

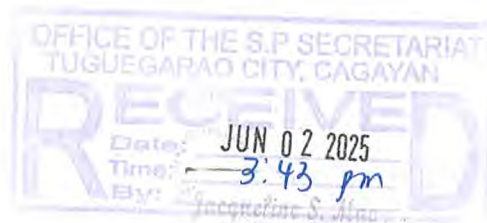
OK



BAGONG PILIPINAS

Republic of the Philippines
Province of Cagayan
TUGUEGARAO CITY

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



OFFICE OF THE CITY MAYOR

02 June 2025

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 Cagayan State University- College of Humanities and Social Sciences relative to the On-The-Job Training of the latter's Bachelor of Science in Industrial and Commercial Communication (BSICC) students, for your information and appropriate action.

Taking into account the urgency of the matter, the same is certified as **URGENT** pursuant to Article 107 of the Implementing Rules and Regulations of the Republic Act No. 7160 or the Local Government Code of 1991.

Thank you!

In the name of public service,


MAILA ROSARIO S. TING-QUE
City Mayor

Copy furnished:

- Local Youth Development Office
- CSU- College of Humanities and Social Sciences





Republic of the Philippines
Cagayan State
UNIVERSITY
CARIG-CAMPUS
College of Humanities and
Social Sciences
Carig Sur, Tuguegarao City,

May 28, 2025

HON. MAILA ROSARIO TING-QUE
CITY MAYOR
Tuguegarao City Hall

THRU: MR. DOMINIC BAGGAYAN
OFFICER IN CHARGE
LOCAL YOUTH DEVELOPMENT OFFICER

JUN 02 2025
10:18 AM
Jt

Dear Ma'am,

Greetings from Cagayan State University!

I am writing to formally express our intent to request On-the-Job Training (OJT) placement opportunities for students enrolled in the Bachelor of Science in Industrial and Commercial Communication (BSICC) program under the College of Humanities and Social Sciences.

We respectfully seek your support in accommodating our students for a 200-hour OJT engagement with your esteemed office, which we highly regard as a reputable institution aligned with our academic and training objectives.

The BSICC program is designed to equip students with foundational and industry-relevant competencies in advertising, public relations, translation, transcription, and customer service—skills that directly correspond with the demands of the Business Process Outsourcing (BPO) sector and other communication-driven fields.

We believe that partnering with your office will provide our students with valuable hands-on experience and a professional environment conducive to learning and growth.

Thank you for considering our request. We look forward to the possibility of working with your office in support of our students' academic and professional development.

Sincerely,


NATALIE NARISMA, PhD
BSICC Program Coordinator

09543685812



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.

Website: <http://www.csu.edu.ph>
Email Address: admission@csu.edu.ph
Telephone No.: 078-395-2762

CSU is a University with global stature in the arts, culture, agriculture and fisheries, the sciences as well as technological and professional fields.

(a) prepare the Internship Program Plan and Course syllabus;



**College of Humanities and
Social Sciences**
Carig Sur, Tuguegarao City,

May 28, 2025

HON. MAILA ROSARIO TING-QUE
CITY MAYOR
Tuguegarao City Hall

THRU: MR. DOMINIC BAGGAYAN
OFFICER IN CHARGE
LOCAL YOUTH DEVELOPMENT OFFICER

Subject: Endorsement of Student Interns for On-the-Job Training

Dear Ma'am,

Greetings!

We are pleased to formally endorse the following students from the College of Humanities and Social Sciences, enrolled in the Bachelor of Science in Industrial and Commercial Communication program, to undergo their On-the-Job Training (OJT) with your esteemed establishment:

Count	Full Name	Student Contact Number	Site	Partner School	Required Hours	Remarks
1	CASAUAY GINA V.	09169715169	LGU – Tuguegarao City	Cagayan State University – Carig Campus	200 HRS	FOR ENDORSEMENT
2	BULAUITAN, HYCEE F.	09353542587	LGU – Tuguegarao City	Cagayan State University – Carig Campus	200 HRS	FOR ENDORSEMENT
3	RAMIREZ, JEANGIE O.	09673020546	LGU – Tuguegarao City	Cagayan State University – Carig Campus	200 HRS	FOR ENDORSEMENT
4	LABANDA MARIE GRACE B.	09263913596	LGU – Tuguegarao City	Cagayan State University – Carig Campus	200 HRS	FOR ENDORSEMENT
5	LUCERO CECILLE U.	09978041900	LGU – Tuguegarao City	Cagayan State University – Carig Campus	200 HRS	FOR ENDORSEMENT

This endorsement affirms that none of the students named above, or any other student intern from our institution, have previously undergone Industry Immersion or internship with your organization prior to this official recommendation.

We trust that your office will provide the necessary guidance and professional environment to help our students achieve their learning objectives.

Thank you for your support and commitment to student development.

Sincerely,


NATALIE NARISMA, PhD
BSICC Program Coordinator

Confirmed and Accepted by:

Host Training Establishment Representative

0954368582



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.

Website: <http://www.csu.edu.ph>
Email Address: info@csu.edu.ph
Telephone No.: 078-395-2782


President, and President of the Board of Trustees

(a) prepare the Internship Program Plan and Course syllabus;

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**:

GINA V. CASAUAAY with address at Zone 3, Enrile Cagayan, **HYCEE F. BULAUTAN**, with address at 156 Burgos Street, Centro Northwest, Solana, Cagayan, **JEANGIE O. RAMIREZ**, with address at Zone 07, Siatna, Piat, Cagayan, **MARIE GRACE B. LABANDA**, with address at Golden Harvest Subdivision, Carig sur, Tuguegarao, and **CECILLE U. LUCERO**, with address at B-17 Maharlika Highway Zone 2 Namabbalan Sur Tuguegarao City Cagayan, students of Bachelor of Science in Industrial and Commercial Communication of CSU Carig, hereinafter referred to as **STUDENT INTERNS**.

- and -

The **LOCAL GOVERNMENT UNIT**, with office address at 2/F Tuguegarao City Hall, Carig Sur, Tuguegarao City, Cagayan 3500, represented by its City Mayor **HON. MAILA ROSARIO 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 ICC of Cagayan State University Carig Campus for the **Mid-Year Semester**, School Year **2024-2025**, the **CSU CARIG**, **HTA** and the **STUDENT INTERNS** hereby agree on and stipulate the following:

JOINT RESPONSIBILITIES

1. That both parties will work cooperatively to ensure appropriate, efficient communication in support of the objectives of this Agreement;
2. That both parties will regularly share information about the project's successes and barriers to success with the intent to improve programs and ensure the completion of the project.
3. Provision must be made for immediate emergency medical assistance to student interns in distress. The Host Training Agency shall establish a protocol for promptly informing the Faculty-in-Charge and the Dean or Program Chair of any such incidents. Under all circumstances, the Dean shall ensure that both the Campus Executive Officer (CEO) and the Vice President for Academic Affairs (VPAA) are immediately notified.

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 ICC students who will be assigned to the On-the-Job Training;
 5. Deploy the BS ICC 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. Coordinate targeted skill development activities that allow OJT students to engage in workplace communication, assist in customer or client services, prepare business documents, participating in team communication systems, applying principles of customer service or telecommunication protocols and utilize basic office tools and platforms—supporting key business processes in line with the agency's operations.
 9. Ensure the HTA does not assign duties unrelated to communication, client interaction, or professional service processes unless clearly justified as part of the internship objectives.
 10. Establish clear agreement that the internship does not involve menial or utility work, unless these are directly linked to the program's intended learning outcomes.
 11. Ensure internship shifts do not exceed 8 hours/day, 6 days/week and provide adequate rest periods.
 12. 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 ICC 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. Assign tasks that develop communication, customer service, and relevant BSICC competencies—such as handling client inquiries, resolving customer concerns, assisting in front office operations, supporting digital communication campaigns, and managing administrative documentation and internal business communication—in accordance with the agency's scope of operations and available functions.
7. Protect students from performing tasks unrelated to their field of training, such as janitorial duties, or other non-learning activities that do not contribute to their skill development.
8. Not request or collect any form of payment or placement fee from student interns.

9. Provide a safe, harassment-free environment for interns, in line with the Anti-Sexual Harassment Act (RA 7877).
10. Evaluate the performance of the students during the period of the Internship Program;
11. Check the Daily Time Record (DTR) filled-up by the student trainee to be submitted at the end of the OJT Program;
12. Provide opportunities for the students to acquire first-hand knowledge and experience on office situations and routines;
13. 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.
14. Require a Weekly Progress Report from the student interns;
15. Ensure the well-being and safety of the student interns during their Internship;
16. 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;
17. Participate in the conduct of the Internship Program Exit Conference;
18. Issue certificate of completion for the student interns during the Internship Program Exit Conference;
19. 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) hours On-the-Job Training 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. Uphold professional communication standards in performing internship duties.
13. Participate actively in tasks that enhance communication, client interaction, and professional service competencies, and submit documentation demonstrating development in these areas.
14. Avoid accepting assignments beyond agreed communication- or service-related tasks and report such cases to the Internship Coordinator.
15. 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 TING-QUE
City Mayor
Tuguegarao City Hall

ID No. _____
Issued on _____
Issued at _____

FOR THE STUDENT INTERNS

GINA V. CASAUAY
Student Intern 1
ID No. _____
Issued on _____
Issued at _____

HYCEE F. BULAITAN
Student Intern 2
ID No. _____
Issued on _____
Issued at _____

JEANGIE O. RAMIREZ
Student Intern 3
ID No. _____
Issued on _____
Issued at _____

MARIE GRACE B. LABANDA
Student Intern 4
ID No. _____
Issued on _____
Issued at _____

CECILLE U. LUCERO
Student Intern 5
ID No. _____
Issued on _____
Issued at _____

WITNESSES

JOMEL B. MANUEL, PhD
Dean, College of Humanities and Social Sciences
Cagayan State University – Carig Campus

ID No. _____
Issued on _____
Issued at _____

MR. DOMINIC BAGGAYAN
Officer in the charge
Local Youth Development Officer

ID No. _____
Issued on _____
Issued at _____

(Name of Parent/Guardian)
Parent/Guardian of Student Intern 1
ID No. _____
Issued on _____
Issued at _____

(Name of Parent/Guardian)
Parent/Guardian of Student Intern 2
ID No. _____
Issued on _____
Issued at _____

(Name of Parent/Guardian)
Parent/Guardian of Student Intern 3
ID No. _____
Issued on _____
Issued at _____

(Name of Parent/Guardian)
Parent/Guardian of Student Intern 4
ID No. _____
Issued on _____
Issued at _____

(Name of Parent/Guardian)
Parent/Guardian of Student Intern 5
ID No. _____
Issued on _____
Issued at _____

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 six (6) 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 2025