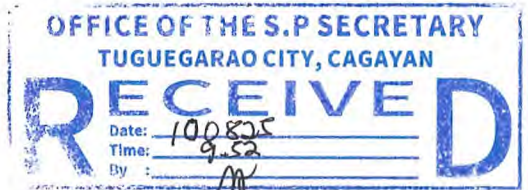




Republic of the Philippines
Province of Cagayan
TUGUEGARAO CITY

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



OFFICE OF THE CITY MAYOR

02 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 Business Administration major in Financial Management and Marketing Management (BSBA-FM and BSBA-MM) students, for your information and appropriate action.

Thank you!

In the name of public service,

MAILA ROSARIO S. TING-QUE
City Mayor

Copy furnished:

- USLT
- LYDO



October 1, 2025

HON. MAYOR MAILA TING-QUE
City Mayor
LGU of Tuguegarao City
Carig Sur, Tuguegarao City, Cagayan

OFFICE OF THE CITY MAYOR

RECEIVED

Date: OCT 01 2025
Time: 2:10 p.m.
By: /

Dear Mayor Maila Ting Que:

Greetings from the University of Saint Louis Tuguegarao.

The university will deploy students for its Professional Exposure Program (PEP) during the second 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 Business Administration major in Financial Management and Marketing Management (BSBA-FM and BSBA-MM) Programs, the number of which will be determined by your agency, for a minimum of 560 working hours from January 5 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:


RIZZA V. RAMOS, DHM
Academic Dean, School of Accountancy, Business, and Hospitality


LUISA B. AQUINO, EdD
Vice President for Academics

HON. MAILA ROSARIO S. TING-QUE
City Mayor

 UNIVERSITY of SAINT LOUIS TUGUEGARAO	OFFICE OF THE GLOCAL PARTNERSHIPS AND ENGAGEMENT	Document No.: EOMS-FM-GPE-016
	MEMORANDUM OF AGREEMENT	Revision No.: 01
		Effectivity Date: December 19, 2024

KNOW ALL MEN BY THESE PRESENTS:

This Memorandum of Agreement (this “Agreement”) for **Business Administration major in Financial Management and Marketing Management** is made and entered into this **7th of October 2025** in Tuguegarao City, by and between:

The **UNIVERSITY OF SAINT LOUIS TUGUEGARAO**, a private, Catholic, non-stock, non-profit higher educational institution registered under the laws of the Republic of the Philippines with business address at Mabini Street, Tuguegarao City, Cagayan represented by its University President, **REV. FR. MACWAYNE N. MANIWANG, CICM, PhD**, and hereinafter referred to as the **FIRST PARTY**.

and

THE **LOCAL GOVERNMENT UNIT- TUGUEGARAO CITY** with the official address at the Regional Government Center, Carig Sur, Tuguegarao City, Cagayan, represented in this agreement by **HON. MAILA ROSARIO S. TING-QUE**, City Mayor, hereinafter referred to as the **SECOND PARTY**.

collectively, the **FIRST PARTY** and the **SECOND PARTY** shall be referred to as “Parties”.

WITNESSETH: That-

WHEREAS, the **FIRST PARTY** envisions an integral human formation of future professionals in their chosen fields of study thereby optimizing training and industry immersion to enhance the students’ practical knowledge, laboratory skills, desirable attitudes; work values, competencies, and discipline as they are exposed to workplaces, and relate to clients, colleagues, and other personnel, in a realistic work environment.

WHEREAS, the **SECOND PARTY**, in its desire to contribute to the development of the future professionals, has agreed to provide mentoring and training to the students of the **FIRST PARTY** in order to aid them in honing their skills and abilities in the form of an On-the-Job Training (OJT)/Industry Immersion Program in cooperation and support to the **Partner-University**.,

WHEREAS, the **FIRST PARTY** recognizes the **SECOND PARTY’s** capacity and competence to mentor, guide, and train its students through the OJT Program; and thus has requested for an on-the-job training for Business Administration major in Financial Management and Marketing Management students;

WHEREAS, the **SECOND PARTY** is willing to accept the **FIRST PARTY’s** students, (hereinafter referred to as the “**STUDENT-INTERNS**”), while the **FIRST PARTY** is willing to participate in the **SECOND PARTY’s** Professional Exposure Program, subject to the rules and regulations and policies of the **FIRST PARTY** and those of its training programs as may now be existing or may hereafter be promulgated;

NOW, THEREFORE, in consideration of the mutual covenants and conditions contained herein, the Parties agree as follows:

1. Nature and Scope

This Agreement shall provide a suitable mechanism by which the assignment, training, and mentoring of the **STUDENT-INTERNS** from the **FIRST PARTY** to the **SECOND PARTY** can be effectively implemented.


2. Responsibilities of the FIRST PARTY:

That the **FIRST PARTY** shall:

REV. FR. MACWAYNE N. MANIWANG, CICM, PhD
University President

LUISA B. AQUINO, EdD
Vice President for Academics

RIZZA V. RAMOS, DHM
Academic Dean

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2.1.1. be responsible for the following:

- a. designate a Professional Exposure Program Coordinator who shall coordinate with the **SECOND PARTY** on the procedure and pre-requisites of the Professional Exposure Program for the benefit of the **STUDENT-INTERNS**;
- b. inform the **STUDENT-INTERNS** of the curricular and other requirements of the training prior to the start of the Professional Exposure Program;
- c. monitor the progress of the **STUDENT-INTERNS**, coordinate with the **SECOND PARTY** to determine the status and progress of the **STUDENT-INTERNS**, and guide **STUDENT-INTERNS** to maximize their learning experience, conducting consultation meetings whenever necessary for the said purpose;
- d. evaluate the performance of the **STUDENT-INTERNS** jointly with the **STUDENT-INTERNS** based on the Professional Exposure Program;
- e. assume full responsibility over the **STUDENT-INTERNS** during the Professional Exposure Program, and warrants that it shall be responsible for the health and well-being of its student-affiliates during the duration of this Agreement; and
- f. prepare the Professional Exposure Program or proposed areas of skills in coordination with the **SECOND PARTY** where the **STUDENT-INTERNS** need further training and experience.


- 2.2. renounce and waive any claim against the **SECOND PARTY** for any injuries or losses that the student-affiliates may sustain or suffer, personal or pecuniary, in the performance of their duties and functions while under training not attributable to the negligence or willful act or omission of any of the personnel, officers, and agents of the **SECOND PARTY**;
- 2.3. exert reasonable efforts that the **STUDENT-INTERNS** settle all their responsibilities before the termination of this Agreement;
- 2.4. withdraw from the Professional Exposure Program, if the **STUDENT-INTERNS** are found to misbehave or to be in violation of the existing policies, rules, and regulations of the **SECOND PARTY**, and shall impose necessary sanctions on the said **STUDENT-INTERNS** in connection therewith;
- 2.5. provide feedback to the **SECOND PARTY** on the overall implementation of the Professional Exposure Program through the conduct of a post-training review, if necessary;
- 2.6. inform the **STUDENT-INTERNS** to complete the requirements of the Professional Exposure Program as well as other requirements made known to the **STUDENT-INTERNS**.
- 2.7. inform the **STUDENT-INTERNS** to strictly observe and comply with the policies, rules, and regulations governing the Professional Exposure Program set forth by the **SECOND PARTY** during and in the course of the training;
- 2.8. inform the **STUDENT-INTERNS** to be personally responsible for claims and liabilities for personal injury or damages or losses of the **SECOND PARTY**'s property, equipment, and supplies they may cause in the course of their Professional Exposure Program which, when required by the circumstance, shall be determined by a fact-finding body created for the purpose.
- 2.9. inform the **STUDENT-INTERNS** to present their work output to their Professional Exposure Program Coordinator as part of the main requirement for completion of the Professional Exposure Program.
- 2.10. inform the **STUDENT-INTERNS** and parents/guardian concerned that they do not and will not have any claim against the **SECOND PARTY** for any injury or loss that the **STUDENT-AFFILIATES** may sustain or may suffer, personal or pecuniary, in the performance of their duties and functions while undertaking the Professional Exposure Program, unless such is attributable to the negligence or fault of any of the employees, officers, or personnel of the **SECOND PARTY**.

HON. MAILA ROSARIO S. TING-QUE
City Mayor

REV. FR. MACWAYNE N. MANTIWANG, CICM, PhD
University President

LUISA B. AQUINO, EdD
Vice President for Academics

RIZZA V. RAMOS, DDM
Academic Dean

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2.11. upon the completion and/or termination of the Professional Exposure Program, the **FIRST PARTY** shall ensure that the **STUDENT-INTERNS** shall return to the **SECOND PARTY** all documents and property of the **SECOND PARTY**, including but not necessarily limited to: reports, manuals, correspondence, customer lists, computer programs, and all other materials and all copies thereof relating in any way to the **SECOND PARTY's** business, or in any way obtained during Professional Exposure Program.

3. Rights and obligations of the SECOND PARTY

3.1. The **SECOND PARTY** shall make its staff and facilities available for the Professional Exposure. It shall:

- a. orient the **STUDENT-INTERNS** on the standard policies, rules, and regulations of the **SECOND PARTY** and the Professional Exposure Program;
- b. accommodate the **STUDENT-INTERNS** for the Professional Exposure Program and provide course-related assignments, actual work experience, training not limited to online workshop, presentation, project reporting, and adequate tools as needed to enable them to perform their duties;
- c. provide a safe and conducive working environment for the **STUDENT-INTERNS** and ensure that they are amply protected from harassment, exploitation or any incident which shall put under peril their life, health, honor and property;
- d. provide the time-schedule and monitor the **STUDENT-INTERNS'** progress through their attendance, weekly reporting, and submission of other reportorial documents;
- e. in the conduct of face-to-face training of **STUDENT-INTERNS** in the implementation of this Agreement, the **SECOND PARTY** shall abide by the provisions of the Commission on Higher Education – Department of Health Joint Memorandum Circular (CHED-DOH JMC) No. 2021-004 dated 15 December 2021, and all other relevant issuances pertaining to minimum public health standards.

3.2. The **SECOND PARTY** shall coordinate with the **FIRST PARTY** in order to maximize the learning of the **STUDENT- INTERNS** and address valid concerns.

3.3. The **SECOND PARTY** shall not be liable for any litigation involving the **STUDENT-INTERNS** due to the latter's negligence and acts done in violation of the rules and regulations of the Professional Exposure Program. The **SECOND PARTY** may, at its discretion, provide all the necessary cooperation and assistance to the **STUDENT-INTERNS** concerned.

3.4. The **SECOND PARTY** reserves the right to dismiss the **STUDENT-INTERNS** who have been proven to be in breach or in violation of the Professional Exposure Program, misdemeanor, improper behavior, violation of the **SECOND PARTY** rules, regulations, and policies, and other similar causes in the course of their stay at the **SECOND PARTY's** as determined by a fact-finding committee composed of representatives from both **PARTIES**.

3.5. To issue the following after the completion of the Professional Exposure Program:

- 3.5.1. Certificate of Completion;
- 3.5.2. **STUDENT INTERNS** Evaluation; and
- 3.5.3. Certificate of Recognition/Commendation, if applicable.

4. Responsibilities of the Student-Interns

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- HON. MAILA ROSARIO S. TING-QUE

City Mayor

4.1. 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 the Professional Exposure Program.

4.2. Wear the on-the-job uniform while undergoing a professional exposure program.

4.3. Shoulder all the expenses related to the professional exposure program. No compensation shall be received by the student while undergoing the professional exposure program.

4.4. Prohibited from bringing out any cooperating agency's equipment, documents, supplies, etc. unless instructed by the supervisor.

4.5. Be prohibited from bringing into the cooperating agency any dangerous weapon and/or prohibited drugs.

4.6. Be prohibited from not entering the cooperating agency's premises if the student is under the influence of liquor or any prohibited drugs.

4.7. Ensure that all information written and heard about the cooperating agency is in strict confidentiality.

4.8. Abide by the rules and regulations of the cooperating agency.

4.9. Observe proper time in and out, morning and afternoon during the duration of the professional exposure program.

4.10. Render five hundred and sixty (560) hours of professional exposure program as prescribed in the curriculum.

HON. MAILA ROSARIO S. TING-QUE

City Mayor

5. Responsibilities of Both Parties

HON. MAILA ROSARIO S. TING-QUE

City Mayor

Both the **FIRST PARTY** and **SECOND PARTY** shall:

- HON. MAILA ROSARIO S. TING-QUE

City Mayor

5.1. Monitor the progress of the partnership and make sure that provisions of this Memorandum of Agreement (MoA) are met through the joint steering committee.

5.2. Coordinate with each other through the professional exposure program coordinator, in the discharge of their respective functions by holding regular consultations.

HON. MAILA ROSARIO S. TING-QUE

City Mayor

6. Effectivity of the Agreement:

HON. MAILA ROSARIO S. TING-QUE

City Mayor

With the concurrence of both parties, this contract is valid during the training period of the students on **January to June 2026 or upon reaching the prescribed number of professional exposure program hours, whichever will come first.** It shall take effect upon signing of the parties and may be terminated by any party before the expiration of its term without the need of the concurrence of the other party or judicial action should there be any violation of the terms and condition herein contained by submitting a written notice to offending party indicating therein the violation committed.

HON. MAILA ROSARIO S. TING-QUE

City Mayor

7. No Employer-Employee Relationship

HON. MAILA ROSARIO S. TING-QUE

City Mayor

The **SECOND PARTY** shall not be obligated to employ the **STUDENT-INTERNS** upon completion of the Professional Exposure Program. It shall be understood that there shall be no employer-employee relationship between the **SECOND PARTY** and the **STUDENT-INTERNS** as a consequence of this Agreement.

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8.

Dispute Resolution

- a. The Parties shall attempt in good faith to resolve any dispute promptly by negotiations between authorized representatives of the Parties. A Party seeking resolution of a dispute shall submit such dispute for resolution by serving a written notice of the dispute ("Dispute Notice") to the other Party.
- b. Within seven (7) days from receipt by the other Party of the Dispute Notice (or such longer period as may be agreed upon by the Parties), the Parties shall meet at a mutually acceptable time and place, and thereafter as often as they reasonably deem necessary, to resolve the dispute. If the dispute has not been resolved within fifteen (15) days from receipt of the Dispute Notice, or if the Parties fail to meet within seven (7) days from the receipt of the Dispute Notice (in each case, or such longer period as may be agreed upon by the Parties), a Party may submit the dispute to the proper courts pursuant to the succeeding paragraphs.
- c. Any legal action that may arise by reason of, or in connection with, a dispute, shall be brought exclusively in the proper courts of Tuguegarao City, to the exclusion of other co- equal courts, bodies and agencies of competent jurisdiction.
- d. In the course of resolving disputes under this Agreement, to the extent practicable, the Parties shall continue to perform the terms and conditions of this Agreement that are not in dispute.

9. Confidentiality

- a. The Parties shall, at all times, keep the confidentiality of information. It is understood that all information received and/or gathered by the **FIRST PARTY** and **STUDENT-INTERNS** on the operations and business matters of the **SECOND PARTY** are classified as confidential in nature and proprietary to the **SECOND PARTY**. The **FIRST PARTY** and **STUDENT-INTERNS** hereby undertake to prevent the transfer of confidential information, directly or indirectly, by any of its administration, faculty, employees, students, or members, consciously or unconsciously, to any Party without the **SECOND PARTY's** knowledge and written consent.
- b. The Parties shall, in the performance of their obligations under this Agreement, ensure the privacy and security of any confidential, privileged, personal, and/or sensitive personal information that the Parties, including its officers, employees, and agents, and the **STUDENT-INTERNS** may have access to, and shall store, use, process and dispose the said confidential, privileged, personal and/or sensitive personal information in accordance with Republic Act No. 10173 otherwise known as the "Data Privacy Act of 2012," and its Implementing Rules and Regulations and applicable issuances issued by the National Privacy Commission.
- c. This clause shall survive the termination or expiration of this Agreement. Any violation of this clause and any of the provisions of the Data Privacy Act and its Implementing Rules and Regulations, by the Parties including their officers, employees, and agents, and by the **STUDENT-INTERNS** shall be subject to the corresponding sanctions, penalties, or fines under the said law without prejudice to any other civil and/or criminal liability, as may be applicable.
- d. All Confidential Information of the **SECOND PARTY** is acknowledged by the **FIRST PARTY** and **STUDENT-INTERNS** to be the property of the **SECOND PARTY** and the disclosure of the Confidential Information does not confer any rights or licenses to that Confidential Information in favor of the **FIRST PARTY** and **STUDENT-INTERNS**, except as expressly provided under this Agreement. Each Party shall retain all rights, title, and interest to such Party's Confidential Information.

10. Termination

- a. This Agreement may be terminated upon violation or non-compliance with any terms and conditions stipulated herein. Either Party shall make notice of termination at least thirty (30) days prior the intended date of termination.
- b. Notwithstanding the foregoing, in the event that the **STUDENT-INTERNS** materially violates any of the **SECOND PARTY** policies, the **SECOND PARTY** shall have the right to immediately, with due process, terminate the Professional Exposure Program in relation to such **STUDENT-INTERNS** by serving a written notice to the **FIRST PARTY**.

HON. MAILA ROSARIO S. TING-QUE
City Mayor

HON. MAILA ROSARIO S. TING-QUE
City Mayor

REV. FR. MACWAYNE N. MANTWANG, CICM, PhD

LUISA B. AQUINO, EdD

H RIZZA V. RAMOS, DDM

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11. Entire Agreement and Amendment/s

- a. This Agreement constitutes the entire agreement between the Parties and supersedes any prior, contemporaneous, oral, or written representations regarding the subject matter hereof.
- b. This Agreement may not be modified except by a written instrument signed by the Parties.

12. Non-Liability of the Agreement

The **SECOND PARTY** shall not be responsible for injuries that may be sustained by the students during their training or that arise from their negligence, or for acts beyond the control of the **SECOND PARTY** and of the students.

13. Severability

If any one or more of the provisions of this Agreement is held to be invalid, illegal or unenforceable, the validity, legality or enforceability of the remaining provisions of this Agreement will not be affected, and the Parties will use their reasonable efforts to substitute one or more valid, legal and enforceable provisions which, insofar as practicable, implement the purposes and intent hereof. To the extent permitted by applicable law, each Party waives any provision of law that renders any provision of this Agreement invalid, illegal, or unenforceable in any respect.

HON. MAILA ROSARIO S. TING-QUE
City Mayor

REV. FR. MACWAYNE N. MANIWANG, CICM, PhD

LUISA B. AQUINO, EdD

DIY 774 V D A M F O S D H I M

 UNIVERSITY of SAINT LOUIS TUGUEGARAO	OFFICE OF THE GLOCAL PARTNERSHIPS AND ENGAGEMENT	Document No.: EOMS-FM-GPE-016
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IN

WITNESS WHEREOF, the Parties hereto affix their signatures on this instrument in Tuguegarao City, Cagayan, Philippines this _____.


REV. FR. MACWAYNE N. MANIWANG, CICM, PhD
University President
University of St. Louis Tuguegarao

HON. MAILA ROSARIO S. TING-QUE
City Mayor
Local Government Unit- Tuguegarao City

Witnesses:

LUISA B. AQUINO, EdD
Vice President for Academics

RIZZA V. RAMOS, DHM
Academic Dean, School of Accountancy, Business and
Hospitality

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ACKNOWLEDGMENT

SUBSCRIBED AND SWORN TO before me this _____ day of _____ in Tuguegarao City, personally appeared:

Name	Valid Identification	Place of Issue
REV. FR. MACWAYNE N. MANIWANG, CICM, PhD	Driver's License K-07-06-000884	
HON. MAILA ROSARIO S. TING-QUE		

known to me and known to be the same persons who executed the foregoing instrument and they acknowledged to me that the same are their voluntary act and deed of the institution/ organization they respectively represent.

This instrument refers to a Memorandum of Agreement consisting of eight (8) pages including this page wherein this acknowledgment is written, and signed by the parties and their witnesses on each page thereon.

WITNESS MY HAND AND SEAL.

Doc. No. _____
Page No. _____
Book No. _____
Series No. 2025

Notary Public

HON. MAILA ROSARIO S. TING-QUE
City Mayor

REV. FR. MACWAYNE N. MANIWANG, CICM, PhD
University President

LUISA B. AQUINO, EdD
Vice President for Academic

RIZZA V. RAMOS, EdM
Academic Dean