees do, and expose them to the various stakeholders of the community in which the TUGUEGARAO CITY GOVERNMENT operates for the students to get a holistic understanding of its business.
7. ensure that students undergo training related to their course, and provide the students with work or activities based on the activities listed in the prescribed template for the Immersion Program of Activities.
8. make its workplace and facilities available to students, and shall similarly take all necessary action to ensure the safety of students within their areas of operation at all times, which shall include, but shall not be limited to, the provision for Personal Protective Equipment (PPE's), if applicable. Ensure that the students will not be exposed to hazardous materials and working environment throughout the duration of the immersion.
9. evaluate students' performance in the immersion venue by accomplishing provided evaluation tool.
10. issue a Certificate of Completion to the student trainees upon satisfactory compliance with all requirements of the program.

### III. EFFECTIVITY

This agreement shall hold for the duration of Academic Year 2023-2024 and is renewable every year. The CAGAYAN NATIONAL HIGH SCHOOL-SENIOR HIGH and the TUGUEGARAO CITY GOVERNMENT shall submit their intention for renewal of this agreement through formal notice within thirty (30) days before the expiration of this Agreement. The CAGAYAN NATIONAL HIGH SCHOOL-SENIOR HIGH and the TUGUEGARAO CITY GOVERNMENT reserve their respective rights to terminate their participation in the agreement through formal written notice within thirty (30) days before the effectivity of the termination. Both parties shall turnover all deliverables agreed thereto in them Work Immersion Program. Termination shall be subject to the mutual agreement between the parties.

A material breach of the Work Immersion Guidelines and/or this MOA shall constitute a ground for termination of the MOA, in whole or in part, by the aggrieved party, without prejudice to other legal remedies.

### IV. LIABILITY



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The school, its administrator and teachers exercising authority and supervision over the Senior High School Student undergoing immersion in the premises of the partner may be held accountable for the student's acts.

Each party 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 any persons, or loss or damage to property, by or on account of the performance of the respective obligations by the parties pursuant to this Agreement. Such responsibility shall continue to remain that of the responsible party's even after the termination of this agreement, if such losses and damages were incurred during the effectivity of this agreement. DepEd shall not be liable for opportunity losses of the TUGUEGARAO CITY GOVERNMENT during the duration and after the termination of this agreement.

#### **V. NON-DISCLOSURE PROVISION**

It is expressly understood by DepEd and the students that all information on technology, manufacturing process, process standards, quality assurance methodologies, quality standards, production capabilities, raw material purchasing, marketing, finance, and all other related documents, manuals, operational and technical matters that the TUGUEGARAO CITY GOVERNMENT shall make available to them shall be used for the sole purpose of student training. All of these matters are classified as confidential in nature and proprietary to the TUGUEGARAO CITY GOVERNMENT and thereby each student hereby undertakes to prevent transfer of such information by any of its members to any party outside of the TUGUEGARAO CITY GOVERNMENT.

#### **VI. OTHER PROVISIONS**

It is expressly understood by the PARTIES that the TUGUEGARAO CITY GOVERNMENT is not obliged to pay wage or salary since there is no employer-employee relationship that exists. However, the TUGUEGARAO CITY GOVERNMENT is not precluded from providing the student with any monetary or financial assistance in the form of transportation fee, food allowance, etc.

In determining the existence of an employer-employee relationship, the following elements are considered: (1) the power to hire; (2) the payment of wages; (3) the power to dismiss, and (4) the power to control the employee's conduct, with the control test generally assuming primacy in the overall consideration.

No employer-employee relationship exists between the student and the partner in work immersion if all the following criteria are met:

1. the training, even though it includes actual operation of the employer's facilities, is similar to training provided in an educational program;
2. the training is for the benefit of the student;
3. the student does not displace regular employees, and works under close supervision;



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4. the students are not entitled to a job at the conclusion of the training period and are free to take jobs elsewhere in the same field;
5. any clinical training is performed under the supervision and direction of people who are knowledgeable and experienced in the activity;
6. the training is general, and qualifies the student to work in any similar business. It is not designed specifically for a job with the employer that offers the program;
7. the screening process for the immersion program is not the same as for employment, and does not appear to be for that purpose. The screening only uses criteria relevant for admission to an independent educational program;
8. advertisements, posting, or solicitations for the program clearly discuss education or training, rather than employment, although employers may indicate that qualified graduates may be considered for employment.

**FOR THE CNHS-SH:**

**FOR THE TUGUEGARAO CITY GOVERNMENT:**

**GRACE T. MACABABBAD**  
Secondary School Principal II

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

WITNESSED BY:

**MARILEN M. TAPPA**  
Assistant Principal II

APPROVED BY:

**GILBERT N. TONG, Ph.D. CEO VI, CESO V**  
Schools Division Superintendent



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