Republic of the Philippines
Province of Cagayan
TUGUEGARAO CITY
Phone number: 0953-588-3721 | email address: cmotuguegaraocity@gmail.com

OFFICE OF THE S. SECRETARY
TUGUEGARAO CITY, CAGAYAN
RECEIVED
Date: JAN 06 2026
Time: 7:52 am
By: jarzgmilind

OFFICE OF THE CITY MAYOR

05 January 2026

THE HONORABLE MEMBERS
Sangguniang Panlungsod
This City

Thru: HON. ROSAURO RODRIGO G. RESUELLO
Vice Mayor and Presiding Officer

Dear ***Honorable Members of the Sanggunian***:

Herewith is the Memorandum of Agreement between the Tuguegarao City Government and University of Cagayan Valley relative to the On-The-Job Training of the latter's School of Business Administration and Governance students, for your information and appropriate action.

Thank you!

In the name of public service,

MAILA ROSARIO S. TING-QUE
City Mayor

Copy furnished:

- *UCV- School of Business Administration and Governance*
- *Local Youth Development Office*

UNIVERSITY OF CAGAYAN VALLEY
(formerly Cagayan Colleges Tuguegarao)
VICTOR VENTURA PEREZ (VVP) CAMPUS,
TUGUEGARAO CITY, CAGAYAN VALLEY, PHILIPPINES 3500
BALZAIN CAMPUS: (078) 844-1147 Local 218 – (Trunk Line)(078) 844-8978 – (Fax)
sba@ucv.edu.ph
SCHOOL OF BUSINESS ADMINISTRATION AND GOVERNANCE

December 15, 2025

HON. MAILA S. TING-QUE
CITY MAYOR
TUGUEGARAO CITY CAGAYAN

Dear Maam:

Greetings of Peace and Goodwill!

Internships are the final stage of student learning, helping students discover their chosen profession, develop skills, and prepare to become competent professionals after graduation.

In this connection, may we respectfully request your good office to accept student trainees from University of Cagayan Valley, School of Business Administration and Governance to undergo their On-the-Job Training (OJT)/Internship Program in your agency. This training is a required part of their academic curriculum and aims to provide students with practical experience, professional skills, and proper work values in a real work environment. The trainees are required to complete the 400 hours in your office.

We believe that your agency will provide a valuable learning experience that will help our students apply their academic knowledge and prepare them for their future careers. The following are the students to be deployed in case you will accept our request.

1.	202013754	Ambiong, Maima Birung	BSBA-FM-4
2.	22013586	Anno, Justin-Jay Santiago	BSBA-MKT-4
3.	22012273	Caleja, Twinkle De leon	BSBA-MKT-4
4.	21020127	Camayang, Michy Rose Angel	BSBA-FM-4
5.	22012295	Capili, Donna Rabano	BSBA-MKT-4
6.	22013495	Caringal, John Dexter Beran	BSBA-FM-4
7.	16010447	Daus, Levi Crissa Pader	BSBA-FM-4
8.	210011273	Duerme, John Carlo	BSBA-MKT-4
9.	22012611	Edeza, John Michael Soriano	BSBA-MKT-4
10.	22014313	Estrada, Kaycee Gonzalez	BSBA-MKT-4
11.	22012824	Guitang, Gian Ponce	BSBA-FM-4
12.	230105310	Gulaga, Carmella	BSBA-MKT-4
13.	2201825	Lloren, Mary Ann Parallag	BSBA-FM-4
14.	2201798	Macalingay, Ashleigh Lamusao	BSBA-MKT-4
15.	220156	Matias, Josa Mae Gacias	BSBA-FM-4
16.	22012522	Nawi, Anita Calsiyao	BSBA-MKT-4
17.	22013488	Pagulayan, Kathleen Joy Lopez	BSBA-FM-4
18.	22012094	Panaga, Clarimae	BSBA-FM-4
19.	1011586	Perez, Victoria Valerie Baligod	BSBA-MKT-4
20.	22012612	Siazon, Sheryl Sambo	BSBA-MKT-4
21.	2201103	Sibal, Roshell Sabben	BSBA-FM-4
22.	22013711	Songcuya, Jean Simangan	BSBA-MKT-4

We hope for your favorable consideration. Should you need further information, please feel free to contact us at CP#09360464103 or email us at manuel.tan@ucv.edu.ph. or jenniferfurigay.suyu@ucv.edu.ph.

We are hoping for your favorable response on this matter. Thank you very much and more power!

Sincerely,

DR. MANUEL S. TAN, JR.
VP for Academics/OIC, Dean SBAG

ON-THE-JOB TRAINING MEMORANDUM OF AGREEMENT

KNOW ME BY THESE PRESENTS:

This Memorandum of Agreement is made and entered into and between

This ON-THE-JOB TRAINING AGREEMENT made and executed this ___day of_____at Tuguegarao City, Cagayan, Philippines by;

UNIVERSITY OF CAGAYAN VALLEY(formerly Cagayan Colleges Tuguegarao) an educational institution created by and under the laws of the Republic of the Philippines with principal office at Balzain Highway, Tuguegarao City, Cagayan, Philippines represented herein by **ESTHER SUSAN N. PEREZ-MARI, MSc-FM, MD, Ph.D.** in her capacity as **PRESIDENT**, who is duly authorized to represent in this transaction, herein after referred to as the "**FIRST PARTY**",

-and-

LOCAL GOVERNMENT UNIT (LGU) with an official address at Tuguegarao City, Cagayan represented herein by **HON. MAILA ROSARIO S. TING-QUE** in her capacity as **MAYOR** who is duly authorized to represent in this transaction herein after referred to as **"SECOND PARTY",**

WITNESSETH:

WHEREAS, **FIRST PARTY** commits itself to total human development of its students by extending the facilitation of learning beyond the classroom environment through exposing them to real-world experience, especially in the fields/work areas where they will be required to apply knowledge and skills gained from their respective academic programs.

WHEREAS, **SECOND PARTY** is offering On the Job Training Program to Bachelor of Science in Business Administration students who will undergo industry exposure prior to graduation in order to become adequately familiar with the actual industrial operations and management, thereby augmenting their formal training;

WHEREAS, the **SECOND PARTY** agreed to accept students of **FIRST PARTY** as interns in support of its On-The-Job Training Program which aims to forge strong academe-industry linkage and complement existing course curricula to match industry demand;

NOW, THEREFORE, for and in consideration of the foregoing premises, **FIRST PARTY** and **SECOND PARTY** do hereby agree and stipulate the following:

The FIRST PARTY shall:

1. Recommend qualified students who will undergo the on-the-job program, taking into consideration the requirements of the **SECOND PARTY** in terms of qualifications and number of students.

2. Designate an OJT Adviser and its equivalent, who will be assigned with the following responsibilities:

   a. Orientation of students about the rules, proper attitude and behavior inside the job-site particularly towards the employees;
   b. Monitoring of attendance, activities, and performance of students during the training program in the **SECOND PARTY;**
   c. Coordination of Training Program with the **SECOND PARTY;** and
   d. Encoding of grades of the students during the appointed time.

3. Submit to the **SECOND PARTY** requisite documents required for this program (accomplished student liability waiver, notarized MOA). The waiver of the INTERN/OJT student and his/her respective parents shall be submitted to the **SECOND PARTY** prior to the commencement of the training.

4. Conduct an initial visit/inspection of their partner Host Training Establishment and representative office to ensure the safety of the students.

5. Conduct a monitoring visit in the middle of the on-the-job training program.

6. Renounce and waive any claim against the **SECOND PARTY** for an injury that the students may sustain or loss that they suffer, personal or pecuniary, arising from negligence or fault in the performance of their duties and functions while under training.

7. Monitor the safety of the student trainees regarding the conduct of on-the-job training activities based on Inter-Agency Task Force for the Management of Emerging Infectious Diseases recommendations and guidelines in the alert level protocol.

The SECOND PARTY shall:

1. Deploy the student trainees to the different operating units of the **SECOND PARTY** (as stipulated in the recommendation letter) for a maximum of 400 hours unless revised upon agreement by the **SECOND PARTY** and **FIRST PARTY.**

2. Assign personnel who will orient, monitor, and supervise the student-trainees, especially on those which pertain to safety and security precautions.

3. Involve those students in activities and tasks to develop their work attitude and creative abilities to become professional employees based on the areas stipulated in the recommendation letter.

4. Enforce rules that will govern the conduct of the program on their premises. Said rules shall be made known to **FIRST PARTY** and student-trainee before the training

5. Accomplish necessary forms required by **FIRST PARTY** (e.g., Performance Evaluation form) in connection with the training requirements of the students.

6. Issue Certificate of Completion to the student-trainee upon fulfillment of all the training requirements.

7. Observe any other additional responsibilities as may be identified during the conduct of the students' internship /OJT in the company.

8. Monitor the safety of the student trainees regarding the conduct of on-the-job training activities based on Inter-Agency Task Force for the Management of Emerging Infectious Diseases recommendations and guidelines in the alert level protocol.

A. Under the Memorandum of Agreement, the following terms and conditions are likewise included

1. It is expressly understood that there will be no employer-employee relationship between the COMPANY and the student-trainee of the **FIRST PARTY**

2. The Intern/student-trainee shall abide by the **SECOND PARTY's** rules and regulations and comply with those imposed for the program, otherwise, they shall be excluded from further participation.

3. The **SECOND PARTY** reserves the right to discontinue the training of any student-trainee on reasonable grounds upon written notice to the **FIRST PARTY**

4. **FIRST PARTY** may pull out any of the Intern/student-trainee from the **SECOND PARTY** on reasonable grounds after written notice to the **SECOND PARTY**.

B. Liability Clause

The Second Party shall not be liable for any accident, injury, illness, or death of the student trainees during the on-the-job training when the cause or reason of the accident, injury, or death is the negligence of the second party, such as but not limited to the unsafe workplace, substandard safety requirements, violation of statutory requirements and/or Inter-Agency Task Force for the Management of Emerging Infectious Diseases recommendations and guidelines in the alert level protocol.

C. Duration

This MOA shall take effect immediately upon the signing hereof and shall continue thereafter for a period of Fifty (50) Working Days, provided however that any provision of this agreement may be amended by written consent by both parties herein and provided further that the **SECOND PARTY** and **FIRST PARTY** reserves the right to withdraw its participation in the agreement upon written notice.

Whereas the following Bachelor of Science in Business Administration students will undergo Four Hundred (400) hours of the On-the-Job Training (OJT) at **LOCAL GOVERNMENT UNIT (LGU) TUGUEGARAO CITY CAGAYAN** from February 02, 2026 to May 07, 2026.

202013754	Ambiong, Maima Birung	BSBA-FM-4
22013586	Anno, Justin-Jay Santiago	BSBA-MKT-4
22012273	Caleja, Twinkle De leon	BSBA-MKT-4
21020127	Camayang, Michy Rose Angel	BSBA-FM-4
22012295	Capili, Donna Rabano	BSBA-MKT-4
22013495	Caringal, John Dexter Beran	BSBA-FM-4
16010447	Daus, Levi Crissa Pader	BSBA-FM-4
210011273	Duerme, John Carlo	BSBA-MKT-4
22012611	Edeza, John Michael Soriano	BSBA-MKT-4
22014313	Estrada, Kaycee Gonzalez	BSBA-MKT-4
22012824	Guitang, Gian Ponce	BSBA-FM-4
230105310	Gulaga, Carmella	BSBA-MKT-4
2201825	Lloren, Mary Ann Parallag	BSBA-FM-4
2201798	Macalingay, Ashleigh Lamusao	BSBA-MKT-4
220156	Matias, Josa Mae Gacias	BSBA-FM-4
22012522	Nawi, Anita Calsiyao	BSBA-MKT-4
22013488	Pagulayan, Kathleen Joy Lopez	BSBA-FM-4
22012094	Panaga, Clarimae	BSBA-FM-4
1011586	Perez, Victoria Valerie Baligod	BSBA-MKT-4
22012612	Siazon, Sheryl Sambo	BSBA-MKT-4
2201103	Sibal, Roshell Sabben	BSBA-FM-4
22013711	Songcuya, Jean Simangan	BSBA-MKT-4

IN WITNESS HEREOF, the parties hereto have signed this MOA on this ___day of _____, 2026 in Tuguegarao City, Cagayan, Philippines.

FIRST PARTY:

DR. ESTHER SUSAN N. PEREZ-MARI, MSc-FM, MD,PhD.
University President

SECOND PARTY:

HON. MAILA ROSARIO S. TING-QUE
Mayor

SIGNED IN THE PRESENCE OF:

FIRST PARTY REPRESENTATIVE

By Ssuyu
DR. MANUEL S. TAN , JR.
VP for Academics/OIC, Dean SBAG

SECOND PARTY REPRESENTATIVE IN THE PHILIPPINES

_____

ACKNOWLEDGEMENT

Republic of the Philippines }
Province of Cagayan } s.s.
City of Tuguegarao }

BEFORE ME, a Notary Public for and in _____ City this ___day of _____, personally appeared:

NAME	ID/PASSPORT NO.	DATE/PLACED ISSUED

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