



Republic of the Philippines
Province of Cagayan
TUGUEGARAO CITY



OFFICE OF THE CITY MAYOR

18 July 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 Saint Paul University Philippines relative to the internship of the latter's Bachelor of Science in Tourism Management, for your information and appropriate action.

Thank you!

In the name of public service,

A handwritten signature in black ink, appearing to be 'MRS' or similar, written over a faint line.

MAILA ROSARIO S. TING-QUE

City Mayor *MB*

Copy furnished:

- *Saint Paul University Philippines*
- *LYDO (c/o Mr. Dominic Baggayan)*
- *City Legal Office (c/o Atty. Vanessa Herrero-Verbo)*



July 15, 2024

HON. MAILA S. TING-QUE
 City Mayor, Tuguegarao City Government
 Carig, Tuguegarao City, Cagayan 3500

OFFICE OF THE CITY MAYOR
RECEIVED
 Date: JUL 17 2024
 Time: 2:57 P.M.
 By: [Signature]

Dear Ma'am,

Pauline Greetings!

The dynamic nature of the tourism industry necessitates practitioners to consistently engage in learning, explore new concepts, stay updated on current trends, and regularly evaluate and refine practices.

The School of Business, Accountancy, and Hospitality Management at St. Paul University Philippines would like to express its interests in partnering with your esteemed institution to support the development of our students. As part of this initiative, our students have initiated a new internship program aimed at enriching their academic experience while also bolstering the reputation and advancement of our university. In this connection, may we ask your good office to accommodate the following student trainees:

- | | | |
|------------------------|----------------------------------|--------------------|
| 1. Kevin Allan | 3. Carla Nicole Seminaño | 5. Amy Bose |
| 2. Ariel Aquino | 4. Ma. Frances Paguirigan | |

The students are expected to complete 200 hours of on-the-job training.


Your establishment's expertise and reputation in the industry are highly regarded, and we are confident that our students would greatly benefit from the mentorship and practical training they would receive at your facility. Your support will play a crucial role in preparing our students for the challenges and opportunities they will encounter in their chosen careers.

Our students are prepared to undergo interviews and adhere to procedures to ensure their skills and capabilities meet your expectations. You may contact me using the provided contact information.


We sincerely appreciate your continuous support and the opportunities you have provided in the past. On behalf of the University, we extend our heartfelt gratitude.

Very truly yours,


VEEANNE J. GUILZANDA, MSHM
 Practicum Coordinator
 0977 230 2394
veeanneguizanda@spup.edu.ph


MARIE KRIZYA CALAGUI, MSHM
 Practicum Coordinator/Program Coordinator
 Tourism Management
 09164502935
mkcalagui@spup.edu.ph

Noted by:


CHARITO GUILLERMO, CPA, DBM
 Dean, School of Business, Accountancy, and Hospitality Management



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MEMORANDUM OF AGREEMENT

KNOW ALL MEN BY THESE PRESENTS:

This **MEMORANDUM OF AGREEMENT** made and entered into by and between:

The **ST. PAUL UNIVERSITY PHILIPPINES**, a catholic, private, educational institution with the official address at Mabini Street, Tuguegarao City, Cagayan, represented by the School of Business, Accountancy and Hospitality Management Dean, **DR. CHARITO M. GUILLERMO, CPA** hereinafter referred as **SPUP**:

And

The **CITY GOVERNMENT OF TUGUEGARAO** with the official address at **Carig, Tuguegarao City, Cagayan** represented herein by **HON. MAILA TING QUE, City Mayor**.

WITNESSETH-That

WHEREAS, St. Paul University Philippines is an internationally recognized institution dedicated to the formation of competent leaders and responsible citizens of their communities, countries, and the world and its mission Animated by the gospel and guided by the teachings of the Church, it helps to uplift the quality of life and to effect social transformation through: quality, Catholic, Paulinian formation, academic excellence, research and community services
(1) optimum access to Paulinian education and service in an atmosphere of compassionate caring; and
(2) responsive and innovative management processes

WHEREAS, SPUP has requested for an on-the-job training of the following student/s in **Bachelor of Science in Tourism Management**:

MR. KEVIN ALAN
MR. ARIEL AQUINO
MS. CARLA NICOLE SEMINIANO
MS. MA. FRANCES PAGUIRIGAN
MS. AMY BOSE

WHEREAS **The Mayor** has granted the request of the on-the job training of the student/s.

WHEREAS, to ensure the success of this joint undertaking, it is necessary to extend to each other the much needed support and cooperation to accomplish this noble objectives.

I. SPUP student shall:

1. Submit a certificate of parental consent waiving any responsibility for **SPUP** and the office for any incident caused by circumstances beyond control of the City Government of Tuguegarao, and **SPUP** in the performance of their functions while under training.
2. Abide by all the **City Government of Tuguegarao** and **SPUP** office rules and regulations.
3. At all times wear their proper practicum uniform when reporting on duty.
4. Sign in entry to and departure from the post on their individual service records that they have to provide.
5. Not ask or receive any allowance, remuneration or benefit from the City Government of Tuguegarao and **SPUP** and shoulder all expenses necessary and incidental to the conduct of the **on-the-job** training.
6. Submit a weekly report of their activities to their Teacher.
7. Render a total of 200 practicum hours.
8. Submit to the Dean's office at the end of the semester an individual comprehensive report of all activities undertaken and learning experiences acquired from the practicum, including the individual service records used.

II. Tuguegarao City Tourism Office:

- 2.1 Provide work experiences that will help develop refine competencies that are compatible with the academic goals and provide hands-on opportunities for the students to interact with professionals in the field of specialization. The students shall not be considered as employees of the office.
- 2.2. Orient the students with the office and/ may consider the students as possible future employees if they qualify.
- 2.3 Assist/mentor the students in developing the skills needed in the proper work ethics and see to it that the students are properly guided in accordance with the expectation of **SPUP and Tuguegarao City Government.**
- 2.4 Strictly monitor the attendance and the student's progress and submit a written evaluation on the student's progress at the end of their duty.
- 2.5 Report and contact the Dean or the Practicum Adviser if there are problems regarding the student assigned in the City Government of Tuguegarao City Tourism Office.
- 2.6 Take responsibility for evaluating the student's progress by submitting the sealed evaluation form and certificate of completion.
- 2.7 Assist and guide the SPUP students in enhancing their capabilities in their assigned tasks.
- 2.8 Enhance the self esteem, self confidence and maturity of the SPUP students under the Tourism Office

Both parties:


SPUP and Tuguegarao City Government Tourism Office shall coordinate with each other, through the instructor concerned, in the discharge of their respective functions by holding regular consultation.

This Memorandum of Agreement shall take effect immediately upon signing by both parties and shall remain enforce until on-the-job training shall have been completed.

IN WITNESS WHEREOF, the parties have hereupon affixed their signature this 16th day of July, 2024.

ST. PAUL UNIVERSITY PHILIPPINES

By:


DR. CHARITO M. GUILLERMO, CPA
Dean, School of Business, Accountancy and
Hospitality Management
St. Paul University Philippines

TUGUEGARAO CITY GOVERNMENT

By:

HON. MAILA TING QUE
City Mayor, Tuguegarao City

Carla Nicole Seminiano

nicolecyseminiano@gmail.com

09157656490

Alaguia, Lal-lo, Cagayan

<https://www.facebook.com/Nicolecyyyy>

To gain knowledge, experience, and skills that can be utilized to the fullest, leading to greater contribution to the efficiency and growth of the organization, making well-trained and professionally equipped to face the future work field of the Tourism Industry.



SEMINARS/TRAINING

24th Regional Business Exposition: ***The future of Business, tourism and Hospitality World: Adapting to the Trends and Changing Landscape*** Saint Paul University Philippines Tuguegarao City, Cagayan Valley April 23 - 24, 2024

Chinese Lunar New Year 2024: A Cultural Showcase

Mamba Memorial Gymnasium, Tuguegarao City, Cagayan Valley
February 19, 2024

23rd Regional Business Exposition: ***Business, Hospitality and Tourism: Forging towards Sustainability and remarkable success*** Saint Paul University Philippines, Tuguegarao City, Cagayan Valley June 07-08, 2023

Service-Learning Program on Webinar Series 1: Leverage Tourism and Hospitality Industry through Digital transformation, via ZOOM
University of St. Louis Tuguegarao,
November 2021

EDUCATION

Bachelor of Science in Tourism Management
St. Paul University Philippines
Tuguegarao City, Cagayan Valley
2020 – Present

CERTIFICATION

NC II Tourism Promotions
TESDA | July 2024

SKILLS AND INTEREST

Tour guiding

Tour package

Events Creation

Creative Design

Customer Service

AWARDS

Certificate of Academic Excellence
Dean's list
2023-2024

Skills Olympics Festival of Talents 2024:
Celebrating the fusion of creativity and competence | 3rd runner up
June 3-4, 2024

Paulinian Summer fest | 1st runner up |
May 7, 2024

Skills Olympics and Food festival 2023
| Master Baker | 2nd runner up
June 2023

PERSONAL DETAILS

Age: 21

Date of birth: April 8, 2003

Civil Status: Single

Height: 5'3

I do hereby declare that the above information is true and correct with the best of my ability.

CARLA NICOLE C. SEMINIANO

Applicant

KEVIN ALAN

OBJECTIVE

Seeking to acquire hands-on experience and build key competencies in tourism and hospitality through a comprehensive training program, with the aim of becoming a skilled and customer service-oriented professional in the industry.

SEMINARS/TRAINING

24th Regional Business Expo: The Future of Business, Tourism, and Hospitality World: Adopting to the Trends and Changing Landscapes
St. Paul University Philippines
April 24 – 26, 2024

Chinese Lunar New Year 2024: A Lecture and Cultural Showcase
Mamba Gymnasium, Cagayan Sports Complex
February 19, 2024

Paulinian Student Leaders' Development Program
St. Paul University Philippines
January 29, 2024

23rd Regional Business Expo: Forging Innovations Towards Sustainability and Remarkable Success
St. Paul University Philippines
June 07 – 08, 2023

CITATIONS AND AWARDS

Champion, Regional Tourism Quiz Bee 2023
Camp Melchor F. Dela Cruz, Upi, Gamu, Isabela
September 27, 2023

Champion, Cagayan Tourism Quiz Bee 2023
Robinsons Mall, Tuguegarao City
September 23, 2023

2nd Place, Tourism Quiz Bee, Skills Olympics and Food Festival 2023
St. Paul University Philippines
June 02 - 03, 2023

2nd Place, City Tourism Quiz Bee 2022
Tuguegarao West Central School Gymnasium
September 15, 2022

President's Lister
2nd Semester, AY 2022-2023
1st Semester, AY 2023-2024

CERTIFICATIONS


NC II - Tourism Promotions
TESDA | JULY 2024

I hereby affirm that the above information is accurate and truthful to the best of my knowledge and abilities.

Kevin Alan
Applicant



 kevinalan111@gmail.com

 +639274875537

EDUCATION

Tertiary

Bachelor of Science in Tourism Management

St. Paul University Philippines
Tuguegarao City, Cagayan
September 2021 – Present

Secondary

(Senior High)

Science, Technology, Engineering, and Mathematics

St. Paul University Philippines
Tuguegarao City, Cagayan
September 2019– June 2021

(Junior High)

Linao National High School
Tuguegarao City, Cagayan
June 2015 – April 2019

Elementary

Annanfunan Elementary School
Annanfunan West, Tuguegarao City,
Cagayan
June 2009 – March 2015

PERSONAL DETAILS

Age: 21

Date of birth: April 10, 2003

Civil Status: Single

Height: 5'5 ½

SKILLS & INTERESTS

- Communication Skills
- Leadership Skills
- Customer Service Orientation
- Graphics & Design
- Event Organization
- Admin Work

ARIEL M. AQUINO

OBJECTIVE

Aspiring to apply and enhance my skills in the hospitality and tourism industry through an On-the-Job Training (OJT) program. Eager to contribute my enthusiasm, strong work ethic, and willingness to learn, aiming to develop into an asset while gaining hands-on experience and industry insights.

SEMINARS/TRAINING

23rd Regional Business Expo: Forging Innovations Towards Sustainability and Remarkable Success

St. Paul University Philippines
June 07 – 08, 2023

SPUP Hackathon 2023: Summer Startup Booth Camp for Aspiring Founders

St. Paul University Philippines
July 11, 2023

Paulinian Leadership Camp 2023: REVIVED "Radiating Exemplary Vision and Initiatives, Venturing Excellence and Dedication"

St. Paul University Philippines
July 23, 2023

Paulinian Student Leader's Development Program (PSLDP)

Series 1, 2 & 3
St. Paul University Philippines

24th Regional Business Expo: The Future of the Business, Tourism and Hospitality World: Adapting to the Trends and Changing Landscape

St. Paul University Philippines
April 24-26, 2024

CITATIONS AND AWARDS

Campus Leadership Award

SBAHM Representative & Secretary General

President's Lister

2nd Semester, AY 2022-2023

Dean's Lister

1st Semester, AY 2023-2024

CERTIFICATIONS


NC II - Tourism Promotions


TESDA | JULY 2024

I hereby affirm that the above information is accurate and truthful to the best of my knowledge and abilities.

Ariel M. Aquino
Applicant



 itsmeaarielaquino21@gmail.com

 +639773654322

EDUCATION

Tertiary

Bachelor of Science in Tourism Management

St. Paul University Philippines
Tuguegarao City, Cagayan
September 2024 – Present

Secondary

(Senior High)

Humanities and Social Sciences
Linao National High School
Tuguegarao City, Cagayan
S. Y. 2020 - 2021

(Junior High)

Linao National High School
Tuguegarao City, Cagayan
S.Y. 2019-2020

Elementary

Annafunan Elementary School
Tuguegarao City, Cagayan
S.Y. 2014-2015

PERSONAL DETAILS

Age: 23

Date of birth: **October 21, 2001**

Civil Status: **Single**

Height: **5'7**

SKILLS & INTERESTS

- *Tour Package Creation*
- *Tour Guiding*
- *Event Organization*
- *Admin Work*
- *Volunteer in Community outreach*
- *Customer Service*

Amy Keith P. Bose

Enthusiastic Tourism Student who wants to obtain practical experience in customer service, tour planning, and tourism administration. Eager to use her passion for travel, cultural awareness, and great communication skills to improve guest experience and contribute to the success of the team.

boseamy2002@gmail.com

09668618002

Centro 12, Tuguegarao City, Cagayan

[https://www.facebook.com/amybellssss?
mibextid=ZbWKwL](https://www.facebook.com/amybellssss?mibextid=ZbWKwL)



SEMINARS/TRAINING

**24th Regional Business Exposition:
Forging Innovations Towards
Sustainability and Remarkable Success |
SPUP**
April 24-26, 2024

**Tourism Hospitality Students' Summit |
Baguio**
October 7-8, 2023

**Chinese Lunar New Year 2024: A cultural
Showcase | Cagayan National high School**
February 19, 2024

**23rd Regional Business Exposition:
Forging Innovations Towards
Sustainability and Remarkable Success |
SPUP**
June 07 – 08, 2023



SKILLS AND INTEREST

Communication Skills

Digital Creative Design

Event Planning

Tour Guiding

Flairtending



AWARDS

**Flair Bartending Competition, Skills
Olympics and Food Festival 2023 | 2nd
runner up** - St. Paul University
Philippines – June 03, 2023

EDUCATION

Bachelor of Science in Tourism Management
St. Paul University Philippines
Tuguegarao City, Cagayan Valley
2023 – 2025



PERSONAL DETAILS

Age: 21
Date of birth: December 02, 2002
Civil Status: Single
Height: 5'6



CERTIFICATION

NC II Tourism Promotions
TESDA | July 2024

I hereby declare that the above information is true and correct with the best of my ability.


AMY KEITH P. BOSE

Applicant

MA. FRANCES NIMFA PAGUIRIGAN



OBJECTIVE

To gain practical experience and develop essential skills in the field of tourism and hospitality through a structured training program, with the goal of becoming a competent and customer-focused professional in the industry.

SEMINARS/TRAINING

23rd Regional Business Expo: Forging Innovations Towards Sustainability and Remarkable Success | SPUP

June 07 – 08, 2023

24th Regional Business Expo: The future of Business, Tourism and Hospitality World: Adapting to the Trends and Changing Landscape Sacred Heart of Jesus, Global Center, Saint Paul University Philippines, Tuguegarao City, April 24-26 2024

Complies with the Provision of the National Service Training Program (NSTP) Act of 2001 in promoting general welfare and the betterment of life of the members of the community through the Civic Welfare Training Service (CWTS) and Literacy Training Service (LTS) S.Y. 2022-2023

CITATIONS AND AWARDS

Cultural dance, Skills Olympics and Food Festival 2023 St. Paul University Philippines – June 02, 2023

Festival of dance, Skills Olympics 2024 St. Paul University Philippines – June 04, 2024

Flair tending, Skills Olympics 2024 St. Paul University Philippines – June 04, 2024

THE 16TH SEIJI NISHIMURA MATSURI OPEN KARATE DO CHAMPIONSHIP, TOBIME ARENA DAZAIFU GYMNASIUM FUKUOKA JAPAN September 16-17 2023

COMPILE WITH THE PROVINCE OF THE NATIONAL SERVICE TRAINING PROGRAM

CULTURAL DANCE, SKILLS OLYMPICS AND FOOD FESTIVAL

FESTIVAL DANCE SKILLS OLYMPICS

CHAMPION FLAIR TENDING, SKILLS OLYMPICS

I hereby affirm that the above information is true and correct with the best of my ability.


Ma. Frances Nimfa V. Paguirigan
Applicant



epenpaguirigan18@gmail.com



+639263914524

EDUCATION

Tertiary

Bachelor of Science in Tourism Management

St. Paul University Philippines
Tuguegarao City, Cagayan Valley
September 2020 – Present

Secondary (Senior High)

Accountancy, Business, and Management
St. Paul University Philippines
Tuguegarao City, Cagayan Valley
2019-2021

(Junior High)

St. Paul University Philippines
Tuguegarao City, Cagayan Valley
2015-2019

Elementary

St. Paul University Philippines
Tuguegarao City, Cagayan Valley
2015-2019

PERSONAL DETAILS

Age: 22

Date of birth: **MAY 18, 2002**

Civil Status: **Single**

Height: **5'3**

SKILLS &

*Communication Skills
Customer Service Orientation
Sales and Upselling
Cultural Sensitivity
Attention to details
Critical thinking*