



**OFFICE OF THE CITY MAYOR**

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05 August 2024

**THE PRESIDING OFFICER AND MEMBERS**



Sangguniang Panlungsod  
This City

Dear *Presiding Officer and Members of the Sanggunian*:

Herewith is a letter from Saint Paul University Philippines regarding the deployment of Ms. Jenny Joy Teppang as an intern pursuant to the Memorandum of Agreement between the Tuguegarao City Government and Saint Paul University Philippines, for your information and appropriate action.

Thank you!

In the name of public service,

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

*Copy furnished:*

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



**St. Paul University Philippines**  
Tuguegarao City, Cagayan 3500

August 5, 2024

**HON. MAILA ROSARIO S. TING-QUE**  
City Mayor Tuguegarao City  
TUGUEGARAO CITY GOVERNMENT  
TUGUEGARAO CITY, CAGAYAN 3500

THRU: **DOMINIC B. BAGGAYAN**  
LYDO Head, Tuguegarao City

Dear Honorable Mayor;

Peace be with you!

True to its quality policy of providing Quality Catholic Paulinian Education in a caring environment, SPUP explore every possible opportunity to continually enhance the competencies of the students. The School of Information Technology & Engineering (SITE) is currently offering the following Engineering programs; Bachelor of Science in Civil Engineering (BSCE), Bachelor of Science in Environmental Sanitary Engineering (BSEnSE) and Bachelor of Science in Computer Engineering (BSCpE). In its quest to raise the bar of excellence the students are required to have their On-the-Job Training Program upon completion of seventy-five (75) % of their professional subjects. Also, the university is currently offering Bachelor of Science in Environmental and Sanitary Engineering for Civil Engineers who are interested in pursuing further studies. The said program is being delivered through the Learning Management System.


The school believes that your prestigious institution can be an avenue of learning for our Sanitary Engineering (SE) student. In this connection, may we respectfully request from your good office to please allow our additional student, miss JENNY JOY S. TEPPANG, to have her On-the-Job Training Program. We are confident that this program will further develop the critical thinking and technical skills of the student that she can use in the practice of her future profession.

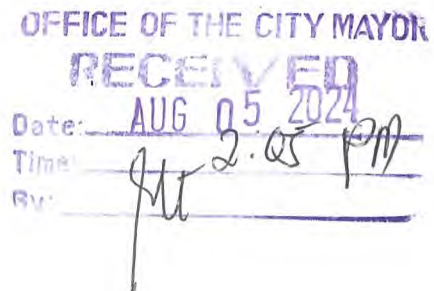
Your favourable response on this matter is very much appreciated. Thank you and Godbless!

Respectfully yours,

  
**ENGR. CHRISTIAN S. CABAUTAN**  
OJT Adviser  
Mobile Number: 0905-654-2400

Noted By:

  
**DR. MARIFEL GRACE CAPILI KUMMER**  
SITE Dean



## MEMORANDUM OF AGREEMENT

KNOW ALL MEN BY THESE PRESENTS:

This CONTRACT, signed this \_\_\_\_ day of \_\_\_\_\_ year 2024, by and between:

**ST. PAUL UNIVERSITY PHILIPPINES**, an educational institution, duly recognized by the Commission on Higher Education, with registered address Mabini Street Tuguegarao City 3500 Philippines, represented herein by its University President, **SISTER MERCEDITAS O. ANG, SPC** herein referred as SPUP;

--- and ---

**TUGUEGARAO CITY HALL** is city hall is a central administrative building in a city or town where municipal government functions are conducted. It serves as the headquarters for the local government and is often a focal point for civic activities.” with principal address at Carig regional center, Tuguegarao City, Cagayan 3500 represented by its mayor **HONORABLE MAILA TING-QUE**, herein referred to as **TUGUEGARAO CITY HALL**;

--- WITNESSETH THAT: ---

WHEREAS, SPUP the first educational institution in Region 02 accredited by the Philippine Accrediting Association of Schools, Colleges, and Universities, and the first Catholic university in Asia, and the first private university in the Philippines certified by ISO 9001, it inevitably plays a significant role in the region's socio-economic advancement;

WHEREAS, SPUP is offering an On-the-Job Training as part of the school curriculum for all Bachelor of Science in Environmental and Sanitary Engineering, (BSENSE) 4<sup>th</sup> year students of the School of Information Technology and Engineering (SITE);

WHEREAS, SPUP, recognizes the training, knowledge and skills as a potential tool to strengthen the Environmental and Sanitary Engineering (EnSE) program in the School;

WHEREAS, **TUGUEGARAO CITY HALL** is an ISO accredited and recognized government institution that provides the students with a formidable training ground in various field of Environmental and Sanitary Engineering (EnSE) ;

WHEREAS, **TUGUEGARAO CITY HALL** is providing trainings and internship for students, professionals related to EnSE;

WHEREAS, **TUGUEGARAO CITY HALL** is a Partner of SPUP;

WHEREAS, both parties believe that partnership and collaboration are very essential to the development of students, faculty, EnSE program and the school;

NOW THEREFORE, for and in consideration of the foregoing premises, and the terms and conditions hereunder, the parties have agreed as follows:

1. **TUGUEGARAO CITY HALL** shall accept the following for the SPUP On-the-Job Training Program:
  - a.) Student Trainees,
  - b.) SPUP Faculty Coordinatorboth, within the discretion of SPUP;
2. **NATURE OF WORK ASSIGNMENT**- The student/s will serve as a trainee, receive On-the-Job Training, and perform a variety of assignments, which will focus on Environmental and Sanitary Engineering.

3. COMPONENT:

a.) **Any of the following field of Specialization:**

- a.1 Environmental Engineering
- a.2 Environmental Management
- a.3 Public Health Engineering
- a.4 Plumbing and Fire Protection
- a.5 Solid Waste Management
- a.6 Wastewater Engineering
- a.7 Water Supply Engineering

b.) **Duration**-The student trainees must complete *Two hundred forty hours* (240) as required in the *Bachelor of Science in Environmental and Sanitary Engineering* at St. Paul University Philippines, Tuguegarao City, Philippines

d.) Without prejudice to additional project activities approved by both SPUP & DOH R02 - Performance objectives shall be pursuant to SPUP standards and **TUGUEGARAO CITY HALL** standards, made known to student trainees upon start of the program Evaluation shall be taken by the host institution; \_\_\_\_\_.

4. **TUGUEGARAO CITY HALL** shall exercise the diligence in protecting the well-being of the students of St. Paul University Philippines undergoing On-the-Job Training with it, and shall see to the proper and professional care of any of the students should any fall sick or need professional assistance during the course of the training program, subject to negotiated reimbursements, should this be just and equitable.

5. **TERM**

- a. This Memorandum of Agreement shall be in force and in effect for *3 years* starting from the date the same shall be signed by both parties through representatives; and
- b. May be modified in whole or in part by mutual agreements of both parties.

6. **AMENDMENTS** - Upon mutual agreement of parties;

7. **OTHERS** - Annex 1, 2 & 3

IN WITNESS WHEREOF, the parties acknowledge, understand, and agree with the terms and conditions of this contract. They understand and intend to be bound by all of its clauses as shown by their signatures hereon, and further certify that they have received signed copies hereof.

**ST. PAUL UNIVERSITY PHILIPPINES**

**TUGUEGARAO CITY HALL**

SISTER MERCEDITAS O. ANG, SPC

President

HONORABLE MAILA TING-QUE

City Mayor

-- SIGNED IN THE PRESENCE OF --

  
DR. AGRIPINA B. MARIBBAY

Vice President for Academics

  
DR. MARIFEL GRACE C. KUMMER

Dean, School of Information Technology and Engineering

**ACKNOWLEDGEMENT**

Republic of the Philippines } ss.  
Tuguegarao City }

BEFORE ME, this \_\_\_\_ day of \_\_\_\_\_ 2024, personally appeared the following:

NAME	CTC or Passport/Date/Place Issued
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1. SISTER MERCEDITAS O. ANG, SPC

2. \_\_\_\_\_

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

This instrument consisting of five (5) pages, including this page whereon the acknowledgements are written, has been signed by the parties and witnesses, on each and every page thereof, and relates to MEMORANDUM OF AGREEMENT.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed my official seal, this \_\_\_\_ day of \_\_\_\_\_ 2024, at \_\_\_\_\_.

**Notary Public**

My Commission expires \_\_\_\_\_

P.T. R. \_\_\_\_\_

Issued At \_\_\_\_\_

Issued On \_\_\_\_\_

Roll of Attorney No \_\_\_\_\_

Issued At \_\_\_\_\_

Issued On \_\_\_\_\_

Doc. No. \_\_\_\_\_

Page No. \_\_\_\_\_

Book No. \_\_\_\_\_

Series of 20\_\_

## ANNEX 1

### *Responsibilities of Tuguegarao City Hall*

Tuguegarao City Hall is expected to:

1. Provide the proper training needs of the student trainees.
2. To ensure that the expected training was properly and extensively given on the Student Trainees
3. Orient faculty and student trainee with the policies and procedures of the company in relation on their OJT Program.
4. To provide competency development by subjecting the trainees to actual *EnSE*-related and administrative tasks under their full supervision.
5. Responsible for the security of the student trainees and/or faculty coordinator from the Philippines during the completion of *Two Hundred Forty hours (240)*.
6. Monitor and evaluate the performance of the student trainees and provide feedback and suggestions for the purpose of improving the performance of the trainees.
7. Provide opportunity for student trainees and faculty for industry immersion to develop projects/researches in *Environmental and Sanitary Engineering*.
8. Provide job postings on a regular basis.
9. Participate in job fairs and facilitate career development talks.
10. Offer employment to graduates who successfully passed the screening process in the event that an external job opening is available. This will be implemented without providing any headhunter's fee or its monetary equivalent to the Educational Institution.

## ANNEX 2

### *Responsibilities of St. Paul University Philippines*

1. The University will therefore verify whether or not the student trainees and faculty coordinator arrived in the training center safe and sound.
2. Provide a faculty coordinator to monitor, supervise and assist the Student Practitioners within the duration of the training.
3. As a security measure for the student trainees and faculty coordinator, the University will retrieve them from the site in case the above stated agreement were not properly complied with and file proper suit and damages in accordance with the Philippine law.
4. The Educational Institution is to furnish graduate listings at the end of each academic year.
5. Refer graduates for screening process.

ANNEX 3

*Responsibilities of the Student Trainees:*

The student is expected of the following:

1. Submitted his Notarized waiver or OJT request letter from parents.
2. Secure travel, health care and personal things insurances.
3. Shall bear all costs of the OJT to the exclusion of SPUP.
4. Manifest interest in all on-the-job training activities shown in:
  - a. His attendance in conferences with the faculty coordinator;
  - b. His attendance and punctuality in reporting to the placement agency;
  - c. His willingness to accept responsibilities; and
  - d. Doing his work responsively, creatively, and enthusiastically.
5. Fill-out the daily time record honestly.
6. Keeps confidential and shall not anytime or in any manner, either directly or indirectly, divulge, disclose, or communicate to any person, firm, or corporation in any manner whatsoever, any information concerning any matters affecting or relating to the company.
7. Submit a portfolio to the OJT Adviser a week after the end of the On-the-Job Training.