

Republic of the Philippines
Province of Cagayan
Tuguegarao City
OFFICE OF THE CITY MAYOR

April 22, 2024

THE PRESIDING OFFICER AND MEMBERS

Sangguniang Panlungsod

This City

Dear **Presiding Officer and Members of the Sanggunian:**

We would like to request for a resolution authorizing the undersigned to represent, enter and sign on behalf of the City Local Government Unit of Tuguegarao in the attached draft Memorandum of Agreement with St. Paul University Philippines re. practicum of identified student.

For your information and appropriate action. Thank you and best regards.

In the name of public service,

HON. MAILA ROSARIO TING-QUE

City Mayor

For and by the authority of the City Mayor:

JUANITO A. CALUBAQUIB

City Administrator - OIC



March 21, 2024

HON. MAILA ROSARIO TING-QUE

Mayor, City Government of Tuguegarao
2/F Tuguegarao City Hall, Carig Sur,
Tuguegarao City, Cagayan 3500

Through: MS. GINA ADDUCUL
Tuguegarao City Tourism Officer

Dear Hon. Mayor:

Pauline Greetings!

The dynamic innovations in the Hospitality and Tourism Industry require practitioners to continuously learn and be immersed in new ideas so current trends and practices must be evaluated and revisited from time to time.


Hence, the School of Business, Accountancy, and Hospitality Management of St. Paul University Philippines has chosen the *Tuguegarao City Tourism Office* as one of our partners in the formation of our students. Being the primary implementing arm of the city government's programs, policies, and projects relating to tourism and culture, you are our priority!

In this connection, may we ask your good office to accommodate **Mr. Jedidiah Jimenez**, a 4th year BS Tourism Management student to complete 500 hours of practicum?


We are confident that they will approach this opportunity with the same dedication, professionalism, and enthusiasm that they have consistently demonstrated at the university. Should our request merit your approval, the student/s are willing to undergo hiring protocols to guarantee that their abilities and aptitudes are commensurate with your standards. Please do not hesitate to contact us if you require any further information or clarification regarding this endorsement.

For this and the above you have accorded to us in the past, we wish to extend on behalf of the University, our sincere gratitude for your unending support in the development of the Paulinian students. *Mabalo!*


Very truly yours,

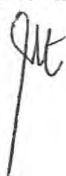

MARK LEO GANTE, MSHM
Practicum Adviser
0945 309 6163

Endorsed by:


MARIE KRIZYA M. CALAGUI, MSHM
Program Coordinator, Tourism Management

Noted by:


CHARITO GUILLERMO, CPA, DBM
Dean, School of Business, Accountancy, and Hospitality Management

CITY MAYOR
APR 22 2024
10:10 AM




MEMORANDUM OF AGREEMENT

KNOW ALL MEN BY THESE PRESENTS:

This **MEMORANDUM OF AGREEMENT** made and entered into by and between:

The **ST. PAUL UNIVERSITY PHILIPPINES**, a catholic, private, educational institution with the official address at Mabini Street, Tuguegarao City, Cagayan, represented by the School of Business, Accountancy and Hospitality Management Dean, **DR. CHARITO M. GUILLERMO, CPA** hereinafter referred as **SPUP**:

And

The **TUGUEGARAO CITY TOURISM OFFICE** with the official address at Carig, **Tuguegarao City** represented herein by **HON. MAILA TING-QUE, CITY MAYOR**, hereinafter referred to as **TUGUEGARAO CITY TOURISM OFFICE**

WITNESSETH-That

WHEREAS, St. Paul University Philippines is an internationally recognized institution dedicated to the formation of competent leaders and responsible citizens of their communities, countries, and the world and its mission Animated by the gospel and guided by the teachings of the Church, it helps to uplift the quality of life and to effect social transformation through: quality, Catholic, Paulinian formation, academic excellence, research and community services

- (1) optimum access to Paulinian education and service in an atmosphere of compassionate caring; and
- (2) responsive and innovative management processes

WHEREAS, SPUP has requested for an on-the-job training of the following student/s in **Bachelor of Science in Tourism Management**:

MR. JEDIDIAH JIMENEZ

WHEREAS **Tuguegarao City Tourism Office** has granted the request of the on-the job training of the student/s.

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 these noble objectives.

I. SPUP student shall:

9. Submit a certificate of parental consent waiving any responsibility for SPUP and the office for any incident caused by circumstances beyond control of **Tuguegarao City Tourism Office** and SPUP in the performance of their functions while under training.
10. Abide by all the **Tuguegarao City Tourism Office** and SPUP office rules and regulations.
11. At all times wear their proper practicum uniform when reporting on duty.
12. Sign in entry to and departure from the post on their individual service records that they have to provide.
13. Not ask or receive any allowance, remuneration or benefit from **Tuguegarao City Tourism Office** and SPUP and shoulder all expenses necessary and incidental to the conduct of the on-the-job training.
14. Submit a weekly report of their activities to their Teacher.
15. Render a total of 500 hours practicum hours.
16. Submit to the Dean's office at the end of the semester an individual comprehensive report of all activities undertaken and learning experiences acquired from the practicum, including the individual service records used.

II. Tuguegarao City Tourism Office shall:

- 2.2 Provide work experiences that will help develop refine competencies that are compatible with the academic goals and provide hands-on opportunities for the students to interact with professionals in the field of specialization. The students shall not be considered as employees of the office.
- 2.2. Orient the students with the office and/ may consider the students as possible future employees if they qualify.
- 2.3 Assist/mentor the students in developing the skills needed in the proper work ethics and see to it that the students are properly guided in accordance with the expectation of SPUP and **Tuguegarao City Tourism Office**
- 2.4 Strictly monitor the attendance and the student's progress and submit a written evaluation on the student progress at the end of their duty.
- 2.6 Take responsibility for evaluating the student's progress by submitting the sealed evaluation form and certificate of completion.
- 2.7 Assist and guide the SPUP students in enhancing their capabilities in their assigned tasks.
- 2.8 Enhance the self esteem, self confidence and maturity of the SPUP students under **Tuguegarao City Tourism Office** care.

Both parties:

SPUP and Tuguegarao City Tourism Office shall coordinate with each other, through the instructor concerned, in the discharge of their respective functions by holding regular consultation.

This Memorandum of Agreement shall take effect immediately upon signing by both parties and shall remain enforce until on-the-job training shall have been completed.

IN WITNESS WHEREOF, the parties have hereupon affixed their signature this 22nd day of March, 2024.

ST. PAUL UNIVERSITY PHILIPPINES

By:

CHARITO M. GUILLERMO, DBM, CPA
Dean, School of Business, Accountancy and
Hospitality Management
St. Paul University Philippines

TUGUEGARAO CITY TOURISM OFFICE

By:

HON. MAILA ROSARIO TING QUE
City Mayor, Tuguegarao City

ACKNOWLEDGEMENT

REPUBLIC OF THE PHILIPPINES)

:S.S.

_____)

BEFORE ME, Notary Public for and in _____, Philippines, this ____ day of _____, 2024 personally appeared in the following:

Known to me and to me known the same persons who executed the foregoing instrument and who acknowledged to me that the same is their free and voluntary act and deed and of the entities they respectively represent in this instance.

The instrument refers to Memorandum Agreement consisting of three (3) pages and has been signed by the parties and their witnesses on all the pages whereof.

IN WITNESS MY HAND AND SEAL, this ____ day of _____, 2024 at _____.

Doc. No. ____
Page No. ____
Book No. ____
Series of 20__