



Republic of the Philippines  
Province of Cagayan  
Tuguegarao City

**OFFICE OF THE CITY MAYOR**

14 February 2024

**THE PRESIDING OFFICER AND MEMBERS**

Sangguniang Panlungsod  
This City

Dear **Presiding Officer and Members of the Sanggunian:**

We would like to request for a resolution authorizing the undersigned to represent, enter and sign on behalf of City Local Government Unit-Tuguegarao in the attached draft Memorandum of Agreement with University of Cagayan Valley *re.* Practicum Program of identified students.

This matter 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.

For your information and appropriate action. Thank you and best regards.

In the name of public service,

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



**UNIVERSITY OF CAGAYAN VALLEY**

*(formerly Cagayan Colleges Tuguegarao)*

**VICTOR VENTURA PEREZ (VVP) CAMPUS,**  
TUGUEGARAO CITY, CAGAYAN VALLEY, PHILIPPINES 3500  
BALZAIN CAMPUS: (078) 844-1147 Local 218 – (Trunk Line)(078) 844-8978 – (Fax)  
Email add: [criminologydept20@gmail.com](mailto:criminologydept20@gmail.com)



**COLLEGE OF CRIMINAL JUSTICE EDUCATION**

February 13, 2024

Hon. MAILA TING-QUE  
City Mayor  
Tuguegarao City, Cagayan

**OFFICE OF THE CITY MAYOR**

**RECEIVED**

**FEB 13 2024**

Date: \_\_\_\_\_  
Time: 10:40 AM  
By: [Signature]

Madam;

I trust this letter finds you well. I am writing to formally request the deployment of fifty (50) Criminology on-the-job trainees from our institution, University of Cagayan Valley, to undertake their practical training within your area of responsibility. The undersigned believe that such an opportunity will provide our students with valuable real-world experience and enhance their academic learning.

Our Criminology program is designed to equip students with theoretical knowledge and practical skills essential for a successful career in law enforcement, criminal justice, and related fields. To complement their academic studies, we believe that hands-on experience in a reputable organization would significantly contribute to their professional development.

Moreover, the practical insights they will acquire during their on-the-job training will undoubtedly enhance their understanding of law enforcement practices, investigative procedures, and community engagement.

Thank you for considering our request. We look forward to the possibility of collaboration and the mutual benefits it can bring to our students and your esteemed organization.

Respectfully yours,

JOEFFREY D. CALIMAG, RCrim, MSCrim  
OJT Coordinator, CCJE

09532235403

09760592311 - DEAN DR. ELVIRA ILLANTAS



**MEMORANDUM OF AGREEMENT  
(MOA)**

**KNOWN ALL MEN BY THESE PRESENTS:**

This **Memorandum of Agreement** made and executed by and between:

**UNIVERSITY OF CAGAYAN VALLEY**, an institution of learning duly organized and existing under and by virtue of the Philippines laws with office address at Balzain New Site Campus, Tuguegarao City represented by its **PRESIDENT, DR. ESTHER SUSAN N. PEREZ-MARI**, hereinafter referred to as the **FIRST PARTY**;

and

**CITY GOVERNMENT OF TUGUEGARAO**, a government agency existing under the Philippine laws with office address at Tuguegarao City, Cagayan represented herein by its Chief Executive, **HON. MAYOR MAILA ROSARIO S. TING-QUE**, hereinafter referred to as the **SECOND PARTY**;

**WITNESSETH THAT:**

**WHEREAS**, the **FIRST PARTY** intends to affiliate with an institution where the student-trainees can learn and be exposed to the rudiments of On-The-Job Training (OJT) and have a concrete experience of the responsibilities of a PSSO Officer in terms of administrative and its operation particularly in public safety and security.

**WHEREAS**, the **SECOND PARTY** is willing to offer the **FIRST PARTY** the facilities and resources for training the student-trainees.

**WHEREFORE**, premises considered, the parties mutually agree to the following:

**DUTIES AND RESPONSIBILITIES OF THE FIRST PARTY**

1. Designate a supervisor to regularly monitor the student's performance. However, the First Party shall NOT be liable for acts done by the OJT students beyond that which is assigned to them and that which are not related to their on-the-job training experience;
2. Provide an OJT Instructor/Coordinator and submit an official letter of request to the **SECOND PARTY** for the purpose of affiliation/practicum. The request shall include the following:
  - Nature of the On-The-Job training (OJT) experience requested for the student/s.
  - Number of OJT Students.
  - The duration of the training.
  - Total number of hours the OJT student is expected to complete
  - Other matters relative to the training.
3. Meet with the OJT students and Bureau/Office designated representative to discuss and finalize practicum requirements.
4. Identify and select qualified students to undergo on-the-job training experience.
5. Orient the OJT students prior to deployment and to accompany them for proper turn-over to the **SECOND PARTY** during the endorsement.

6. Monitor regularly the OJT students in their workplace and require weekly reports from them.
7. Monitor the safety of student-trainees regarding the conduct of OJT activities based on IATF guidelines and protocols particularly on Minimum Public Health Standard (MPHS)
8. Meet the OJT students every end of the week or as scheduled for feed backing.

### **DUTIES AND RESPONSIBILITIES OF THE SECOND PARTY**

The SECOND PARTY shall designate representative who will be responsible for the following.

1. Orient the students/trainees on the programs and services of the institution policies and procedures and other related matters concerning the institution's operation and placement.
2. Guide the student trainees on matters related to office work in preparation for their professional life.
3. Provide technical, administrative and supportive supervision to the student.
4. Make available their facilities to OJT students for hands-on training.
5. Assess the student's performance periodically; inform the school coordinator as to his/her observations and recommend necessary measures to enhance his/her knowledge, skills and attitudes.
6. If necessary, provide seminar/training relative to the purpose of On-The-Job training where student- trainees may enhance their skills/knowledge.
7. The Second Party shall NOT allow the OJT students to engage in the actual operations of their office where student's life is at risk such as raid, buy-bust operation and execution of search warrant and warrant of arrest.
8. The student-trainees are required to be in the workplace from Monday-Thursday only at 8-12 noon and 1-5 in the afternoon. Duties to be rendered during Saturdays and Sundays shall not be counted unless proper coordination to the First Party was made.
9. Monitor the safety of student-trainees regarding the conduct of OJT activities based on IATF guidelines and protocols particularly on Minimum Public Health Standard (MPHS)
10. Provide Certificate of Completion to student-trainees who successfully completed the required number of hours as stipulated in the student's manual; and
11. Recommend to the First Party student-trainee with exemplary performance to be awarded as "OUTSTANDING OJT OF THE YEAR" and be given during the Commencement Exercises.

**LIABILITY AND NON-LIABILITY CLAUSE**

Damage to any property of the Second Party in relation to any activity/ies, official or unofficial, not mandatorily supervised by the Second Party shall be borne by the First Party; and

The Second Party shall not be liable for any accident, injury, illness or death caused to the students-trainees during On-the-Job training when such accident, injury, illness or death is due to force majeure or circumstances beyond the control of the Second Party without fault or negligence on the part of the Second Party and Personnel, or when such injury, illness or death is caused by the negligence of the student-trainees or their willful violation of the rules and regulations in the workplace or their non-observance of IATF guidelines and minimum public health standards”.

The Second Party shall exercise the diligence of a good father of a family in the supervision of the OJT’s while under its care and tutelage. The degree of diligence required by law shall be exercised by both parties.

**NON-DISCLOSURE CLAUSE:**

It is expressly understood by the Parties and the students that all confidential information acquired by the student-trainees during the course of the training are classified as confidential in nature and disclosure of such information to any other person is prohibited. Otherwise, the second party may take any legal action as appropriate.

**EFFECTIVITY AND TERMINATION:**

This memorandum of agreement (MOA) shall remain in full force and effect for a period of Three (3) months to commence on February/March \_\_\_\_\_, 2024 and to end on May \_\_\_\_\_, 2024, subject to change upon mutual agreement.

A party herein may cancel or terminate this Agreement before the expiration of its term without the need of judicial action should there be any violation of the terms and conditions herein contained by submitting a written notice of the said violation and termination of the Agreement to the offending party.

This agreement embodies the entire agreement between the parties and any agreement or amendments hereafter made shall be ineffective unless made in writing and signed by both parties hereto.

IN WITNESS WHEREOF, the parties have hereunto affixed their signature on the \_\_\_\_ day of \_\_\_\_\_, 2024.

For the **FIRST PARTY:**

For the **SECOND PARTY:**

**DR. ESTHER SUSAN N. PEREZ-MARI**  
University President

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

Signed in the Presence of:

\_\_\_\_\_

**DOMINIC B. BAGGAYAN**  
Local Youth Development Officer IV

**ACKNOWLEDGEMENT**

REPUBLIC OF THE PHILIPPINES  
CITY OF \_\_\_\_\_ S.S

Before me personally appeared the above-mentioned parties with their corresponding any valid Government ID:

Name	ID No.	Date of Issue
MR. ARTHUR T. BLAQUERA		
DR. ESTHER SUSAN N PEREZ-MARI		

Known to me to be the same persons who executed the foregoing MEMORANDUM OF AGREEMENT, and they acknowledged to me the same their free act and deed.

This instrument, consisting of five (5) pages, including the page on which this acknowledgment is written, has been signed on the left margin of each and every page thereof by the above-mentioned parties and sealed with my notarial seal.

IN WITNESS WHEREOF, I have hereunto set my hand this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_, the City of \_\_\_\_\_, Philippines.

Doc. No. \_\_\_\_\_  
Page No. \_\_\_\_\_  
Book No. \_\_\_\_\_  
Series of \_\_\_\_\_