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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 |
|------------------------------|------------------|

RESOURCE PERSONS:

| | |
|--------------------------------|----------------------------------|
| MR. DOMINIC B. BAGGAYAN | - LYDO Head (via zoom) |
| MR. ARIEL IRINGAN | - CNHS Representative (via zoom) |

FOR THE PRESIDING OFFICER:

The committee met and deliberated on the referral:

COMMITTEE REPORT NO. 49-2024

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 (Sports Track) 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 (Sports Track) 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 four (4) Grade 12 Sports Track-Makisig students for 80 hours.
4. The copy of the appointment of the CNHS Senior High School Sports Track 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 (Sports Track) 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 SPORTS TRACK 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 Sports Track 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 77th 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 Sports Track 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 Cagayan National High School-Senior High School (CNHS-SHS), for information and proper action.



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

OFFICE MEMORANDUM

No. _____ s. 2024

TO : ARIEL C. IRINGAN,
Teacher III

FROM : GRACE T. MACABABBAD
Secondary School Principal II

DATE : February 1, 2024

SUBJECT : DESIGNATION AS IMMERSION FOCAL PERSON FOR
SPORTS TRACK G12 CLASSES

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



Address: Regional Government Center, Carig Sur, Tuguegarao City, 3500
Telephone Nos.: (078) 304-3855; (078) 396-9728
Email Address: region2@deped.gov.ph
Website: region2.deped.gov.ph

MEMORANDUM OF AGREEMENT

KNOW ALL MEN BY THESE PRESENTS:

This agreement is made and entered by and between:

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

-and-

TUGUEGARAO CITY GOVERNMENT, Enrile Boulevard, Carig Sur, Tuguegarao City, Cagayan represented in this agreement by **Hon. MAILA ROSARIO S. TING – QUE, City Mayor**, herein after referred to as the **SECOND PARTY**:

WITNESSETH- That

WHEREAS, CNHS-Senior High envisions an integral human formation of the youth who will become mature individuals and active members of the community. In order to achieve this vision, the school orients and directs its programs and activities towards the promotion of human dignity and well-being which leads to the development of the total person who is able to take up his/her responsibilities in the community and the world;

WHEREAS, CNHS-Senior High has requested for a work immersion training of 4 (four) students from Grade 12 Sports Track - Makisig;

WHEREAS, CNHS – Senior High, Sports Track students are scheduled to have their work immersion every Monday scheduled February 19, 26, March 4, 18, 25, 2024 during the Third Quarter and on April 8, 15, 22, 29, May 6, 2024 for the Fourt Quarter of S.Y. 2023-2024.

WHEREAS, the **Tuguegarao City Government - Tuguegarao City Sports and Development Unit** has granted the request of the work immersion of the Sport Track - Makisig student;

| Name | Address | Parent/Guardian Name | Contact Number |
|--------------------------------|--|-----------------------|----------------|
| 1. BAQUIRAN, CYRUS HENNY C. | 51 Zone 2 Macababbad St. Linao Norte, Tuguegarao City, Cagayan | Jayson C. Baquiran | 09653046169 |
| 2. CARINUGAN, SEAN SCHUYLER A. | Zone 2 Cusipag St. Linao East Tuguegarao City, Cagayan | Khenneth Joy N. Angco | 09772751507 |
| 3. RANCE, JUSTINE CLYDE D. | 206 Zone 3, Laribar St. Larion Bajo, Tuguegarao City Cagayan | Jonalyn M. De Guzman | 09294852974 |
| 4. SIBAL, ANGELO GABRIEL C. | Zone 4 Maharlika Hi-way, Gosi Sur, Tuguegarao City, Cagayan | Regie A. Sibal | 09056570726 |

WHEREAS, the SECOND PARTY agrees to accommodate and provide to the students of the FIRST PARTY the work immersion as a requirement in Senior High School;

WHEREAS, the first party requires at least 80 hours of training for the students at the SECOND PARTY'S office/school;

NOW THEREFORE, for and in consideration of the concerns and purposes of both parties, they voluntarily agree and stipulate the following terms and conditions:

That the **FIRST PARTY** shall:

1. identify and indicate the SHS track/s, strands, and/ or specialization/s which will be the subject of the partnership.
2. make a needed adjustments to contextualize the SHS subjects based on inputs coming from TUGUEGARAO CITY GOVERNMENT.
3. designate a person in charge of coordinating with the second party 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 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 second party an evaluation tool for the students' work immersion performance.
8. issue a grade to the student upon completion of the requirements based on existing policy within 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 SHOOOL – SENIOR HIGH.
10. incase of damage in the equipment in the work place, students must replace the same.
11. Provide the SECOND PARTY a Certificate of Recognition in the SHS immersion program in acknowledgment to their support and active participation.

Sports Track student shall:

1. submit a certificate of parental consent waiving any responsibility of the school and the cooperating agency for any untoward incident caused by circumstances beyond control in the performance of their functions while under work immersion.
2. wear the school uniform while undergoing work immersion.

3. shoulder all the expenses related to work immersion. No compensation shall be received by the student while undergoing work immersion.
4. be prohibited from bringing out any cooperating agency's equipment, documents, supplies, etc. unless instructed by the supervisor.
5. be prohibited from bringing into the cooperating agency any dangerous weapon and/or prohibited drugs.
6. not enter the cooperating organization's premises if the student is under the influence of liquor or prohibited drugs.
7. ensure that all information written and heard about the cooperating agency in strict confidentiality.
8. abide by the rules and regulations of the cooperating agency.
9. time in and out, morning and afternoon during the duration of the immersion.
10. render eighty (80) hours of immersion as prescribed in the curriculum.

That the **SECOND PARTY** shall:

1. conduct an orientation on the company's rules, policies and guidelines regarding work immersion.
2. assign a supervisor to guide and assist the student.
3. provide the student with relevant and meaningful activities that will further enhance his/her knowledge and skills on his/her field of specialization.
4. notify the school, through the work immersion adviser, of any problem regarding the student-trainee.
5. notify the school, through the work immersion teacher, of any move to terminate, due to reasonable cause, the training of any student.
6. provide safe working condition/environment for the student.

NOTE: The cooperating agency shall notify the school through the Work Immersion Focal Person and/or Work Immersion Teacher for any field work that may be required of the student and hence requires the student a separate Parental Consent for this purpose.

Both the CNHS-SENIOR HIGH and the Cagayan National High School – Junior High shall:

1. form a joint steering committee to monitor the progress of the partnership and to make sure that provisions of this Memorandum of Agreement (MOA) are met.
2. adhere to all laws, memorandums, and circulars especially those pertaining to child protection as provided for in the guidelines for work immersion.

3. develop a work immersion daily schedule of activities that will be followed by the students during the whole duration of the work immersion program.
4. formulate local and schoolwork immersion policies and guidelines on selection, placement, monitoring, and assessment of students to ensure that each student is assigned to an immersion partner matched to his/her desired track, qualifications, and aptitude.

Work Immersion Focal Person/Work Immersion Teacher shall:

1. make necessary representations with prospective cooperating agency.
2. prepare the Memorandum of Agreement (MOA) with the cooperating agency.
3. orient the student on policies, rules and guidelines of the work immersion.
4. assign student to the different cooperating agencies corresponding to their strand.
5. conduct regular monitoring through actual personal visit, phone calls, emails etc. of the student's performance and behavior during the work immersion.
6. receive complaints/suggestions/recommendations from cooperating agency and shall act on all matters with due consultation with the Principal and/or Asst. Principal, regarding the student.
7. with the concurrence of the principal, have the prerogative to discontinue the training of any student on reasonable grounds after a written communication with the cooperating employer.

The **CNHS-SENIOR HIGH** and **Cagayan National High School – Junior High Fitness Center** shall coordinate with each other through the immersion teacher concerned, in the discharge of their respective functions by holding regular consultation.

FOR THE SCHOOL:

FOR THE AGENCY:

GRACE T. MACABABBAD
Secondary School Principal II

HON.MAILA ROSARIO S. TING-QUE
City Mayor

WITNESSED BY:

ARIEL C. IRINGAN
Work Immersion Teacher, Sports Track

ROBERT P. FUGABAN
City Sports Coordinator

APPROVED BY:

GILBERT N. TONG PhD, CESO VI, CEO V
Schools Division Superintendent
Division of Tuguegarao City

Republic of the Philippines

City of Tuguegarao

BEFORE ME, personally appeared the above-named persons and presented themselves to me to be the same person who executed the foregoing instrument and acknowledges to me that the same is their own free and voluntary act and deed.

WITNESS MY HAND AND SEAL.

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Series of 2024