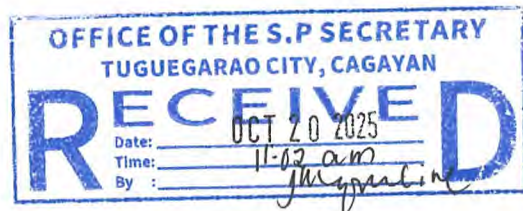




Republic of the Philippines
Province of Cagayan
TUGUEGARAO CITY

Phone number: 0953-588-3721 | email address: cmotuguegaraocity@gmail.com



OFFICE OF THE CITY MAYOR

20 October 2025

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 the University of Saint Louis Tuguegarao relative to the Internship Program of the latter's Bachelor of Science in Nursing (BSN), for your information and appropriate action.

Taking into account the urgency of the matter, the same is certified as **URGENT** pursuant to Article 107 of the Implementing Rules and Regulations of the Republic Act No. 7160 or the Local Government Code of 1991.

Thank you!

In the name of public service,

MAILA ROSARIO S. TING-QUE
City Mayor

Copy furnished:

- USLT
- LYDO





UNIVERSITY of
SAINT LOUIS
TUGUEGARAO

Mabini Street, Tuguegarao City 3500,
Cagayan, Philippines
Tel: (078) 844-1822 loc. 415
Fax: (078) 844-0889
www.usl.edu.ph

October 8, 2025

HON. MAYOR MAILA TING-QUE

City Mayor

LGU- Tuguegarao

Carig Sur, Tuguegarao City, Cagayan

THRU: ROBIN B. ZINGAPAN, MD, FPSMSG, DPCAM

City Health Officer

City Health Office -Tuguegarao City

Brgy. San Gabriel, Tuguegarao City

OFFICE OF THE CITY MAYOR

Date: OCT 13 2025

Time: 11:20 AM

Ry: [Signature]

Dear Mayor:

Greetings from the University of Saint Louis Tuguegarao.

The university will deploy students for its Related Learning Experience (RLE) during the first semester of the 2025-2026 academic year. The internship program aims to provide Louisian students the opportunity to integrate theory and practice in their professional education and to equip them with career readiness competencies and high-level practical experience.

Believing in your agency's credibility and reputation in providing quality internship programs to future professionals, the university humbly requests the deployment of our student-interns from the Bachelor of Science in Nursing (BSN) Programs from October 12 to May 15, 2026.

The internship program will start upon acceptance of this request under the terms and conditions stipulated in a duly accomplished memorandum of agreement for your confirmation.

Attached are the following:

1. Proposed Memorandum of Agreement (MoA) for your further review and recommendation;
2. Internship guidelines and requirements; and
3. Certificate of acceptance, which we request to be accomplished and returned upon acceptance of our students in your agency/company.

Thank you, and we look forward to the successful outcome of this academic synergy. Should you have further questions, please contact us at internationalization@usl.edu.ph. or 0975-246-5985.

Very respectfully yours,

ANJANETTE F. BATULAN, PhD

Director, GloCal Partnerships and Engagement


Noted by:

ALVIN A. ALDEA, MSMT

Academic Dean, School of Accountancy, Business, and Hospitality

LUISA B. AQUINO, EdD

Vice President for Academics

 <div>UNIVERSITY OF SAINT LOUIS <small>WISDOM • FAITH • SERVICE</small></div>	OFFICE OF THE VICE PRESIDENT FOR ADMINISTRATION	Document No.: QR-PRO-002
		Revision No.: 01
	MEMORANDUM OF AGREEMENT	Effectivity Date: January 7, 2023

KNOW ALL MEN BY THESE PRESENTS:

This Memorandum of Agreement (this “**Agreement**”) for **Nursing Internship** is made and entered into this **8th of October 2025** in Tuguegarao City, by and between:

The **The LOCAL GOVERNMENT UNIT- TUGUEGARAO CITY** , a government health facility duly recognized by the Department of Health and operated by the City of Tuguegarao, herein represented by the **City Mayor, HON. MAILA ROSARIO S. TING-QUE** hereinafter, referred to as the **FIRST PARTY**.

-and-

UNIVERSITY OF SAINT LOUIS- TUGUEGARAO, a non -stock non -profit educational institution duly recognized by the Commission on Higher Education, represented by **University President, REV. FR. MACWYANE N. MANIWANG, CICM, Ph.D.** with the address Mabini St, Tuguegarao City, Cagayan, Philippines, hereinafter, referred to as the **SECOND PARTY**.

WITNESSETH:

That the **FIRST PARTY** agrees and allows the affiliation and training of the nursing students of the **SECOND PARTY** under the following terms and conditions:

1. The **FIRST PARTY** shall provide assistance germane to the objective(s) sought to be achieved under this Agreement and maintain peace and order in the vicinity where actual service(s) are to be conducted/rendered.
2. The **FIRST PARTY** shall ensure that infection prevention and control protocols, safety guidelines, and occupational health standards are in place and observed by students.
3. The **FIRST PARTY** shall coordinate with the **SECOND PARTY** on the schedule and number of duty hours of students in accordance with CHED, DOH, and institutional guidelines.
4. The **FIRST PARTY** reserves the right to request the withdrawal of any student who violates hospital rules, ethical standards, or demonstrates unsafe practice in patient care.
5. The **FIRST PARTY** shall not deploy or assign students of the **SECOND PARTY** to areas, units, or facilities other than those specified in the duly approved rotation plan, and the **SECOND PARTY** shall likewise ensure that students strictly adhere to said rotation plan and shall not allow them to be deployed or assigned to other areas outside of what has been officially scheduled and agreed upon.
6. Students accepted to and enrolled in the Bachelor of Science in Nursing program of the **SECOND PARTY** are subject to this Agreement.
7. The **SECOND PARTY** and/or its authorized representative shall be responsible for the compliance and full implementation of the Revised Policies, Procedures, and Guidelines Governing Affiliation and Training of Students in DOH Hospitals and other government health facilities, which is hereto attached and made an integral part of this Agreement.
8. The **SECOND PARTY** shall provide clinical instructors or faculty members who will supervise, monitor, and evaluate the performance of the students during the entire course of their training/affiliation.
9. The **SECOND PARTY** shall assign students in the City Health Office (CHO), the Barangay Health Stations (BHS) and in the communities where the **FIRST PARTY** conducts or maintains health services;
10. The **SECOND PARTY** shall be accountable for any untoward acts, negligence, or misconduct committed by their students or faculty while on duty within the premises of the **FIRST PARTY**.

HON. MAILA ROSARIO S. TING-QUE
City Mayor

REV. FR. MACWYANE N. MANIWANG, CICM, Ph.D
University President

LUISA B. AQUINO, EdD
Vice President for Academics

ALVINA ALDEA MSMT
Academic Dean

- 11. The SECOND PARTY shall ensure that students perform nursing procedures only within the scope of their level of training and under direct supervision of the clinical instructor or authorized staff of the FIRST PARTY.
- 12. The SECOND PARTY shall require students to observe patient confidentiality and comply with the provisions of the Data Privacy Act of 2012 and other related laws.
- 13. The SECOND PARTY shall require students to immediately report any incidents, accidents, or hazard exposures occurring during duty to their clinical instructor and the authorized personnel of the FIRST PARTY.
- 14. The SECOND PARTY shall ensure that students respect the rights of patients and their families, uphold ethical standards, and demonstrate compassionate, holistic nursing care.
- 15. The SECOND PARTY shall ensure that students participate in community health assessments, surveys, and data gathering activities to support public health planning and interventions.
- 16. The SECOND PARTY shall ensure that students assist in the implementation of health programs and services of the FIRST PARTY, including immunization drives, maternal and child health services, environmental sanitation, and health education activities.
- 17. The SECOND PARTY shall require students to conduct health teaching, home visits, and community outreach activities as part of their community health nursing duties.
- 18. The SECOND PARTY shall ensure that students collaborate with barangay officials, health workers, and community leaders in planning and carrying out health-related programs and activities.
- 19. Any violation of the foregoing provisions shall be a ground for recession of this Agreement and
- 20. The term of this Agreement shall be for a period of three (3) years, commencing on September 2025 and ending on September 2028.

IN WITNESS WHEREOF, the parties have hereunto set their hands this _____ day of _____ 20__ at Tuguegarao City, Cagayan, Philippines.

HON. MAILA ROSARIO S. TING-QUE
City Mayor
PARTY OF THE FIRST PART

REV. FR. MACWAYNE N. MANIWANG, CICM, Ph.D.
University President
PARTY OF THE SECOND PART

WITNESSES:

DR. ROBIN R. ZINGAPAN, FPSMSG, DPCAM
Municipal Health Officer

DR. LUISA B. AQUINO
Vice President for Academics

ALVIN A. ALDEA, MSMT
OIC- Academic Dean

JANINA C. ABAD, MSN
Nursing Department Head as Program Dean