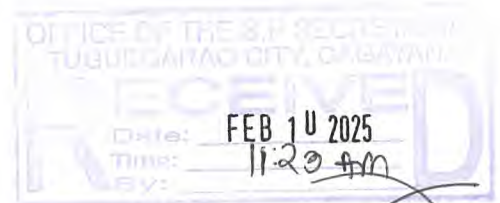




BAGONG PILIPINAS

Republic of the Philippines
Province of Cagayan
TUGUEGARAO CITY

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



OFFICE OF THE CITY MAYOR

10 February 2025

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 University of Cagayan Valley relative to the On- The-Job Training of the latter's Bachelor of Science in Criminology, for your information and appropriate action.

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.

Thank you!

In the name of public service,


MAILA ROSARIO S. TING-QUE
City Mayor

Copy furnished:

☐ LYDO



**MEMORANDUM OF AGREEMENT
(MOA)**

KNOWN ALL MEN BY THESE PRESENTS:

This **Memorandum of Agreement** made and executed by and between:

UNIVERSITY OF CAGAYAN VALLEY, an institution of learning duly organized and existing under and by virtue of the Philippines laws with office address at Balzain New Site Campus, Tuguegarao City represented by its **PRESIDENT, DR. ESTHER SUSAN N. PEREZ-MARI**, hereinafter referred to as the **FIRST PARTY**;

and

PUBLIC SAFETY AND SECURITY OFFICE, a government agency existing under the Philippine laws with office address at, Carig Sur, Tuguegarao City, Cagayan, represented herein by its **MAYOR, HON. MAILA T. QUE**, hereinafter referred to as the **SECOND PARTY**;

WITNESSETH THAT:

WHEREAS, the **FIRST PARTY** intends to affiliate with an institution where the student-trainees can learn and be exposed to the rudiments of On-The-Job Training (OJT) and have a concrete experience of the responsibilities of a Law Enforcement Officer in terms of preventing and responding to emergencies, maintaining public order, and ensuring legal compliance.

WHEREAS, the **SECOND PARTY** is willing to offer the **FIRST PARTY** the facilities and resources for training the student-trainees.

WHEREFORE, premises considered, the parties mutually agree to the following:

DUTIES AND RESPONSIBILITIES OF THE FIRST PARTY

1. The School shall designate a supervisor to regularly monitor the student's performance. However, the First Party shall NOT be liable for acts done by the OJT students beyond that which is assigned to them and that which are not related to their on-the-job training experience;
2. The School shall provide a token (in kind-usually used by everybody in the office) to the partner agency as a sign of gratitude.
3. Provide an OJT Instructor/Coordinator to the **SECOND PARTY**.
4. Submit an official letter of request to the **SECOND PARTY** for the purpose of affiliation/practicum. The request shall include the following:
 - Nature of the On-The-Job training (OJT) experience requested for the student/s.
 - Number of OJT Students.
 - The duration of the training.
 - Total number of hours the OJT student is expected to complete
 - Other matters relative to the training.

5. Meet with the OJT students and Bureau/Office designated representative to discuss and finalize practicum requirements.
6. Identify and select qualified students to undergo on-the-job training experience.
7. Orient the OJT students prior to deployment and to accompany them for proper turn-over to the SECOND PARTY during the endorsement.
8. Monitor regularly the OJT students in their workplace and require weekly reports from them.
9. Meet the OJT students every end of the week or as scheduled for feed backing.

DUTIES AND RESPONSIBILITIES OF THE SECOND PARTY

The SECOND PARTY shall designate representative who will be responsible for the following.

1. Orient the students/trainees on the programs and services of the institution policies and procedures and other related matters concerning the institution's operation and placement.
2. Guide the student trainees on matters related to office work in preparation for their professional life.
3. Provide technical, administrative and supportive supervision to the student.
4. Make available their facilities to OJT students for hands-on training.
5. Assess the student's performance periodically; inform the school coordinator as to his/her observations and recommend necessary measures to enhance his/her knowledge, skills and attitudes.
6. If necessary, provide seminar/training relative to the purpose of On-The-Job training where student- trainees may enhance their skills/knowledge.
7. The Second Party shall NOT allow the OJT students to engage in the actual operations of their office where student's life is at risk such as raid, buy-bust operation and execution of search warrant and warrant of arrest.
8. The student-trainees are required to be in the workplace from Mondays-Fridays only at 8-12 noon and 1-5 in the afternoon. Duties to be rendered during Saturdays and Sundays shall not be counted unless proper coordination to the First Party was made.
9. Provide Certificate of Completion to student-trainees who successfully completed the required number of hours as stipulated in the student's manual; and
10. Recommend to the First Party student-trainee with exemplary performance to be awarded as "OUTSTANDING OJT OF THE YEAR" and be given during the Commencement Exercises.

LIABILITY CLAUSE

Damage to any property of the Second Party in relation to any activity/ies, official or unofficial, not mandatorily supervised by the Second Party shall be borne by the First Party; and

The Second Party shall exercise the diligence of a good father of a family in the supervision of the OJT's while under its care and tutelage. The degree of diligence require by law shall be exercised by both parties.

NON-DISCLOSURE CLAUSE:

It is expressly understood by the Parties and the students that all confidential information acquired by the student-trainees during the course of the training are classified as confidential in nature and disclosure of such information to any other person is prohibited. Otherwise, the second party may take any legal action as appropriate.

This memorandum of agreement (MOA) shall remain in full force and effect for a period of Four (4) months to commence on February 10, 2025 and to end on May 23, 2025, subject to change upon mutual agreement.

A party herein may cancel or terminate this Agreement before the expiration of its term without the need of judicial action should there be any violation of the terms and conditions herein contained by submitting a written notice of the said violation and termination of the Agreement to the offending party.

This agreement embodies the entire agreement between the parties and any agreement or amendments hereafter made shall be ineffective unless made in writing and signed by both parties hereto.

IN WITNESS WHEREOF, the parties have hereunto affixed their signature on the ____ day of February, 2025.

For the **FIRST PARTY:** _____

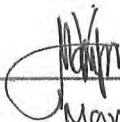


DR. ESTHER SUSAN N. PEREZ-MARI
President

For the **SECOND PARTY:**

HON MAILA T. QUE,
City Mayor

Signed in the Presence of:



Marison Valenciano

ACKNOWLEDGEMENT

REPUBLIC OF THE PHILIPPINES
CITY OF _____ S.S

Before me personally appeared the above-mentioned parties with their corresponding any valid Government ID:

Name	ID No.	Date of Issue
HON. MAILA T. QUE		
DR. ESTHER SUSAN N PEREZ-MARI		

Known to me to be the same persons who executed the foregoing MEMORANDUM OF AGREEMENT, and they acknowledged to me the same their free act and deed.

This instrument, consisting of four (4) 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 above-mentioned parties and sealed with my notarial seal.

IN WITNESS WHEREOF, I have hereunto set my hand this _____ day of _____, _____, the City of _____, Philippines.

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



COLLEGE OF CRIMINAL JUSTICE EDUCATION

16 January 2025

HON. MAILA T. QUE

City Mayor

Carig Sur, Tuguegarao City, Cagayan

OFFICE OF THE CITY MAYOR

RECEIVED

Date: JAN 30 2025

Time: 11:10 AM

By: [Signature]

Ma'am,

Greetings of peace!

The University of Cagayan Valley has included the On-The-Job Training Program (OJT) as a curriculum requirement for Bachelor of Science in Criminology course. The program seeks to enable students to further acquire worthwhile learning experiences which they will need when they enter their respective world of employment related to criminal justice and public safety.

In compliance with the CMO 5 series of 2018 by the Commission on Higher Education (CHED), they are expected to be assigned in the different Law Enforcement Agencies to expose themselves and be able to familiarize the different activities and processes of the Tri-Bureaus and other Law Enforcement Agencies for a period of Five hundred forty (540) hours and your reputable office will be of great help to our students in preparation with their chosen career in the future.

With this, the undersigned believes that your institution is essential for our students to accomplish this humble objective. Thus, may we request your approval and accommodation of our students for the period of four (4) months for the said immersion activity **to commence on 10 February 2025 and end on 23 May 2025, Monday to Friday 8:00AM-12NN and 1:00-5:00PM** as scheduled. From time to time the assigned OJT Coordinator/Instructor will be communicating with you personally and or as you require through the most expedient means to facilitate the smooth conduct of the program.

We anticipate with grateful kindness in giving consideration and immediate action to this humble request.

Thank you.

Very truly yours,

ELVIRA P. LLANTOS, RCrim, Ph.D
Dean

Noted by:

ADRIANE GABRIELLE S. PEREZ, RN, RM, MSN
OIC, Vice President for Academics

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