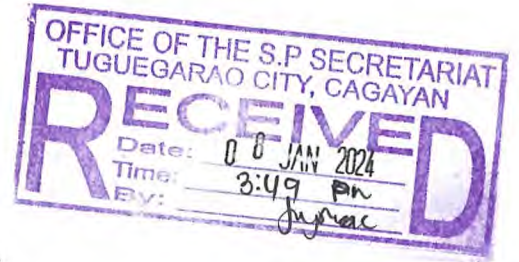




Republic of the Philippines  
Province of Cagayan  
TUGUEGARAO CITY

OFFICE OF THE CITY MAYOR



08 January 2024

**THE PRESIDING OFFICER AND MEMBERS**

Sangguniang Panlungsod  
This City

Dear *Presiding Officer and Members of the Sanggunian*:

Herewith is the Memorandum of Agreement between the Tuguegarao City Government and the Cagayan State University relative to the Student Internship Program (SIP) for the latter's students under the following academic programs:


1. Bachelor of Science in Business Administration major in Financial Management;
2. Bachelor of Science in Business Administration major in Marketing Management;
3. Bachelor of Science in Accountancy;
4. Bachelor of Science in Legal Management; and
5. Bachelor of Science in Accounting Information System

This matter 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.


For your information and appropriate action.

Thank you!

In the name of public service,

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

*Copy furnished:*

- Cagayan State University
- LYDO 



OFFICE OF THE UNIVERSITY PRESIDENT

OP-5001-EC-LGU-2024-01-022

January 4, 2024

HON. MAILA ROSARIO S. TING-QUE  
City Mayor  
Local Government of Tuguegarao  
Tuguegarao City, Cagayan

OFFICE OF THE CITY MAYOR  
**RECEIVED**  
Date: JAN 08 2024  
Time: 3:20 PM  
By: [Signature]

Hon. Mayor Ting-Que:

Greetings from Cagayan State University!

As part of the continuing effort of the university to mold and produce competent graduates, the Student Internship Program (SIP) has been incorporated in the curriculum for the Bachelor of Science in Business Administration majors in Financial Management and Marketing Management, Bachelor of Science in Accountancy, Bachelor of Science in Accounting Information System and Bachelor of Science in Legal Management.

The SIP aims to expose our graduating students to actual work place conditions so they may understand and fully appreciate the purpose and relevance of the theories, principles, and concepts learned in the classroom.

In this regard, may we solicit your support and assistance by accommodating our student interns in your agency/office through an on-site internship program. The BSBA majors in Financial Management and Marketing Management are required to complete six hundred (600) internship hours, BS in Accountancy and BS in Accounting Information System are required to complete four hundred (400), and BS in Legal Management are required to complete three-hundred twenty (320) hours during the 2nd Semester of Academic Year 2023- 2024.

Attached is a copy of the Memorandum of Agreement for your perusal.

May we request that the reply slip be accomplished and sent back through this email: [melvinmora@csu.edu.ph](mailto:melvinmora@csu.edu.ph) or you may coordinate with Mr. Melvin M. Mora, Internship Coordinator through his mobile no. 0917-926-0604.

We look forward to your continued support to this request.

Very truly yours,

  
URDUJAH G. ALVARADO, PhD., CESO II  
University President 

REPLY SLIP

- We can accommodate \_\_\_\_\_ student trainees.  
 We cannot accommodate student trainees due to \_\_\_\_\_.



**VISION**  
CSU is a University with global stature in the arts, culture, agriculture and fisheries, the sciences as well as technological and professional fields.

**MISSION**  
Cagayan State University shall promote globally competitive governance strategies, excellent institutions, innovative and creative research, responsive public services and productive industry and community engagement.

**CORE VALUES**  
Competence  
Social Responsibility  
Unifying Presence

**MEMORANDUM OF AGREEMENT**  
(Student Internship Program in the Philippines)

**KNOW ALL MEN BY THESE PRESENTS:**

This Memorandum of Agreement made and entered into by and between the **CAGAYAN STATE UNIVERSITY** with principal office at Andrews Campus, Caritan Sur, Tuguegarao City represented by, **URDUJAH G. ALVARADO, PhD., CESO II**, University President, hereinafter referred to as the **School**.

-and-

\_\_\_\_\_, the office/agency with official address at Bagay Road, Tuguegarao City, Cagayan represented herein by its (position) \_\_\_\_\_, hereinafter referred to as the \_\_\_\_\_.

**WITNESSETH:**

**WHEREAS**, the CSU is mandated to provide quality education to its students, including the practical application of concepts and theories learned from the classrooms to actual situation;

**WHEREAS**, CSU has requested for the internship of students who are enrolled in the **Bachelor of Science in Business Administration major in Financial Management**;

**WHEREAS**, the \_\_\_\_\_ has granted the request of CSU for internship of its students;

**WHEREAS**, to ensure the success of this joint undertaking, it is necessary to extend to each other the much needed support and cooperation to accomplish this noble objective.

**NOW THEREFORE**, in consideration of the aforementioned premises, the parties hereby mutually agree and bind themselves to the following conditions:

**1. CSU students shall:**

1. Enter into an internship contract and/or agreement with \_\_\_\_\_;
2. Sign all the required documents necessary for his or her participation in the internship program, including the acceptance letter, internship contract and/or agreement;
3. Comply with the provisions of the contract and/or agreement including the rules and regulations of the \_\_\_\_\_ and **CHED** at all times;
4. Undergo the required orientation conducted by the CSU and \_\_\_\_\_;
5. Report for internship based on the schedule indicated in the internship contract and/or agreement;
6. Perform tasks and activities indicated in the internship plan;
7. Maintain confidentiality, when and where appropriate, during and after the internship period of all the data, business or trade secrets where such information is not within the public domain and is indicated or understood to be confidential;
8. Adhere to the existing rules and regulations of \_\_\_\_\_ including the proper use of tools, instruments, machines, and equipment;
9. Submit a journal of internship as required by CSU and \_\_\_\_\_ reflecting on the approved internship plan, his or her experiences describing the internship activities, any problem/s encountered, and his or her reflections on the internship experience to the SIPP coordinator;

10. Complete the agreed duration of his or her internship; In case the student intern will be unable to finish his or her internship within the designated period, he or she shall inform the SIPP coordinator in writing of his or her intent and reasons to prematurely end his internship, at least three (3) working days before his last day of internship. Failure to complete the internship program without valid cause disqualifies the student intern from retaking the program with the concerned HTE; and
11. Report to the SIPP coordinator for an exit assessment after the completion of the internship period.

**II. \_\_\_\_\_ :**

1. Implement the internship plan in partnership with CSU;
2. Encourage student interns to develop their personality and professionalism, and to the extent possible, protect them from physical or moral danger;
3. Assign a point/focal person responsible for the implementation of all phases of the internship;
4. Orient the student intern on the standard rules and regulations of their establishment before signing of contract;
5. Enter into an internship contract/agreement with the student intern;
6. Facilitate the processing of the documents of the student intern in coordination with the CSU;
7. *Provides practical training or work experience in accordance with agreed internship plan and schedule of activities;*
8. Ensure that student interns do not perform tasks and duties of regular positions;
9. Provide supervised applied learning experience for student interns in accordance with agreed Internship Plan and schedule of activities;
10. Develop feedback mechanism to the student intern;
11. Develop feedback mechanism to CSU of the overall implementation of the internship and the student performance;
12. Provide monitoring and evaluation reports or other information on the student intern's performance as may be required by CSU;
13. Make available, accurate and current records and provide access to CSU of such records while on internship;
14. Notify and provide at least 30 working days written notice to CSU of a student intern's breach of contract or misconduct in the internship premises prior to \_\_\_\_\_ decision to suspend or terminate the contract; and
15. Issue certificates of completion for the student interns not later than two weeks after the completion of internship.

**III. CSU College of Business, Entrepreneurship and Accountancy thru the SIPP Coordinator/s shall:**

1. Provide pre-internship orientation prior to deployment to internship venues including among others work ethics and anti-sexual harassment laws as pre-requirement;
2. Inspect internship venues and sites;
3. Monitor and assess student interns through online;
4. Coach or mentor student interns virtually;
5. Consult and assist student interns in resolving problems/issues encountered; and
6. Validate the result of the internship of students per batch, at the end of the internship period.

**IV. Mutuality:**

The **Cagayan State University** and the \_\_\_\_\_ shall coordinate with each other through the **SIPP coordinator** concerned with the discharge of their respective functions by holding regular consultations. An exit conference shall be conducted to discuss issues and concerns encountered during the duration of the internship.

**V. Amendment:**

This Memorandum of Agreement may be amended upon the mutual consent of the *contracting parties*. The parties acknowledge and agree that this Memorandum of Agreement represents the entire agreement between the parties. In the event that the parties desire to change, add, or otherwise modify any terms, they shall do so in writing to be signed by both parties.

**VI. Severability:**

If any portion or provision of this Act is declared void or unconstitutional, the remaining portions or provisions thereof shall not be affected by such declaration.

**VII. Duration:**

This AGREEMENT shall hold for the duration of Second Semester of Academic Year 2023-2024 of CSU and is automatically renewable every academic year, provided that - \_\_\_\_\_ and CSU reserve their respective rights to withdraw their participation in the agreement upon written notice.

IN WITNESS WHEREOF, the parties have hereunto signed this Agreement at Tuguegarao City, Cagayan, this \_\_\_\_\_ day of \_\_\_\_\_.

**CAGAYAN STATE UNIVERSITY**

By:

**URDUJAH G. ALVARADO, PhD., CESO II**  
University President

(Name of Agency)

By:

\_\_\_\_\_  
Position (Head of Agency)

Witnesses:

**RAMON HENRY PEREGRINO O. KANAPI**  
Campus Executive Officer

\_\_\_\_\_  
(position)

**ACKNOWLEDGEMENT**

Republic of the Philippines )  
Province of Cagayan ) S.C.  
City of Tuguegarao

BEFORE ME, this \_\_\_\_\_, at Tuguegarao City, Province of Cagayan,  
personally appeared the following:

Parties

Competent Proof of Identity

**URDUJAH G. ALVARADO**

\_\_\_\_\_

Known to me to be the same person who executed the foregoing instrument and they acknowledge to me that the same is their free and voluntary act and deed as well as that of the agency/institution they respectively represented.

This instrument refers to a Memorandum of Agreement, consisting of four pages, including this page where this acknowledgement is written; the same has been signed by the parties together with their instrumental witnesses on each and every page hereof.

WITNESS MY HAND AND SEAL, the day, year and place above written.

Doc. No. \_\_\_\_\_

Page No. \_\_\_\_\_

Book No. \_\_\_\_\_

Series of 2023