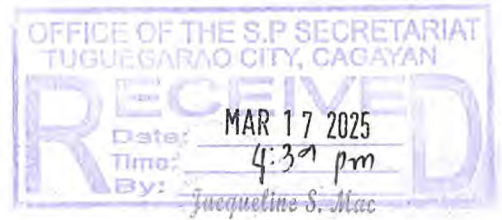




Republic of the Philippines  
Province of Cagayan  
TUGUEGARAO CITY



Phone number: 0953-588-3721 | email address: [cmotuguegaraocity@gmail.com](mailto:cmotuguegaraocity@gmail.com)

**OFFICE OF THE CITY MAYOR**

17 March 2025

**THE PRESIDING OFFICER AND MEMBERS**

Sangguniang Panlungsod  
This City

Dear *Presiding Officer and Members of the Sanggunian*:

Herewith is the Service Obligation Contract between the Tuguegarao City Government and Ms. Raizza Ryelle M. Birung relative to the request of the latter for a study leave on official time, for your information and appropriate action.

Thank you!

In the name of public service,

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

*Copy furnished:*

- Human Resource Management Office
- City Legal Office
- Ms. Raizza Ryelle M. Birung



## SERVICE OBLIGATION CONTRACT

### KNOWN BY ALL MEN BY THESE PRESENTS:

This **CONTRACT** is made and executed in Tuguegarao City, Cagayan, Philippines by and between:

**TUGUEGARAO CITY GOVERNMENT**, represented by the City Mayor, **HON. MAILA ROSARIO S. TING-QUE**, herein referred to as **EMPLOYER** represented herein by the City Mayor, of legal age, and a resident of Tuguegarao City;

- and -

**RAIZZA RYELLE M. BIRUNG** of legal age, single, a resident of Tuguegarao City, and a permanent employee of the Tuguegarao City Government, herein referred to as the **EMPLOYEE**.

### WITNESSETH THAT:

**WHEREAS**, pursuant to Civil Service Commission Memorandum Circular No. 14, s. 1999 amended by MC No. 21, s. 2004, the **EMPLOYEE** applied to go on study leave on official time for a period of not more than six (6) months to attend bar review classes;

**WHEREAS**, the **GRANTEE** is qualified to avail of the study leave;

**NOW, THEREFORE**, the parties have agreed, that the **EMPLOYER** shall authorize the **EMPLOYEE** to go on official leave with pay for a period of six [6] months commencing from **April 1, 2025 to September 30, 2025**, under the following terms and conditions:

#### I. OBLIGATIONS OF THE EMPLOYER

1. Authorize the Employee to go on official leave with pay for a period of six [6] months from April 1, 2025 to September 30, 2025 to review and take the 2025 Bar Examinations;
2. Relieve the Employee of all duties and responsibilities for the duration of the study leave;
3. Pay the salary, allowances and other benefits of the Employee during the six-month study leave.

#### II. OBLIGATIONS OF THE EMPLOYEE

1. Render two (2) years' service obligation with the Tuguegarao City Government for the six-months bar review leave;
2. Inform the agency through the HRD/Personnel Office, the failure or discontinuance to take the bar examination and pay the agency the corresponding salaries, allowances and other benefits received during the period of leave.
3. Report for work the day after the expiration of the study leave, otherwise, shall be considered absent without official leave [AWOL].



III. FAILURE TO RENDER REQUIRED SERVICE OBLIGATION

The EMPLOYEE, in case of failure to render in full, the required service obligation referred to in the agreement on account of voluntary resignation, optional retirement, or separation from service through one's fault, or other causes within one's control, refund to the City Government of Tuguegarao the gross salary, allowances and other benefits received while on study leave proportionate to the balance of service obligation based on the following computed formula:

R =  $\frac{[SOR-SOS]}{SOR} \times TCR$

Where R = Refund  
TCR = Total Compensation Received [Gross Salary, allowances, and other benefits received while on study leave]  
SOS = Service Obligation Served  
SOR = Service Obligation Required

IV. OTHER PROVISIONS

- a. If any provision contained herein is invalid, illegal or unenforceable in any respect under any applicable law and existing rules and regulations, the validity, legality and unenforceability of the remaining provisions shall not be affected or impaired in any way.
- b. If any provisions contained a conflict arising from the interpretation of this contract, the parties shall mutually agree to arrive at an amicable solution, shall take into consideration the objective for which the contract is executed.

IN WITNESS WHEREOF, the parties hereunto sign this SERVICE OBLIGATION CONTRACT this \_\_\_\_ day of \_\_\_\_\_, 2025 at Tuguegarao City, Cagayan.

ACKNOWLEDGEMENT

MAILA ROSARIO S. TING-QUE  
City Mayor  
First Party/Employer  
I.D. No.: \_\_\_\_\_

  
RAIZZA RYELLE M. BIRUNG  
Local Legislative Staff Officer I  
Second Party/Employee  
I.D. No.: \_\_\_\_\_

SIGNED IN THE PRESENCE OF:

1. \_\_\_\_\_ 2. \_\_\_\_\_

REPUBLIC OF THE PHILIPPINES)  
PROVINCE OF CAGAYAN )S.S.  
TUGUEGARAO CITY )

BEFORE ME, this \_\_\_\_\_, personally appeared the above-named persons known to me and to me known to be the same persons who executed the foregoing document and acknowledge that the same is their free and voluntary act and deed.

This instrument consisting of two (3) pages, including the page on which this acknowledgment is written, has been signed on the left margin of each and every page thereof by the parties and the witnesses, sealed with my Notarial Seal.

IN WITNESS WHEREOF, I have hereunto set my hand this \_\_\_\_\_ and place above written.

Notary Public

Doc. No. \_\_\_\_;  
Page No. \_\_\_\_;  
Book No. \_\_\_\_;  
Series of \_\_\_\_.



REPUBLIC OF THE PHILIPPINES

DEPARTMENT OF TRANSPORTATION

LAND TRANSPORTATION OFFICE

DRIVER'S LICENSE

Least Name, First Name, Middle Name

BIRUNG, RAIZZA RUELLE MALLONGA

Nationality

Sex

Date of Birth

Weight (kg)

Height (m)

PHL

F

1998/02/22

80

1.65

Address

79 Z1 CATAGGAMAN PARDO TUGUEGARAO CITY

CAGAYAN

License No.

Expiration Date

Agency Code

B04-18-006155

2033/02/22

B04

Blood Type

Eyes Color

DL Codes

Conditions

AB+


BLACK

AA1,B,B1,B2

NONE

Signature of Licensee

Signature of Atty. Jose Arturo M. Tugade, Assistant Secretary



III ORGAN DONATION:

I WILL NOT DONATE ANY ORGAN

IV IN CASE OF EMERGENCY NOTIFY:

NAME: BEVERLY ROSE GADATAL

ADDRESS: CATAGGAMAN PARDO TUGUEGARAO CITY

TEL. NO.: 09178218746

I. DL CODES

A. MOTORCYCLE

B. UP TO 1000 KGS GVW/8 SEATS

B1 UP TO 1000 KGS GVW/9 OR MORE SEATS

B2 GOODS 3100 KGS GVW

C 120105 > 3500 KGS GVW

D BUS > 1000 KGS GVW/9 OR MORE SEATS

DE TRAILER > 3500 KGS

DE ANTICULATED D > 3500 KGS COMBINED GVW

II. CONDITIONS:

1. WEAR CORRECTIVE LENSES

2. DRIVE ONLY W/ SPECIAL EXPT FOR UPPER/LOWER LIMBS

3. DRIVE CUSTOMIZED MOTOR VEHICLE ONLY

4. DAYLIGHT DRIVING ONLY

5. HEARING AID REQUIRED

Serial Number

339119141

