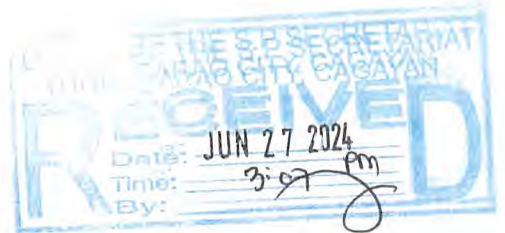




Republic of the Philippines
Province of Cagayan
TUGUEGARAO CITY

OFFICE OF THE CITY MAYOR



27 June 2024

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 the Cagayan State University relative to the On-the-Job Training of the latter's Bachelor of Science in Biology students, 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:

- *Cagayan State University*
- *LYDO*
- *CDRRMO*



COLLEGE OF NATURAL SCIENCES AND MATHEMATICS

VISION
 CSU is a University with global stature in the arts, culture, agriculture and fisheries, the sciences as well as technological and professional fields.

MISSION
 Cagayan State University shall produce globally competent graduates through excellent instruction, innovative and creative research, responsive public service and productive industry and community engagement.

CORE VALUES
Competence
 - Critical Thinker
 - Creative Problem Solver
 - Competitive Performer:
 Nationally, Regionally and Globally.

Social Responsibility
 - Sensitive to Ethical Demands
 - Steward of the Environment for Future Generations
 - Social Justice and Economic Equity Advocate.

Unifying Presence
 - Uniting Theory and Practice
 - Uniting Strata of Society
 - Unifying the Nation, the ASEAN Region and the world
 - Uniting the University and the community.

June 24, 2024

HON. MAILA ROSARIO S. TING-QUE

City Mayor

Tuguegarao City, Cagayan

Through: **MARIA SOLEDAD SAPP**

CDRRMO, Officer

Tuguegarao City, Cagayan

OFFICE OF THE CITY MAYOR

JUN 25 2024

Date: _____

Time: _____

Sy: _____

Signature
 JUN 25 12:50 PM

Ma'am:

Dios Nikaw!

In our desire to facilitate a better and more comprehensive learning experience for the students, our BS Biology students are required to undergo a Two Hundred Hour (200) On-the-Job Training this Midyear 2024 which will commence on July 1, 2024. We have established linkages with different agencies including your office for the previous years and it was a very successful one. We are very thankful for all the efforts you have given to educate our students.

With this, we are again asking for your help and partnering with us by allowing our students to render their On-the-Job Training in your good office. The main objective of this training is for the students to put into practice their professional knowledge and skills that they have learned in their classrooms. It will enable them to have a wider perspective about the nature of their would-be profession and also an opportunity for them to be exposed to various real-life situations, urban issues/ concerns with regards to the environment as well as recent breakthroughs in research and sciences. We believe that in your agency, our students will be given varied field exposures and will be updated with the latest trends in biology practice.

Attached herewith is the Reply Slip which we humbly request to be accomplished prior to the arrangement of the schedule and endorsement. We have also included a copy of our proposed Memorandum of Agreement for comments and suggestions.

Should you find our request possible, may we be notified with the number of students that your agency can accommodate for the training or should you have some questions or clarifications, please feel free to contact us with this mobile number, 0915-830-0027 or email at franzestrella60@gmail.com.

Looking forward to your kind consideration and thank you for your continuous support to our program. God bless us all!

Respectfully yours,

FRANZ ALLEN C. ESTRELLA, MSc

Faculty-in-charge, BS Biology

Noted by:

CRIZALDY P. BINARAO, MS

College Dean, CNSM





Republic of the Philippines
Cagayan State University
CARIG CAMPUS
Palm Avenue, CSU Carig Compound, Carig Sur,
Tuguegarao City 3500, Cagayan Valley, Philippines

Tel No. : +63(078)304-0802

Website: www.csucarig.edu.ph

COLLEGE OF NATURAL SCIENCES AND MATHEMATICS

REPLY SLIP

We can accommodate 6-8 (Number of students) BS Biology student(s).

We cannot accommodate BS Biology students.

Head of Agency: MAKIA SOLVEDAD M. SAPP
(Signature Over Printed Name)

Name of Agency: CDKRM OFFICE

Date: JUNE 26, 2024

MEMORANDUM OF AGREEMENT

KNOW ALL MEN BY THESE PRESENTS:

This agreement, entered into by and between:

The CAGAYAN STATE UNIVERSITY – CARIG CAMPUS, with office address at Carig Sur, Tuguegarao City, Cagayan, represented by its Campus Executive Officer, ENGR. ROGER P. RUMPON, hereinafter referred to as **CSU CARIG**:

The CITY GOVERNMENT OF TUGUEGARAO, with office address at Regional Government Center, Carig Sur, Tuguegarao City, represented by its Head, MAILA ROSARIO S. TING-QUE hereinafter referred to as the **HOST TRAINING AGENCY (HTA)**:

- and -

BAQUIRAN, JOSEPH ISAAC, with address at Raniag, Liwan Norte, Enrile, Cagayan, BORJA, FRANCIS DAVE A. with address at 10 Campos St., Caritan Centro, Tuguegarao City, Cagayan, CARIAN, PAUL JOASHRAEL S. with address at Mungo Purok 1, Tuao, Cagayan, and QUINTERO, ARIES A. with address at Libag Sur, Tuguegarao City, Cagayan, students of BS Biology of CSU Carig, hereinafter referred to as **STUDENT INTERNS**.

WITNESSETH:

For and in consideration of the CHED Memo No. 104, Series of 2017 for the implementation of the Internship program of the BS Biology of Cagayan State University Carig Campus for the Second Semester, School Year 2023-2024, the **CSU CARIG**, **HTA** and the **STUDENT INTERNS** hereby agree on and stipulate the following:

The CSU CARIG shall:

1. Identify the Host Training Agencies with which to immerse the student trainee in;
2. Assign a Faculty-in-Charge to:
 - (a) prepare the Internship Program Plan and Course syllabus;
 - (b) assess the student interns' application documents and eligibility to the Internship Program;
 - (c) coordinate the Internship Program Plan with the HTAs;
 - (d) inspect the internship venues and sites;
 - (e) coordinate with the College OJT Coordinator for the conduct of the Internship Program Pre-Deployment Seminar which include lecture/seminar on Sexual Harassment in the Workplace and Proper Decorum, Personality Development and Stress Management in the Workplace to the student trainees prior to immersion;
 - (f) monitor performance and provide the final grade of the student trainees.
3. Facilitate the preparation of a memorandum of agreement with the HTA;
4. Submit to the HTA a list of BS Biology students who will be assigned to the On-the-Job Training;
5. Deploy the BS Biology students who shall render 200 hours On-the-Job Training at their assigned HTAs;
6. Ensure that the student interns shall:
 - Abide to all office rules and regulations of the HTA and to perform OJT work;
 - At all times appear in business attire;
 - Not ask or receive any allowance, remuneration or benefits and should shoulder all expenses necessary and incidental to the conduct of the On-the-Job Training;
 - Submit to the Dean's Office, through their Coordinator, at the end of the semester an individual comprehensive report or portfolio of all the activities undertaken and learning experiences acquired from the OJT;
7. Take appropriate action on any complaints that may arise during the conduct of the Internship Program in accordance with the university's policies; and
8. Abide and follow the set guidelines of the CHED under CMO No. 104, series of 2017.

The HOST TRAINING AGENCY (HTA) shall:

1. Accommodate BS Biology students for the face to face On-the-Job Training and assign them work and activities;
2. Co-implement the internship plan in partnership with the university/campus;
3. Provide a Focal Person responsible for the implementation of all phases of the internship;
4. Provide orientation lecture for the student trainees before they formally start with the Internship Program;
5. Immediately inform the school, through the Faculty-In-Charge, of any concerns related to schedule or problems encountered with the trainees;
6. Evaluate the performance of the students during the period of the Internship Program;
7. Check the Daily Time Record (DTR) filled-up by the student trainee to be submitted at the end of the OJT Program;
8. Provide opportunities for the students to acquire first-hand knowledge and experience on office situations and routines;
9. Provide students with office facilities and supplies to perform the assigned task and expose them to proper utilization of the same to enhance efficiency and effectiveness;
10. Require a Weekly Progress Report from the student interns;
11. Ensure the well-being and safety of the student interns during their Internship;
12. Immediately notify and provide written notice to the College of a student intern's breach of contract or misconduct in the internship premises prior to HTA's decision to suspend or terminate the contract;
13. Participate in the conduct of the Internship Program Exit Conference;
14. Issue certificate of completion for the student interns during the Internship Program Exit Conference;
15. Abide and follow the set guidelines of CHED under CMO No. 104, series of 2017.

The STUDENT-INTERNS shall:

1. Submit a certificate of parent consent waiving any responsibility for the school and the HTA for any incident caused by circumstances beyond control in the performance of his/her function while under training. The letter of consent must be notarized;
2. Attend the pre-deployment orientation/seminar to be conducted by the college or the faculty-in-charge of the internship in coordination with the Guidance Office;
3. Undergo medical examination and secure a Medical Certificate from a public or private physician. The certificate must indicate that a student-trainee is physically fit to undergo Internship;
4. Undergo Psychological examination to be administered by the Campus Guidance Office;
5. During working hours, student interns must wear appropriate attire (office/business attire) especially when circumstances require them to be and always wear school ID and bring their own face mask and alcohol
6. Sign an entry to and departure from the post on the Daily Time Record (in triplicate copies) noted by the supervisor and the head of the HTA and shall be submitted at the end of the Internship Program to the Faculty-in-Charge.
7. Accomplish the Daily OJT Journal to be consolidated and submitted to the Internship Faculty-in-Charge in a regular basis (weekly);
8. Render a total of two hundred (200) practicum hours in assigned HTA.
9. Report to the Internship Faculty-in-Charge after completion of the required practicum hours for the submission of all the requirements abovementioned for the deployment;
10. Present and submit to the Faculty-In-Charge the consolidated Narrative Reports, DTR, sample works Supervisor's Evaluation and Evidence of Competencies.
11. Submit a hard copy of their Internship Report/Portfolio to the Faculty-In-Charge; and
12. Abide by the HTA's rules and regulations.

This agreement is valid during the OJT period of the students which will commence on the day of their deployment and end on or upon reaching the prescribed number of OJT hours.

IN WITNESS WHEREOF, we have hereto affixed our signature this _____ day of _____, 2024 at _____.

FOR CSU:

ENGR. ROGER P. RUMPON
Campus Executive Officer
Cagayan State University – Carig Campus
ID No. _____
Issued on _____
Issued at _____

FOR HTA:

MAILA ROSARIO S. TING-QUE
City Mayor
Tuguegarao City, Cagayan
ID No. _____
Issued on _____
Issued at _____

FOR THE STUDENT INTERNS

JOSEPH ISAAC BAQUIRAN
Student Intern 1
ID No. 19-20811
Issued on _____
Issued at Cagayan State University

FRANCIS DAVE A. BORJA
Student Intern 2
ID No. 20-01511T
Issued on _____
Issued at Cagayan State University

PAUL JOASHRAEL S. CARIAN
Student Intern 3
ID No. 19-23444
Issued on _____
Issued at Cagayan State University

QUINTERO, ARIES
Student Intern 4
ID No. 21-23273
Issued on _____
Issued at Cagayan State University

WITNESSES

CRIZALDY BINARAO, MS
Dean, College of Natural Sciences and Mathematics
Cagayan State University – Carig Campus
ID No. _____
Issued on _____
Issued at _____

MARIA SOLEDAD SAPP
CDRRMO Officer
Tuguegarao City, Cagayan
ID No. _____
Issued on _____
Issued at _____

RONATY P. BAQUIRAN
Parent/Guardian of Student Intern 1
ID No. PRC-16888989
Issued on _____
Issued at Enrile, Cagayan

MARY JOY A. BORJA
Parent/Guardian of Student Intern 2
ID No. TIN No. 175-586-000
Issued on _____
Issued at Alcala, Cagayan

REMEDIOS S. CARIAN
Parent/Guardian of Student Intern 3
ID No. CDH-1999-048
Issued on _____
Issued at Tuguegarao City

MYRNA A. QUINTERO
Parent/Guardian of Student Intern 4
ID No. P2611787B
Issued on _____
Issued at Tuguegarao City

ACKNOWLEDGEMENT

Republic of the Philippines)
Tuguegarao City, Cagayan)) ss.

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

NAME	IDENTIFICATION	DATE	PLACE OF ISSUE
Joseph Isaac Baquiran			
Francis Dave A. Borja			
Paul Joashrael S. Carian			
Aries A. Quintero			

KNOWN TO ME to be the same persons who executed the foregoing instruments,
consisting of four (4) pages including the page on which this acknowledgment is written, which
they acknowledge before me as their free and voluntary act and deed.

WITNESS MY HAND AND SEAL this _____ day of _____ 2023 at
_____.

Notary Public

Doc. No.
Page No.
Book No.
Series of 2023