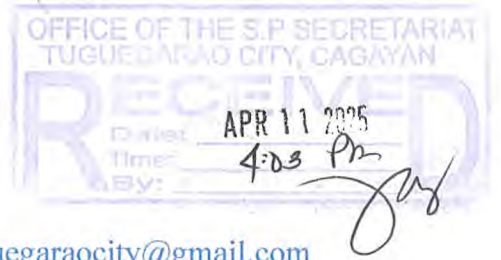


JK



Republic of the Philippines
Province of Cagayan
TUGUEGARAO CITY



Phone number : 0953-588-3721 | email address : cmotuguegaraocity@gmail.com

OFFICE OF THE CITY MAYOR

11 April 2025

THE PRESIDING OFFICER AND MEMBERS

Sangguniang Panlungsod
This City

Dear *Presiding Officer and Members of the Sanggunian*:

Herewith is the draft Memorandum of Agreement between the Tuguegarao City Government and the Cagayan State University on the On-the-Job training program for the latter's Bachelor of Science in Biology students, for your information and appropriation.

Thank you and regards!

In the name of public service,


MAILA ROSARIO S. TING-QUE
City Mayor

Copy furnished:

- Cagayan State University
- City Legal Office
- Local Youth Development Office





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

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.

COLLEGE OF NATURAL SCIENCES AND MATHEMATICS

April 11, 2025

HON. MAILA ROSARIO S. TING-QUE

City Mayor

Tuguegarao City, Cagayan, 3500

OFFICE OF THE CITY MAYOR

RECEIVED

Date: APR 11 2025
Time: 2:35 PM
By: [Signature]

Dear 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 2025 which will commence in June 2025. 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 frankestrella60@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:

LUDIVINA P. CAULAN, Ph.D.

Department Chair, CNSM

Further Noted by:

CRIZALDY P. BINARAO, MSc

College Dean, CNSM



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**:

KWIITCHI A. CHAN, with address at 17 RIZAL MAURA, APARRI, CAGAYAN, JIREH GRACE S. CADIZ, with address at PUROK 05 ZAMORA, CABARROGIUS, QUIRINO, JOYCE ANN Z. CATEMBUNG, with address at PUROK 3, SAN JUAN, CABAGAN, ISABELA, NIÑO FEDERICO FRANCISCO, with address at #33D MARIBBAY ST. UGAC NORTE, TUGUEGARAO CITY, CAGAYAN, KYLA MARIE JOYCE Z. BAQUIRAN, with address at JETHRO G. GERONA with address at PUROK 2, ROSE STREET, CABESERIA 7, CITY OF ILAGAN, ISABELA, RENZO S. GUMPAL with address at TUMANGUIL ST., CARIG SUR, TUGUEGARAO CITY, CAGAYAN, STAR G. CORPUZ with address at PUROK 1, SOCIA ST., IPIL, GONZAGA, CAGAYAN, BRYAN JSER T. SANCHEZ, with address at LIBERTAD, ABULUG, CAGAYAN, EVA P. RECONOCE with address at PUROK 6, ZONE 3, CASILI NORTE, CAMALANIUGAN, CAGAYAN, CHRISTIAN MORALES with address at 32H PAGULAYAN STREET, UGAC SUR, TUGUEGARAO CITY, ERIKA MAE O. RABINA with address at 248, ZONE 7, PALAGAO NORTE, GATTARAN, CAGAYAN, KYLA P. MAGUSIB with address at MIRANDA ST. ZONE 1, SAN MARIANO, ISABELA, AIZA ROCHELLE R. GALITA, with address at CENTRO SUR, ALCALA, CAGAYAN, ANGELA B. DE ASIS, with address at ZONE 3, MADDARULUG NORTE, ENRILE, CAGAYAN, students of BS Biology of CSU Carig, hereinafter referred to as **STUDENT INTERNS**.

- and -

The CITY GOVERNMENT OF TUGUEGARAO, with office address at **REGIONAL GOVERNMENT CENTER, CARIG SUR, TUGUEGARAO CITY**, represented by its **CITY MAYOR, HON. MAILA ROSARIO S. TING-QUE**, hereinafter referred to as the **HOST TRAINING AGENCY (HTA)**:

WITNESSETH:

For and in consideration of the CHED Memo No. 104, Series of 2017 for the implementation of the Internship program of the BS Mathematics of Cagayan State University Carig Campus for the Second Semester, School Year 2022-2023, 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 above mentioned 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 _____, 2025 at _____.

FOR CSU:

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

ID No. _____
Issued on _____
Issued at _____

FOR HTA:

HON. MAILA ROSARIO S. TING-QUE
City Mayor
City Government of Tuguegarao

ID No. _____
Issued on _____
Issued at _____

FOR THE STUDENT INTERNS

Kwiitchi A. Chan
Student Intern 1
ID No. 22-02655
Issued on 2022
Issued at CSU Carig, Tuguegarao City,
Cagayan

Jireh Grace S. Cadiz
Student Intern 2
ID No. 22-02415
Issued on 2022
Issued at CSU Carig, Tuguegarao City,
Cagayan

Joyce Ann Z. Catembung
Student Intern 3
ID No. 22 - 01913
Issued on 2022
Issued at CSU Carig, Tuguegarao City,
Cagayan

Niño Federico T. Francisco
Student Intern 4
ID No. 22-04812
Issued on 2022
Issued at CSU Carig, Tuguegarao City,
Cagayan

Kyla Marie Joyce Z. Baquiran
Student Intern 5
ID No. 22-01141
Issued on 2022
Issued at CSU Carig, Tuguegarao City,
Cagayan

Jethro G. Gerona
Student Intern 6
ID No. 22-02224
Issued on 2022
Issued at CSU Carig, Tuguegarao City,
Cagayan

Renzo S. Gumpal
Student Intern 7
ID No. 22-20695
Issued on 2022
Issued at CSU Carig, Tuguegarao City,
Cagayan

Star G. Corpuz
Student Intern 8
ID No. 22-21118
Issued on 2022
Issued at CSU Carig, Tuguegarao City,
Cagayan

Bryan Jser T. Sanchez
Student Intern 9
ID No. 22-22419
Issued on 2022
Issued at CSU Carig, Tuguegarao City,
Cagayan

Eva P. Reconoce
Student Intern 10
ID No. 22-11905
Issued on 2022
Issued at CSU Carig, Tuguegarao City,
Cagayan

Christian Morales
Student Intern 11
ID No. 22-03002
Issued on 2022
Issued at CSU Carig, Tuguegarao City,
Cagayan

Erika Mae O. Rabina
Student Intern 12
ID No. 22-24182
Issued on 2022
Issued at CSU Carig, Tuguegarao City,
Cagayan

Kyla P. Magusib
Student Intern 13
ID No. 22-21225
Issued on 2022
Issued at CSU Carig, Tuguegarao City, Cagayan

Angela B. De Asis
Student Intern 15
ID No. 22-22277
Issued on 2022
Issued at CSU Carig, Tuguegarao City, Cagayan

Aiza Rochelle R. Galita
Student Intern 14
ID No. 22-20813
Issued on 2022
Issued at CSU Carig, Tuguegarao City, Cagayan

WITNESSES

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

(Immediate Supervisor)
ID No. _____
Issued on _____
Issued at _____

MELVIN CHAN
Parent/Guardian of Student Intern 1
ID No. B03-03-000169
Issued on October 2022
Issued at Aparri, Cagayan

MARITES CADIZ
Parent/Guardian of Student Intern 2
ID No. 0413697
Issued on August 8, 1998
Issued at Tuguegarao City, Cagayan

MARIDEL Z. CATEMBUNG
Parent/Guardian of Student Intern 3
ID No. 4534-1285-6308-1354
Issued on September 05, 2021
Issued at Cabagan, Isabela

CARLA T. FRANCISCO
Parent/Guardian of Student Intern 4
ID No. 5610-9847-1248-3578
Issued on July 26, 2023
Issued at Tuguegarao City, Cagayan

MIRIAM Z. BAQUIRAN
Parent/Guardian of Student Intern 5
ID No. 4623-6195-7268-9742
Issued on November 01, 2021
Issued at Cabagan, Isabela

ERNESTO B. GERONA
Parent/Guardian of Student Intern 6
ID No. B10-06-000775
Issued on September 1, 2022
Issued at City of Ilagan, Isabela

RAQUEL S. GUMPAL
Parent/Guardian of Student Intern 7
ID No. 6137-6397-3145-9362
Issued on November 20, 2021
Issued at Tuguegarao City, Cagayan

ANTONIO R. CORPUZ
Parent/Guardian of Student Intern 8
ID No. AO3-95-0035401
Issued on April 5, 2022
Issued at Sanchez Mira, Cagayan

HAIDEE T. SANCHEZ
Parent/Guardian of Student Intern 9
ID No. 0802132
Issued on April 24, 2003
Issued at Tuguegarao City, Cagayan

EDGARDO C. RECONOCE SR.
Parent/Guardian of Student Intern 10
ID No. B03-04-001078
Issued on October 2022
Issued at Aparri, Cagayan

JENKY JANE R. MORALES

Parent/Guardian of Student Intern 11

ID No. 01-025179993-3

Issued on July 10, 2009

Issued at Pasig City, Metro Manila

LOURDES G. OÑATE-RABINA

Parent/Guardian of Student Intern 12

ID No. 8735-703106291-6507

Issued on September 14, 2021

Issued at Gattaran, Cagayan

MARIBEL G. PUA

Parent/Guardian of Student Intern 13

ID No. 5794-7807-2673-8509

Issued on May 05, 2022

Issued at San Mariano, Isabela

ESMERALDA B. RAMOS

Parent/Guardian of Student Intern 14

ID No. 2807-3267-5813-9530

Issued on June 12, 2022

Issued at Alcala, Cagayan

VIRGILIO D. DE ASIS

Parent/Guardian of Student Intern 15

ID No. 5690-5463-1095-3925

Issued on July 07, 2022

Issued at Enrile, Cagayan

ACKNOWLEDGEMENT

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

BEFORE ME, Notary Public for and in the _____, this
_____ day of _____, 2025 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 acknowledge before me as their free and voluntary act and deed.

WITNESS MY HAND AND SEAL this _____ day of _____ 2025 at
_____.

Notary Public

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