



BAGONG PILIPINAS

Republic of the Philippines  
Province of Cagayan  
TUGUEGARAO CITY

OFFICE OF THE CITY MAYOR



07 May 2024

**THE PRESIDING OFFICER AND MEMBERS**

Sangguniang Panlungsod  
This City

Dear *Presiding Officer and Members of the Sanggunian*:

Herewith is the Memorandum of Understanding between the Tuguegarao City Government and the University of Saint Louis Tuguegarao for the tree planting project along Gunnacao Street corner Taft Street, 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:*

- *University of Saint Louis Tuguegarao*
- *CENRO*
- *City Legal Office*



UNIVERSITY OF  
**SAINT LOUIS**  
TUGUEGARAO CITY, PHILIPPINES

COMMUNITY ENGAGEMENT  
& CICM ADVOCACIES OFFICE

Mabini Street, Tuguegarao City 3500,  
Cagayan, Philippines  
Tel: (078) 844-1822 loc. 207  
www.usl.edu.ph

May 6, 2024

OFFICE OF THE CITY MAYOR

REC-2  
MAY 07 2024  
Date: \_\_\_\_\_  
Time: 9:05 AM  
By: \_\_\_\_\_

**HON. MAILA ROSARIO S. TING-QUE**  
City Mayor  
Tuguegarao City, Cagayan

Dear Ma'am:

Peace be with you!

I am writing to formally request your review and potential approval of the Memorandum of Understanding (MOU) between the University of Saint Louis (USL), through the Community Engagement and CICM Initiatives (CECA) Office, and the Tuguegarao-Local Government Unit (Tuguegarao-LGU), facilitated through the City Environment and Natural Resources (CENR) Office, for a tree planting project along Gunnacao Street corner Taft Street.

We want to inform you that prior coordination has already been undertaken with the CENRO for the aforementioned project. The MOU serves to formalize and solidify the collaborative efforts between USL and the LGU, providing a structured framework for implementing and managing the tree planting initiative.

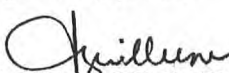
The proposed project aims to contribute to our city's beautification and environmental sustainability efforts, aligning with the LGU's initiatives to enhance green spaces and promote ecological conservation. Through this collaboration, we hope that we will be able to engage in a meaningful partnership that fosters community involvement and environmental stewardship.

Upon your agreement with the stipulations outlined in the MOU, we are prepared to proceed with finalizing the document for signing. Should you have any questions, suggestions, or concerns regarding the contents of the MOU, please coordinate with Dr. Mark Langcay at (0997)074-5481, or you may email us at [ceca@usl.edu.ph](mailto:ceca@usl.edu.ph).

We believe this project holds significant promise for the betterment of our city and its residents, and we are eager to move forward with your support and endorsement.

Thank you, dear Mayor, for your attention to this matter. We look forward to working together to realize this important initiative.

Respectfully yours,

  
**MA. HAYDEE C. GUILLERMO, MAPsy, RN, RPsy**  
Director, Community Engagement and CICM Advocacies Office  
University of Saint Louis



PAASCU  
Accredited



**MEMORANDUM OF UNDERSTANDING**  
(USL – LGU-Tuguegarao Tree Planting Project)

**KNOW ALL MEN BY THESE PRESENTS:**

This agreement is entered into by and between:

**UNIVERSITY OF SAINT LOUIS TUGUEGARAO**, a private, non-stock, non-profit, Catholic Higher Educational Institution, with principal address at Mabini St., Tuguegarao City, represented by its University President **REV. FR. MACWAYNE N. MANIWANG, CICM. Ph.D.** hereinafter referred to as the “**USLT**”

and

The **TUGUEGARAO CITY LOCAL GOVERNMENT UNIT**, duly organized and existing under the laws of the Republic of the Philippines, herein represented by **HON. MAILA ROSARIO S. TING-QUE**, in her capacity as the City Mayor, referred to as the “**LGU-Tuguegarao.**”

**-WITNESSETH-**

Whereas, the **USLT and LGU-Tuguegarao** are dedicated to environmental conservation and sustainable development initiatives, particularly in the area of tree planting and afforestation efforts.

Whereas, **USLT**, through the Community Engagement and **CICM** Advocacies (**CECA**) Office, and **LGU-Tuguegarao**, through the City Environment and Natural Resources Office (**CENRO**), share similar objectives and desires to collaborate to promote environmental conservation through tree planting initiatives.

NOW, THEREFORE, the parties hereto agree as follows:

**1. Responsibility of USLT:**

**USLT**, through the **CECA** Office of the University, shall:

- a. Act as stewards and co-partners in the program for environmental conservation through tree planting and environmental projects.
- b. Properly coordinate and link with **LGU-Tuguegarao** in all matters concerning tree planting activities to be held or conducted in the area assigned to them;
- c. Coordinate with community leaders, representatives, and municipal and barangay officials in all activities pertaining to tree planting initiatives within the City;
- d. Recruit volunteers to participate in tree planting events;
- e. Share community facilities and resources that may be needed in the implementation of tree planting activities; and
- f. Document, monitor, and evaluate tree-for-legacy activities.

**2. Responsibilities of LGU-Tuguegarao:**

LGU-Tuguegarao, through the CENRO, shall:

- a. Provide the maximum opportunity for the Louisian Family to get involved and commit themselves to tree planting activities, and monitor the performance and progress of work of USLT;
  - b. Share community facilities and resources that may be needed in the implementation of tree planting activities;
  - c. Provide technical expertise and assistance in tree species selection, site preparation, and planting techniques;
  - d. Assess and assign suitable sites for tree planting within the designated area, considering factors such as soil quality, water availability, and ecological suitability;
  - e. Provide seedlings for the conduct of the tree planting activities; and
  - f. Permit Louisian students and employees to share issues and concerns relative to the tree planting activities;
3. Both parties agree that USLT shall adopt Gunnacao Street, corner Taft Street for its tree planting activities, of which the exact sites suitable for tree planting will be identified by the LGU-Tuguegarao.
4. This agreement shall be for a term of five (5) years (2024-2029) and take effect immediately after the signing of the MOA.

**5. TERMS OF THE MEMORANDUM OF UNDERSTANDING**

This Memorandum of Agreement constitutes and embodies the entire agreement entered into by and between the parties herein expressly contained shall effect, change, modify, or in any manner alter provisions herein agreed unless such changes, modifications, or alterations are stipulated in writing and duly signed by the parties concerned and duly organized.

**IN WITNESS WHEREOF**, the parties have hereunto set their hands and affixed their signatures this day of \_\_\_\_\_, 2024 at Tuguegarao City, Cagayan.

**HON. MAILA ROSARIO ROSARIO S.**  
**TING-QUE**  
City Mayor  
LGU-Tuguegarao City, Cagayan  
*Partner Agency*

ID No: \_\_\_\_\_

**REV. FR. MACWAYNE N. MANIWANG,**  
**CICM, Ph.D.**  
University President  
University of Saint Louis Tuguegarao  
*Educational Institution*

ID No: \_\_\_\_\_

**SIGNED IN THE PRESENCE OF:**

**MARCELINO C. GUMABAY**

OIC, CENR Officer  
LGU-Tuguegarao, Cagayan  
Partner Agency

ID No: \_\_\_\_\_

**MA. HAYDEE C. GUILLERMO, MAPsy**

CECA Director  
University of Saint Louis Tuguegarao  
Educational Institution

ID No: \_\_\_\_\_

**A C K N O W L E D G E M E N T**

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

BEFORE ME, A Notary Public for and personally appeared the following:

Name	ID No	Place Issued	Date Issued
HON. MAILA ROSARIO S. TING-QUE			
REV. FR. MACWAYNE N. MANIWANG, CICM, Ph.D			

Known 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 corporations they respectively represented.

This instrument refers to the **MOU for USL – LGU-Tuguegarao Tree Planting Project** consisting of three (3) pages including this page where this acknowledgement is written, the same has been signed by the parties together with their instrumental witness on each and every page hereof.

WITNESS MY HAND AND SEAL on this \_\_\_\_\_ day of \_\_\_\_\_ 2024 in Tuguegarao City.

Doc No. \_\_\_\_\_  
Page No. \_\_\_\_\_  
Book No. \_\_\_\_\_  
Series of 2024