Republic of the Philippines
Province of Cagayan
TUGUEGARAO CITY
Phone number: 0953-588-3721 | email address: cmotuguegaraocity@gmail.com

OFFICE OF THE S.P SECRETARY
TUGUEGARAO CITY, CAGAYAN
RECEIVED
Date: JAN 21 2026
Time: 3:37 PM
By :

OFFICE OF THE CITY MAYOR

20 January 2026

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- Carig Campus relative to the On-The-Job Training of the latter's Bachelor of Arts in Political Science 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- Carig Campus c/o Ms. Mary Joy A. Borja*
- *LYDO*

Cagayan State University
CARIG CAMPUS
College of Humanities and Social Sciences
Carig Sur, Tuguegarao City, Cagayan

OFFICE OF THE CITY MAYOR
RECEIVED
JAN 09 2026
Date: 1:01 pm
Time: JOANNA RESURRECCION
By:

January 5, 2026

HON. MAILA T. QUE
City Mayor- Tuguegarao City
Carig Sur, Tuguegarao City, Cagayan

Madam:

This has reference to the requirement of the Bachelor of Arts in Political Science curriculum of the College of Humanities and Social Sciences, Cagayan State University-Carig Campus for students to undergo a Two Hundred Hour (200) On-the-Job Training.

We are writing to humbly request your support to this academic endeavor by accommodating our students in your office and allow them the opportunity of actual practice in the industry. It is our belief that you can be a potential partner in providing more avenues for alternative and effective learning strategies to improve our educational system. Strengthening their learnings through the virtues of work and the hands-on experience in the working environment is an essential tool for them to be ready in the competitive world market particularly in the field of Political Science.

Attached are the Reply Slip and a draft of our Memorandum of Agreement for your comments and suggestions. The training schedule will start tentatively on February 9, 2026 with all requirements and pertinent documents of the OJT students accomplished and submitted to our office under the terms and conditions as stipulated in the duly accomplished Memorandum of Agreement for your confirmation.

Should you have further questions, please feel free to contact the undersigned thru CP number 0917-318-4517. You may also send e-mail through junjoyborja@yahoo.com.ph

Thank you and we look forward to your kind consideration and support!

Respectfully yours,

MARY JOY A. BORJA, DPA
OJT Teacher-in-Charge

Noted by: **JOMEL B. MANUEL, Ph.D.**
College Dean

MEMORANDUM OF AGREEMENT

KNOW ALL MEN BY THESE PRESENTS

This agreement, entered into by and between the College of Humanities and Social Sciences-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, Cagayan, represented by its City Mayor, **HON. MAILA ROSARIO T. QUE**, hereinafter referred to as **CITY GOVERNMENT OF TUGUEGARAO**;

- and -

STUDENT, _____ with address at _____, a student of AB Political Science Program of CSU Carig, hereinafter referred to as **STUDENT INTERN**.

WITNESSETH:

For and in consideration of the CHED Memo No. 104, series of 2017 for the implementation of the Virtual Internship Program of the AB Political Science of Cagayan State University Carig Campus for the Second Semester, School Year 2025-2026, the **CSU CARIG, CITY GOVERNMENT OF TUGUEGARAO**, and the **STUDENT INTERN** hereby agree on and stipulate the following:

The CSU CARIG shall:

1. Identify Host Training Establishments (HTEs) with which to immerse the student trainees in;
2. Assign a Faculty-in –Charge to:
   a. *prepare the Internship Plan and the Course syllabus;*
   b. *assess the student interns' application documents and eligibility to the Internship Program;*
   c. *coordinate the Internship Program with HTEs;*
   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 Workplace, Communication and Personality Development to student trainees prior to deployment;*
   f. *monitor performance and provide the final grade of the student trainees.*

3. Facilitate the preparation of a memorandum of agreement with the HTE;

4. Take appropriate action on any complaints that may arise during the conduct of the Internship Program in accordance with the university's policies;

5. Abide and follow the set guidelines of CHED under CMO No. 104, series of 2017.

The Student-Intern shall:

1. Submit a certificate of parental consent waiving any responsibility for the school and the HTE 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 online pre-deployment orientation/seminar to be conducted by the faculty-in-charge of 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 for undergoing the Limited face-to-face Internship;

4. May undergo psychological examination to be administered by the Campus Guidance Office;

5. During actual working hours, students must wear appropriate attire (smart casual attire);

6. Sign an entry to and departure from the post using any online platforms provided by the HTE which shall be transferred later on the Daily Time Record (in triplicate copies), noted by the supervisor and the head of the HTE. This shall be submitted at the end of the Internship Program to the Internship Faculty-in-Charge;

7. Accomplish the Daily OJT Journal to be consolidated and submitted to the Internship Faculty-in-Charge regularly (weekly) printed;

8. Render a total of two hundred (200) practicum hours in assigned HTEs limited face-to-face internship. However, given the limited resources and working conditions brought by the pandemic, a flexible working scheme will be given to every student-trainee.

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 Internship Report that should contain narrative reports, DTR, sample works, Supervisor's Evaluation and Evidence of Competencies;

11. Submit a hard copy of Internship Report/Portfolio to the office of the Faculty-in-charge;

12. Be personally responsible for any and all liabilities, injury to his/herself or to property or persons attributable to his/her own fault or negligence while in the course of his/her training. In this light, he/she shall hold the CSU Carig and HTE free and harmless from any demand, claim or complaint, whatsoever arising from this training agreement, except in cases of negligence, malicious acts and criminal acts by any of the officers, employees or agents of the CSU Carig or HTE;

13. Abide by the HTE's and University's rules and regulations;

14. The parties shall not divulge any information that it may have access to, and any such information will only be used for academic purposes;

15. Should any provision of this agreement or part thereof is render void, illegal or unenforceable by any law to which it is subject of, it shall be rendered void, illegal or unenforceable only to that extent and not further. The invalidity or unenforceability of this agreement shall not affect or impair other provisions that are valid, binding and enforceable;

16. Any and all disputes arising out of or relating to this Agreement shall be subjected to good faith negotiations between the parties before implementation of the legal proceedings pursuant to the provisions of the Alternative Dispute Resolution Law; and,

17. This agreement shall be governed by and construed in accordance with the laws of the Republic of the Philippines. Exclusive jurisdiction over and venue of any suit arising out of or relating to this Agreement will be in the proper courts of the City of Tuguegarao to the exclusion of all other courts and tribunals.

CITY GOVERNMENT OF TUGUEGARAO as The Host Training Establishment (HTE) shall:

1. Co-implement the limited face-to-face internship plan in partnership with the university/campus;

2. Provide a Focal Person responsible for the implementation of all phases of the internship;

3. Provide a virtual or face-to-face orientation lecture for the student trainees before they formally start with the Internship Program;

4. Immediately inform the school, through the Faculty-In- Charge, of any concerns related to schedule or problems encountered with the trainees;

5. Evaluate the performance of the students during the period of the limited face-to-face Internship Program using the form/tool to be provided by the College;

6. Check the Online Daily Time Record (DTR) filled – up by the student Trainee to be submitted at the end of the OJT Program;

7. Provide opportunities for the students to acquire first-hand knowledge and experience on office situations and routines, specifically on technical-related works (e.g. research and communications skills, enhance civic engagement skills, develop or enhance professional skills and knowledge of workplace procedures, develop networking contacts with professionals in public policy fields, and develop teamwork and leadership skills) ;

8. 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;

9. 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 HTE's decision to suspend or terminate the contract;

10. Facilitate the conduct of the Internship Program Exit Conference;

11. Issue certificate of completion for the student interns during the Internship Program Exit Conference; and

12. Abide and follow the set guidelines of CHED under CMO No. 104, series of 2017.

IN WITNESS WHEREOF, we have hereunto affixed our signature this _____ day of _____, 2026 at _____.

FOR CSU CARIG:

ENGR. ROGER P. RUMPON
Campus Executive Officer
Cagayan State University Carig Campus

ID NO. _____
Issued on _____
Issued at _____

CITY GOVERNMENT OF TUGUEGARAO:

HON. MAILA ROSARIO T. QUE
City Mayor
Tuguegarao City, Cagayan

ID No.: _____
Issued on _____
Issued at _____

FOR THE STUDENT INTERN:

_____
Student Intern

ID NO.:_____
Issued on: _____
Issued at: _____

WITNESSES

JOMEL B. MANUEL, Ph.D.
Dean, College of Humanities and Social Sciences
Cagayan State University, Carig Campus
ID NO. _____
Issued on _____
Issued at _____

_____
_____
_____
ID NO. _____
Issued on _____
Issued at _____

ACKNOWLEDGEMENT

Republic of the Philippines)
_____, Cagayan)) ss.

BEFORE ME, a Notary Public for and in the _____, this ___ day of _____, 2026 personally came and appeared:

NAME	IDENTIFICATION	DATE	PLACE OF ISSUE

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 acknowledged before me as their free and voluntary act and deed.

WITNESS MY HAND AND SEAL this ____ day of _____ 2026 at _____.

Notary Public

Doc. No. ____
Page No. ____
Book No. ____

LIST OF ON-THE-JOB TRAINING STUDENTS

COLLEGE DEPARTMENT: COLLEGE OF HUMANITIES AND SOCIAL SCIENCES

COURSE/YEAR/SET/: AB POLITICAL SCIENCE, 4TH YEAR, SET A

NUMBER OF TRAINEES	FULL NAME	CONTACT NUMBER	HOME ADDRESS	BOARDING HOUSE ADDRESS
1	Abadal, Sophia Amber P.	09484077302	Magsaysay, Naguilian, Isabela	Golden Harvest Sbd. Caggay, Tuguegarao City
2	Andres, Winbelle V	09159809092	San Luis Tuao, Cagayan	Golden Harvest Sbd. Caggay, Tuguegarao City
3	Ballinan, Kimberly Joy T.	09653702907	Atulu Iguig, Cagayan	N/A
4	Castillo, Karen G.	09554011430	Bagumbayan Tuao, Cagayan	Golden Harvest Sbd. Caggay, Tuguegarao City
5	Marquez, Althea Mhaye B	09454862140	Home Address: #125 Rizal St. Centro 9 Tuguegarao City	N/A
6	Morales, Alexis P.	09123363145	Daragutan East San Mariano, Isabela	Macabadbad St. Carig Sur, Tuguegarao City
7	Salvador, Glenerlie Faye A.	09973380070	San Antonio Delfin Albano, Isabela	Golden Harvest Sbd. Caggay, Tuguegarao City
8	Tamayao, Krysha Kaye L.	09652915099	28-A Zone 1, Caggay Tuguegarao City, Cagayan	N/A