

Republic of the Philippines  
Province of Cagayan  
TUGUEGARAO CITY

Phone number: 0953-588-3721 | email address: [cmotuguegaraocty@gmail.com](mailto:cmotuguegaraocty@gmail.com)

**OFFICE OF THE CITY MAYOR**

17 November 2025

**THE HONORABLE MEMBERS**

Sangguniang Panlungsod  
This City

**Thru: HON. ROSAURO RODRIGO G. RESUELLO**  
Vice Mayor and Presiding Officer

Dear *Honorable Members of the Sanggunian*:

Herewith is the Memorandum of Agreement between the Tuguegarao City Government and Cagayan State University- Andrews Campus relative to the Internship Program of the latter's Bachelor of Science in Public Health (BSPH) students, for your information and appropriate action.

Thank you!

In the name of public service,

  
**MAILA ROSARIO S. TING-QUE**  
City Mayor

*Copy furnished:*

- CSU- Andrews Campus
- LYDO





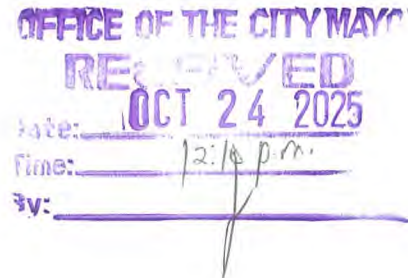
COLLEGE of ALLIED HEALTH SCIENCES

CAHS-5600-EC 2025-10-01

October 13, 2025

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

Thru : ROBIN ZINGPAN, MD  
City Health Officer  
Tuguegarao City, Cagayan



Dear Mayor/Doctor:

Peace be with you!!

We are pleased to inform your esteemed office that the Bachelor of Science in Public Health (BSPH) program will be deploying student interns to your prestigious institution from **November 24, 2025 to March 27, 2026**. We believe that a one-month rotation in your agency will significantly enhance their competencies in areas aligned with their field of specialization.

In this regard, we respectfully request your kind accommodation of **three to four (3-4) student interns per group** during the said period.

Please consider this letter as an official expression of our intent to collaborate with your institution for this academic endeavor. For your reference, we have attached the **Memorandum of Agreement** for your signature, along with the **Internship Schedule** for your perusal.

We sincerely thank you for your continued support of CSU's initiatives, especially in strengthening the academic foundation and professional readiness of our students. We truly value your institution as a vital partner in advancing healthcare and public health systems development.

We look forward to nurturing future public health professionals through this meaningful partnership. Your guidance and mentorship will leave a lasting impact on their journey of service and learning.

Respectfully yours,

  
VILMA T. VILLALUZ, RM, MPH  
Department Chair- BSPH

Noted by:

  
JULIUS T. CAPILI, RMT, MPH, PhD, DPASMAP, DDM  
University Dean

0995-5175-895 =) Beaver Barro



SCHEDULE OF PUBLIC HEALTH PRACTICUM/IMMERSION  
CSU-ANDREWS CAMPUS-BSPH INTERNS- SECOND SEMESTER, S.Y 2025-2026


AREA		CITY HEALTH OFFICE/BARANGAY HEALTH STATIONS			
CLINICAL INSTRUCTORS		MR. BEAVER PHILIP BARRO, BSPH/MS. LILY ANN C. MALLABO, RN, MSN, PhDNS			
DAY/TIME		CHO-Monday to Friday (8-4)		BHS-Monday to Friday (8-4)	
November 24, 25, 26, 27, 28 December 1, 2, 3, 4, 5	(1-5) G3	1. AGUSTIN, ARNELYN A.	(1-11) G4 & (4-10) G7	1. ABALOS, ANGELYN	4. MARANION, JOYCE ANN I.
		2. CARREON, JOHN RAMIL M.		2. ANNANG, MELVIN B.	5. MERCADO, PHLOREMZ JOSEF B.
		3. CAYPUNO, JOMELYN J.		3. BAGAYAO, JETHEL B.	6. ORENA, BABY FE
		4. CATABAY, MAUREEN T		4. BARROGA, LARNZ VONN A.	7. RAMIREZ, VI
		5. MENDOZA, KADI		5. BOLIBOL, FATIMA M.	8. VALENCIA, CHAZE GLIZA G.
December 8, 9, 10, 11, 12 December 15, 16, 17, 18, 19	(6-10) G3	6. MELAD, CHANTHEL B.		6. CARIG, EDEN MAY B.	9. VERNES, SHAINA M.
		7. PAGALILUAN, CHRISTIAN A.		7. CONSIGNA, HAZEL KAE A.	10. VINARAO, GILLIAN W.
		8. PASILABBAN, MANDIE T.		8. GASPAR, MYLA	
		9. REYES, CLYTONE P.		9. LEGASPI, LEI-ANNE MAE C.	
		10. REYES, JEZREEL MAE A.		10. NEMENZO, JONALYN P.	
				11. TANGO, JERCY - BELLE D.	
January 5,6,7,8,9 January 12, 13, 14, 15, 16	(1-5) G5	1. BANGUEL, JESSA L.	(4-10) G1 & (1-11) G6	4. DOMINGO, KRISTINE MAY L.	1. CAJALNE, JONALIZA B.
		2. BAUTISTA, PRINCESS ROGIEWIN R.		5. DUMAYAG, ANGEL JHOSHE R.	2. DUMIRAG, JUSTINE MAE B.
		3. BAQUIRAN, JEANNE DANE M.		6. LAGRATA, LEANNE PATRIZ B.	3. GANNABAN, KRISTEL JADE B.
		4. CUSIPAG, FRANCISCO B.		7. MACADANGDANG, MARIANNE	4. MANAGUELOD, MA. PATRICIA L.
		5. DARILAG, JOMALYN G.		8. MADDUMBA, RIA KATHLEEN	5. MEDINA, TRICIA MAY JOYCE ANNE
January 19, 20, 21,22, 23 January 26, 27, 28, 29, 30	(6-10) G5	6. MACABABBAD, JAYLYN B.		9. PASIA, DARREN MARK T.	6. OCENÑA, ERICA S.
		7. MANGNGAO, JOEDITH IRISH B.		10. SAPLA, QKHIER M.	7. PADER, ROXANNE S.
		8. MORLA, KARYLLE YVONNE LEIGH Q			8. PASCUAL, MA. RICA A.
		9. SINENSE, APRIL JOY P.			9.TUMALIUAN, REBECCA G.
		10. SORIANO, JOHN KENNETH D.			10.VALENCIA, CRISTINE O.
					11.VALERA, SHERLIE G.
February 2, 3, 4, 5, 6 February 9, 10, 11, 12, 13	(1-5) G7	1. BARANGAN, SHEMARA LHANE	(4-10) G3 & (1-11) G8	4. CATABAY, MAUREEN T	1. BALLAD, JENEVIE M.
		2. CANAPI, MAISY D.		5. MENDOZA, KADI	2. CABUNAG, GESSLYN MAE D
		3. GAMAS, CATRINA ANNE E.		6. MELAD, CHANTHEL B.	3. CONCEPCION, JHOENNA JOYCE A.
		4. MARANION, JOYCE ANN I.		7. PAGALILUAN, CHRISTIAN A.	4. DIZON, MA. ANGEL PAULA Z.
		5. MERCADO, PHLOREMZ JOSEF B.		8. PASILABBAN, MANDIE T.	5. DELA CRUZ, ELOISA E.
		6. ORENA, BABY FE		9. REYES, CLYTONE P.	6. FADERO, MELODY
		7. RAMIREZ, VI		10. REYES, JEZREEL MAE A.	7. GAVA, JERRYMAE S.
	(6-10) G7	8. VALENCIA. CHAZE GLIZA G.			8. GUZMAN, CHRISTINE Y.

February 16, 17, 18, 19, 20		9. VIERNES, SHAINA M.		9. MABANSAG, SHAIRA MAE S.	
February 23, 24, 25, 26, 27		10. VINARAO, GILLIAN W.		10. MALAZZAB, MELODY	
March 2,3,4,5, 6	(1-5) G1	1. AGLAUA, ELVIS DALE R.	(1-10) G2 & (4-10) G5	1. BATTUNG, PRINCESS FREDLYHNE B.	4. CUSIPAG, FRANCISCO B.
March 9,10,11,12, 13		2. CABRERA, JIANNE BEATRICE A		2. COMILLAS, BABYJANE C.	5. DARILAG, JOMALYN G.
		3. CONSOLACION, JOERIELE D.		3. FRANCISCO, MARICAR B.	6. MACABABBAD, JAYLYN B.
		4. DOMINGO, KRISTINE MAY L.		4. GUILLEN, CHESKA MAY C.	7. MANGNGAO, JOEDITH IRISH B.
		5. DUMAYAG, ANGEL JHOSHE R.		5. MONTEJO, AIZIE MAE E.	8. MORLA, KARYLLE YVONNE LEIGH
		6. LAGRATA, LEANNE PATRIZ B.		6. PORTILLAS, KYLA KATE S.	9. SINENSE, APRIL JOY P.
March 16, 17, 18, 19, 20	(6-10) G1	7. MACADANGDANG, MARIANNE		7. RIGUCERA, ELISHA ALMAN T.	10. SORIANO, JOHN KENNETH D.
March 23,24, 25, 26, 27		8. MADDUMBA, RIA KATHLEEN C.		8. TAHUM, GLAISSA MARIE M.	
		9. PASIA, DARREN MARK T.		9. VICENTE, ABEGAIL T.	
		10. SAPLA, QKHIER M.		10. ZIPAGAN, PHOEBE SOLEIL T.	

Prepared by:

  
VILMA T. VILLALUZ, RM, MPH  
Program/Internship Coordinator- BSPH

C.I INCHARGE:

  
BEAVER PHILIP E. BARRO, BSPH  
Parttime Instructor

  
LILY ANN C. MALILABO, RN, MSN, PhDNS  
Assistant Professor 1

Approved by:

  
JULIUS T. CAPILI, RMT, MPH, PhD, DPASMAP, DDM  
University Dean





UNIVERSITY LEGAL AND RISK MANAGEMENT OFFICE

LRMO-6373-IND-2025-240

Document Title                      MEMORANDUM OF AGREEMENT BETWEEN  
CAGAYAN STATE UNIVERSITY AND LOCAL  
GOVERNMENT UNIT OF TUGUEGARAO CITY FOR  
INTERNSHIP PROGRAM (BACHELOR OF SCIENCE  
IN PUBLIC HEALTH)

Date                                      09 September 2025

**DOCUMENT REVIEW REPORT**

This is issued to attest that the undersigned has reviewed the attached legal document and found its provisions to be in accordance with applicable laws, rules, and regulations.

This legal opinion is issued solely for the contents of the legal document that the undersigned has reviewed; any later amendments, usage, and implementation are not covered. Requirements other than the execution of the legal instrument must be complied with.

Reviewed by:

**ATTY. CHRIZLER MEG H. SALAMAT, CPA**  
Risk Management Officer

Caveat: The views expressed in this opinion are based on our assessment of the facts and applicable law as of the date indicated. No assurance is given regarding the absolute accuracy or correctness of this legal opinion.



STARS



JN-QA



**VISION**

CSU, a University with  
global reach and  
cultural sensitivity,  
provides quality  
education and  
research that  
improves the  
quality of life of  
the community.

**MISSION**

Cagayan State University shall provide  
quality education and research  
that improves the quality of life of  
the community and  
contributes to the  
development of  
the nation.

**CORE VALUES**

Competence  
Social Responsibility  
Unifying Diversity

MEMORANDUM OF AGREEMENT

KNOWN ALL MEN BY THESE PRESENTS:

Hon. MAILA ROSARIO S. TING-QUE

This Memorandum of Agreement made and entered into by and between:

The **LOCAL GOVERNMENT OF TUGUEGARAO CITY**, a Local Government Unit duly constituted under existing laws of the Republic and with principal office at Tuguegarao City Cagayan, Philippines, herein represented by its, **City Mayor, Hon. MAILA ROSARIO S. TING-QUE** hereinafter referred to as the **"FIRST PARTY"**

-and-

DR. ARTHUR G. IBAÑEZ, ASEAN ENGR.

**CAGAYAN STATE UNIVERSITY - ANDREWS CAMPUS**, a -higher educational institution created by virtue of Presidential Decree No. 1436 and operating under the laws of the Republic of the Philippines, with principal address at Andrews Campus, Caritan Sur, Tuguegarao City, Cagayan 3500, duly represented by its **Officer-in-Charge, Office of University President, ARTHUR G. IBAÑEZ, PhD, ASEAN ENGR.**, herein referred to as the **"SECOND PARTY"**

WITNESSETH:

Atty. CARLA MARIE L. SUMIGAD, CPA

**WHEREAS**, the **FIRST PARTY** manages the City Health Office and influences the operation of Barangay Health Station's facilities and structures strategically located within Tuguegarao City, Province of Cagayan;

**WHEREAS**, as a matter of policy and prevailing rules and regulations, the **FIRST PARTY** will be utilizing the City Health Office, Barangay Health Stations and its corresponding facilities and structure to afford Bachelor of Science in Public Health students and as NC II Elderly Care Training participants with on-the-job training (OJT), and agrees to affiliate with the **FIRST PARTY**; to fulfill their academic requirements for the completion of their course preparatory to the practice of their profession;

JULIUS T. CAPITAN, RMT, MPH, PhD

**WHEREAS**, the **SECOND PARTY** has expressed its desire to avail of the health facilities and structures managed by the **FIRST PARTY** for the proper training of its Bachelor of Science in Public Health students, and as NC II Elderly Care Training participants with on-the-job training (OJT), and agrees to affiliate with the **FIRST PARTY**; and agrees to affiliate with the **FIRST PARTY**;

VILMA T. VILLALBA

**NOW, THEREFORE**, for in consideration of the foregoing premises and of the mutual covenants and stipulations hereinafter set forth, the parties have agreed as follows:

## 1. Responsibilities of the FIRST PARTY:

- a. Provide maximum opportunity for Bachelor of Science in Public Health students and as NC II Elderly Care Training participants with on-the-job training (OJT), **FIRST PARTY**; to gain experience and training in the admission section, examining room, consultation room, laboratory and barangay health stations where they shall be assigned and other facilities as warranted;
- b. Permit the attendance or participation of Bachelor of Science in Public Health students as NC II Elderly Care Training participants with on-the-job training (OJT), to activities of the City Health Office like clinical conferences and other specific health professional programs of the health centers;
- c. Enforce rules and regulations regarding the admissions, supervision and training of Bachelor of Science in Public Health students and as NC II Elderly Care Training participants with on-the-job training (OJT), as prescribed by the **FIRST PARTY** through its authorized body. The City Health Officer as the Chief Administrator of the **FIRST PARTY** shall have the right to terminate the affiliation of any Bachelor of Science in Public Health students and as NC II Elderly Care Training participants with on-the-job training (OJT), who fails to comply with the policies and rules and regulations of the agency, or those who commit acts or errors detrimental to the health and safety and welfare of the patients, clients or personnel of any of the health facilities managed/supervise by the **FIRST PARTY**; The termination of student interns from the internship program shall only be implemented for just cause. In such cases, due process must be strictly observed to ensure fairness and compliance with applicable policies and regulations.
- d. The **FIRST PARTY** shall provide Bachelor of Science in Public Health students and as NC II Elderly Care Training participants with on-the-job training (OJT), of the **SECOND PARTY**, whose names appear in the list of students, copy of which is attached hereto and forms an integral part of this Agreement as ANNEX "A", one (1) area within the health office for the clinical rotation plan for the affiliating students and which be an integral part of the necessary Related Learning Experience;
- e. To ensure the safety of CSU representative during the implementation of this MOA within its jurisdiction

## 2. Responsibilities of the SECOND PARTY

- a. Provide the **FIRST PARTY** with pre-affiliation academic records, health clearance and security clearances for each Bachelor of Science in Public Health students as NC II Elderly Care Training participants with on-the-job training (OJT),
- b. Submit to the **FIRST PARTY** a certified list of Bachelor of Science in Public Health students as NC II Elderly Care Training participants with on-the-job training (OJT), and the clinical areas where they are to undergo training;
- c. Provide qualified Clinical Instructor, in the premises of the City Health Office/ Barangay Health Station to monitor and evaluate the Bachelor of Science in Public Health students as NC II Elderly Care Training participants with on-the-job training (OJT), performance in the entire period of Related Learning Experience;
- d. Coordinate with the City Health Officer and the Public Health Nurse or any of its duly assigned personnel of the health center regarding the rotation of assignments, training and discipline of students, special holidays, convocations and other allied matters



b. The **FIRST PARTY**, through its duly designated City Health Office Official may require the Bachelor of Science in Public Health students affiliates to wear proper uniform, wear school ID with identifications tag, sign attendance sheets, submit reports and perform such other duties and responsibilities which the **FIRST PARTY** or its duly designated City Health Office Official may deem necessary in accordance with clinical focus for the proper and effective monitoring of attendance, behavior and performance of students;

c. Each party, namely, the student/s, the Institution and the host training establishment, shall answer for losses and damages arising from any accident, act or omission, directly attributable to its fault or negligence, which may cause death or bodily injury to a person, or loss of damages to property, by or on account of the performance of the respective obligations by the parties under this agreement.

d. No amendment, modification or alteration of the provisions of this agreement shall be binding on the parties hereto, unless done in writing duly signed by both parties and approved by the proper authorities.

## 7. Severability Clause:

In any portion or provision of this Act are declared void or unconstitutional, the remaining portions or provisions thereof shall not be affected by such declaration

## 8. Data Privacy

All information whether personal or sensitive that will come to the knowledge of the parties, its employees, personnel, and staff as a result of this Agreement or by any other means shall deemed confidential and shall be processed and protected at all times in accordance with Republic Act No. 10173 (Data Privacy Act of 2012).

All of these matters are classified as confidential in nature and propriety to the **FIRST PARTY** and the intern hereby cannot, appropriate to his/her own, use, copy or transfer and undertake to prevent transfer of such information by any means to any party outside of the **FIRST PARTY** without the knowledge and written consent of the **FIRST PARTY**, the client or patient, or by order of the court.

Any personal and/or sensitive personal information breach shall be communicated immediately to the **FIRST PARTY** for appropriate action within 48 hours from knowledge or occurrence of the breach. Each Party, its employees, personnel and staffs understand that any breach or violations of any provisions of the Data Privacy Act, shall make him/her liable criminally, administratively, and civilly. Each intern shall be required to sign a confidentiality undertaking which shall form part of this Agreement.

## 9. Effectivity and Termination

This agreement shall take effect upon approval by both parties and shall be binding for a period of 3 years, unless earlier terminated, revoked, extended, or renewed by the written mutual agreement of both parties



e. Prepare the interns to be highly employable in their institution & become priority applicants for hiring Public Health Practitioners.

### 3. Limitations of Interns:

a. The ratio of Clinical Instructor to students in the CHO is one is to eleven (1:11 students) per group;  
b. To expedite learning experiences, at least six (6) students can be assigned in the City Health Office and five to six (5-6) students in the Barangay Health Station at one time. Rotations should be made with reference to the schedule prepared by the Clinical Instructors and approved by the City Health Officer.

c. The deployment of student affiliates shall be governed by the following guidelines:

i. The **SECOND PARTY** submits a request to the City Mayor of Tuguegarao and the City Health Officer for the rotation of its student. The request shall contain the name of the students to be assigned at a specific area and the duration of the rotation and/or assignment.

ii. The **City Health Officer** approves the same and issues a Rotation Plan for the Bachelor of Science in Public Health students as NC II Elderly Care Training participants with on-the-job training (OJT), affiliate indicating the names and the duration of their stay in a given area of assignment.

d. In no case shall the **City Health Officer** allow the deployment of affiliate Bachelor of Science in Public Health students as NC II Elderly Care Training participants with on-the-job training (OJT), without an approved Rotation Plan.

### 4. Financial Assistance

a. In line with the policies and programs of the **FIRST PARTY** on sustainability and revenue generation, each affiliating Bachelor of Science in Public Health students shall pay, by way of **INTERNSHIP FEE**, the amount of eighty pesos (P 80.00) per student for the entire course of assignment or deployment (**1 month**) to the cashier's office of the **SECOND PARTY**.

b. The payment shall be made to the **FIRST PARTY** upon issuance of **statement of accounts (SOA)** to the **SECOND PARTY**

### 5. Duration of this Agreement:

This agreement shall be effective from the date of its execution hereof until the end of the current academic year, renewable every year, thereafter, subject to such terms and conditions that both parties may mutually agree on.

This agreement may be revoked or terminated within the said period subject to reasonable notice or respond.

### 6. General Policies:

a. In no case that the interest and welfare of the patients be subordinated to the conduct of training and affiliation;

**Tuguegarao City of Cagayan, November 2025 to May 2028.**


**Hon. MAILA ROSARIO S. TING-QUE**  
City Mayor  
Tuguegarao City

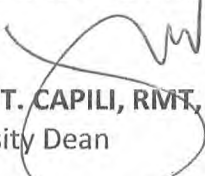
**DR. ARTHUR G. IBAÑEZ, ASEAN ENGR.**  
OIC President  
Cagayan State University +


Witnesses:

**ROBIN ZINGPAN, MD**  
City Health Officer  
Tuguegarao City, Cagayan

Witnesses:

  
**Atty. CARLA MARIE L. SUMIGAD, CPA**  
Campus Executive Officer- CSU-Andrews

  
**JULIUS T. CAPILI, RMT, MPH, PhD, DPASMAP, DDM**  
University Dean

  
**VILMA T. VILLALUZ, RM, MPH**  
Program Coordinator, Public Health



Acknowledgement

Republic of the Philippines}  
Province of Cagayan } s.s.  
City of Tuguegarao }

BEFORE ME, a Notary Public at City of Tuguegarao, Cagayan, Philippines, personally appeared:

Name	CTC No.	Date Issued	Placed Issued
1. Hon. MAILA ROSARIO S. TING-QUE	_____	_____	_____
2. DR. ARTHUR G. IBAÑEZ, ASEAN ENGR.	_____	_____	_____

Known to me and to me known to be the same persons who executed the foregoing instrument, and that they acknowledged to me that the same is their free and voluntary act and deed the institution they respectively represent.

This agreement, consisting of five (5) pages, including the page on which this acknowledgement is written, has been signed on the left margin of each of every page thereof by parties and their witnesses and sealed with my notarial seal and refers to a Memorandum of Agreement of Affiliation of public health students from Cagayan State University, Andrews Campus who will train at the institutions of the **FIRST PARTY**.

WITNESS MY HAND AND SEAL on the date \_\_\_\_\_ and  
place \_\_\_\_\_ above written.

Doc. No. \_\_\_\_\_  
Page No. \_\_\_\_\_  
Book No. \_\_\_\_\_