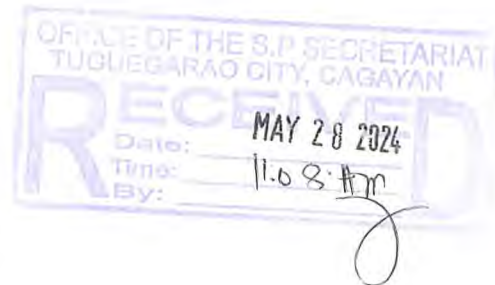


OK



Republic of the Philippines
Province of Cagayan
Tuguegarao City



OFFICE OF THE CITY MAYOR

28 May 2024

THE PRESIDING OFFICER AND MEMBERS

Sangguniang Panlungsod
This City


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

Greetings of solidarity and peace!

We would like to request for a resolution authorizing the undersigned to represent, enter and sign on behalf of City Local Government Unit-Tuguegarao in the attached draft Memorandum of Agreement with University of Saint Louis Tuguegarao *re.* Work Immersion of students.

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

In the name of public service,


MAILA ROSARIO S. TING-QUE
City Mayor



SCHOOL OF EDUCATION, ARTS AND SCIENCES

May 20, 2024

HON. MAILA ROSARIO S. TING-QUE

City Mayor
City Hall – Tuguegarao City, Cagayan

Dear Ma'am:

Peace be with you!

OFFICE OF THE CITY MAYOR

RECEIVED

Date: MAY 27 2024

Time: 10:40 AM

By: [Signature]

It is the commitment of the University to provide holistic approach in the development of the knowledge, attitudes, and skills of the students to become competitive, responsive, accountable and professional in their chosen field of specialization. Part of the learning process is to expose students to learning opportunities where the different concepts, theories and frameworks mastered inside the classroom are empirically observed and applied in actual work situations. A professional exposure (also known as on-the-job training) remains vital in reinforcing learning and contributes to long-term retention of scholarly knowledge and skills learned inside the classroom.

In the professional exposure program, students are expected to integrate and apply theories, techniques and strategies in professional setting, gain an in depth knowledge of the role of human resource/training officer in the institutions and perform duties necessary to meet the goals and objectives of the organization and their respective area/departments while demonstrating ethical standards in the practice of their respective profession.

Specifically, they are expected to:

1. Assist in the recruitment and selection processes of the agency
2. Assist as testing officer for the department in coordination with the Testing Officer, psychometrician, of HR staff in-charge
3. Formulate/prepare programs that aim to develop and enhance employee competence
4. Assist the training officer in the implementation of personnel development programs
5. Prepare and submit reports and written communication (and visual materials, if applicable)
6. Provide effective and responsive frontline services relative to the client's needs
7. Participate in activities that enrich employee competence and that encourage workplace inclusivity
8. Develop a positive professional relationship with colleagues and supervisors

Anent to this, may we request that our **BS Psychology students** be allowed to have their professional exposure for one-hundred fifty (150) hours starting **June 10, 2024 to July 26, 2024** at your Human Resource Department and Training and Development Office?

The students are expected to discuss/agree with their assigned supervisor their corresponding learning objectives and specific activities needed to be undertaken for them to achieve these.

Upon approval of our request, we will transmit a draft of the Memorandum of Agreement for your review, and concurrence.

For further inquiries/clarifications, please do not hesitate to contact the undersigned at 0915 803 3939 or email us at socsci_pc@usl.edu.ph.

We are looking forward to your positive regard on the matter.

Thank you very much!

Respectfully yours,

RENZ MARION C. GAVINO, MP, RPSY
Psychology Department Head

Noted by:

HERBERT S. CORPUZ, Ed.D.
Dean, School of Education, Arts and Sciences

EMMANUEL JAMES P. PATTAGUAN, PH.D.
Vice President for Academics



UNIVERSITY OF
SAINT LOUIS
TUGUEGARAO CITY, CAGAYAN, PHILIPPINES

Wisdom Builds

Granted **Full Autonomy** by CHED
Granted **Level IV Accreditation** by PAASCU in 6 Programs:
Accountancy, Business Administration, Civil Engineering, Teacher
Education (Elementary and Secondary) and Liberal Arts

SCHOOL OF EDUCATION, ARTS AND SCIENCES

C O N F O R M E

HERBERT S. CORPUZ, Ed.D.

Academic Dean

School of Education, Arts and Sciences

Dear Sir:

This is to respectfully confirm that the agency is interested to accept your third year Psychology students for their on-the-job training.

Thank you very much!

Sincerely,

Signature over Printed Name

Date Signed

MEMORANDUM OF AGREEMENT

This Memorandum of Agreement (this "Agreement") for **BS Psychology Internship** is made and entered into this ____ of June 2024 in Tuguegarao City, by and between:

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, Cagayan represented by its University President, **REV. FR. MACWAYNE N. MANIWANG, CICM, Ph.D**, and hereinafter referred to as the "UNIVERSITY".

And

TUGUEGARAO CITY HALL, Tuguegarao City, cagayan represented herein by **HON. MAILA ROSARIO S. TING-QUE**, City Mayor, hereinafter referred to as the "PARTNER INDUSTRY":

collectively, the **UNIVERSITY** and the **PARTNER AGENCY** shall be referred to as "Parties".

WITNESSETH: That-

WHEREAS, the **UNIVERSITY** 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 **PARTNER AGENCY**, in its desire to contribute to the development of the future professionals, has agreed to provide mentoring and training to the students of the **UNIVERSITY** in order to aid them in honing their skills and abilities in the form of an Professional Exposure Program (also known as On-the-Job Training) in cooperation and support to the **Partner-University**;

WHEREAS, the **UNIVERSITY** recognizes the **PARTNER AGENCY**'s capacity and competence to mentor, guide, and train its two (2) students through the Professional Exposure Program; and thus has requested for an on-the-job training for identified students;

WHEREAS, the **PARTNER AGENCY** is willing to accept the **UNIVERSITY**'s students, (hereinafter referred to as the "STUDENT-INTERNS), while the **UNIVERSITY** is willing to participate in the **PARTNER AGENCY**'s Professional Exposure Program, subject to the rules and regulations and policies of the **PARTNER AGENCY** 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 **UNIVERSITY** to the **PARTNER AGENCY** can be effectively implemented.

2. Term and Effectivity

- a. The period of the Professional Exposure Program for the **STUDENT-INTERNS** shall cover **three-hundred (300) hours**.
- b. This Agreement shall take effect on **June 10, 2024 until July 26, 2024** and/or until the required **150 training hours** is completed by the student
- c. This Agreement may be extended or renewed under terms and conditions mutually agreed upon by the Parties in writing at any time prior to its revocation or termination.

3. Rights and Obligations of the UNIVERSITY

- 3.1. The **UNIVERSITY** shall field its **STUDENT-INTERNS** for the Professional Exposure Program to the **PARTNER AGENCY** from **June 10, 2024 until July 26, 2024** for **School Year 2023-2024**. It shall be responsible for the following:
 - a. Designate an Professional Exposure Program Coordinator who shall coordinate with the **PARTNER AGENCY** on the procedure and prerequisites 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 **PARTNER AGENCY** 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-interns during the duration of this Agreement.
 - f. Prepare the Professional Exposure Program or proposed areas of skills in coordination with the **PARTNER AGENCY** where the **STUDENT-INTERNS** need further training and experience; and,
- 3.2. The **UNIVERSITY** shall renounce and waive any claim against the **PARTNER AGENCY** for any injuries or losses that the student-interns 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 **PARTNER AGENCY**.
- 3.3. The **UNIVERSITY** shall exert reasonable efforts that the **STUDENT-INTERNS** settle all their responsibilities before the termination of this Agreement.
- 3.4. The **UNIVERSITY** shall withdraw from the Professional Exposure Program the **STUDENT-INTERNS** found to misbehave or to be in violation of the existing policies, rules, and regulations of the **PARTNER AGENCY** and shall impose necessary sanctions on the said **STUDENT-INTERNS** in connection therewith.
- 3.5. The **UNIVERSITY** shall provide feedback to the **PARTNER AGENCY** on the overall implementation of the Professional Exposure Program through the conduct of a post-training review, if necessary.
- 3.6. The **UNIVERSITY** shall duly inform the **STUDENT-INTERNS** that it shall be the primary responsibility of the **STUDENT-INTERNS** to complete the requirements of the Professional Exposure Program as well as other requirements made known to the **STUDENT-INTERNS**
- 3.7. The **UNIVERSITY** shall duly inform the **STUDENT-INTERNS** that they shall strictly observe and comply with the policies, rules and regulations governing the Professional Exposure Program set forth by the **PARTNER AGENCY's** during and in the course of the training.
- 3.8. The **UNIVERSITY** shall duly inform the **STUDENT-INTERNS** that they shall be personally responsible for claims and liabilities for personal injury or damages or losses of the **PARTNER AGENCY'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.
- 3.9. The **UNIVERSITY** shall duly inform the **STUDENT-INTERNS** they shall present their work output to their Professional Exposure Program Coordinator as part of the main requirement for completion of the Professional Exposure Program.
- 3.10. The **UNIVERSITY** shall duly inform the **STUDENT-INTERNS** and parents/guardian concerned that they do not and will not have any claim against the **PARTNER AGENCY** for any injury or loss that the **STUDENT-INTERNS** 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 **PARTNER AGENCY**.

- 3.11. Upon the completion and/or termination of the Professional Exposure Program, the **UNIVERSITY** shall ensure that the **STUDENT-INTERNS** shall return to the **PARTNER AGENCY** all documents and property of the **PARTNER AGENCY**, 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 **PARTNER AGENCY's** business, or in any way obtained during the course of Professional Exposure Program.

4. **Rights and Obligations of the PARTNER AGENCY**

- 4.1. The **PARTNER AGENCY** shall make its staff and facilities available for the Professional Exposure Program of the **STUDENT-INTERNS**. It shall be responsible for the following:
- a. Orient the **STUDENT-INTERNS** on the standard policies, rules, and regulations of the **PARTNER AGENCY** and the Professional Exposure Program;
 - b. Accommodate the **STUDENT-INTERNS** for the Professional Exposure Program and provide course-related assignments, actual work experience, trainings 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 **PARTNER AGENCY** 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.
- 4.2. The **PARTNER AGENCY** shall coordinate with the **UNIVERSITY** in order to maximize the learning of the **STUDENT-INTERNS** and address valid concerns.
- 4.3. The **PARTNER AGENCY** 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 **PARTNER AGENCY** may, at its discretion, provide all the necessary cooperation and assistance to the **STUDENT-INTERNS** concerned.
- 4.4. The **PARTNER AGENCY** 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 **PARTNER AGENCY's** rules, regulations and policies, and other similar causes in the course of their stay at the **PARTNER AGENCY** as determined by a fact-finding committee composed of representatives from both **PARTIES**.
- 4.5. The **PARTNER AGENCY** shall issue the following after the completion of the Professional Exposure Program:
- 4.5.1. Certificate of Completion;
 - 4.5.2. **STUDENT-INTERNS'** Evaluation; and
 - 4.5.3. Certificate of Recognition/Commendation, if applicable.

5. **Affiliation and Other Fees**

No fees/affiliation charges shall be collected from the **STUDENT-INTERNS** during the course of the Professional Exposure Program.

6. No Employer-Employee Relationship

The **PARTNER AGENCY** 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 **PARTNER AGENCY** and the **STUDENT-INTERNS** as a consequence of this Agreement.

7. 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.

8. 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 **UNIVERSITY** and **STUDENT-INTERNS** on the operations and business matters of the **PARTNER AGENCY** are classified as confidential in nature and proprietary to the **PARTNER AGENCY**. The **UNIVERSITY** and **STUDENT-INTERNS** hereby undertake to prevent 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 **PARTNER AGENCY'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 and all 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 **PARTNER AGENCY** is acknowledged by the **UNIVERSITY** and **STUDENT-INTERNS** to be the property of the **PARTNER AGENCY** and the disclosure of the Confidential Information does not confer any rights or licenses to that Confidential Information in favor of the **UNIVERSITY** 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.

9. Termination

- a. This Agreement may be terminated upon violation or non-compliance with any terms and condition 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 **PARTNER AGENCY** policies, the **PARTNER AGENCY** 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 **UNIVERSITY**.

10. 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.

11. Governing Law

This Agreement shall be governed by the laws of the Republic of the Philippines.

12. 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.

IN WITNESS WHEREOF, the Parties have affixed their signatures on the date and at the place as mentioned below.

UNIVERSITY OF SAINT LOUIS TUGUEGARAO

TUGUEGARAO CITY HALL

By:

By:

REV. FR. MACWAYNE N. MANIWANG, CICM,
Ph.D.
University President

HON. MAILA ROSARIO S. TING-QUE
City Hall

SIGNED IN THE PRESENCE OF:

HERBERT S. CORPUZ, EdD
Academic Dean, School of Education, Arts and
Sciences

RENZ MARION C. GAVINO, MP
Psychology Department Head

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TUGUEGARAO CITY HALL

By:

By:

REV. FR. MACWAYNE N. MANIWANG, CICM,
Ph.D.
University President

HON. MAILA ROSARIO S. TING-QUE
City Hall

SIGNED IN THE PRESENCE OF:

HERBERT S. CORPUZ, EdD
Academic Dean, School of Education, Arts and
Sciences

RENZ MARION C. GAVINO, MP
Psychology Department Head

ACKNOWLEDGEMENT

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, Ph.D	Driver's License K-07-06-000884	

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 six (6) pages including this page wherein this acknowledgement is written, signed by the parties and their witnesses on each page thereon.

WITNESS MY HAND AND SEAL.

Doc. No. _____
Page No. _____
Book No. _____
Series No. 2024

Notary Public