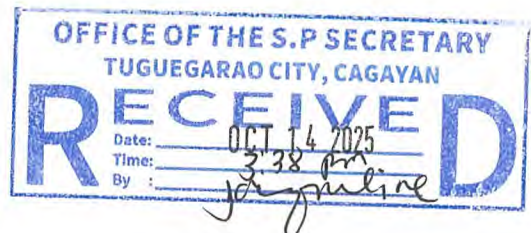


Dr.

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Republic of the Philippines
Province of Cagayan
TUGUEGARAO CITY

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

OFFICE OF THE CITY MAYOR

14 October 2025

THE HONORABLE MEMBERS
Sangguniang Panlungsod
This City

Thru: HON. ROSAURO RODRIGO G. RESUELLO
Vice Mayor and Presiding Officer

Dear *Honorable Members of the Sanggunian*:

Herewith is the Memorandum of Agreement between the Tuguegarao City Government and the International School of Asia and the Pacific (ISAP) relative to the Work Immersion of the latter's Accountancy and Business Management Strand learners, for your information and appropriate action.

Thank you!

In the name of public service,

MAILA ROSARIO S. TING-QUE
City Mayor

Copy furnished:

- ISAP
- LYDO





**INTERNATIONAL SCHOOL OF ASIA AND THE PACIFIC
HIGH SCHOOL DEPARTMENT**

Alimannao Hills, Peñablanca, Cagayan 3502

Email address: hsdept@isap.edu.ph | contact number: 0936-193-1278

October 13, 2025

Hon. Maila Rosario Ting-Que

City Mayor

Local Government Unit, Tuguegarao City

OFFICE OF THE CITY MAYOR

RECEIVED

Date: OCT 14 2025

Time: 9:55 AM

By: [Signature]

Through: **Dominic B. Baggayan**

Local Youth Development Office

Sir/Ma'am:

Mabuhay!

Forwarding to your office the Memorandum of Agreement (MOA) between the Local Government Unit, Tuguegarao City and International School of Asia and the Pacific for the work immersion program of the Academic Track – Accountancy and Business Management Strand learners of both Tuguegarao & Peñablanca campus on November 10 – 21, 2025.

This is for your review, input and approval.

We are looking forward for your positive response regarding this matter.

Thank you and God bless.

Very truly yours,

Alvin Cepilla, LPT

Student Activities In-Charge

Jay-ar A. Pangilinan, LPT

Subject Area Head, Soc. Scie., ABM, & MAPEH

Recommended:

Romely Aglaua, LPT

Academic In-Charge

Daisy J. Ancheta, LPT, MST

Academic Coordinator

Jeric T. Cepeda, LPT, MST

OIC, Principal, Tuguegarao Campus

Rosito M. Tumangui, LPT, MST

Principal, Peñablanca Campus

Recommending Approval:

Dominic B. Baggayan

Local Youth Development Officer IV

Approved:

Hon. Maila Rosario Ting-Que

City Mayor

0965-304-8387



INTERNATIONAL SCHOOL OF ASIA AND THE PACIFIC

Alimannao Hills, Peñablanca, Cagayan

Telefax No. (078) 304-1010

Website: www.isap.edu.ph

E-Mail Address: gaoffice@isap.edu.ph

HIGH SCHOOL DEPARTMENT (WORK IMMERSION)

KNOWN BY ALL MEN THESE PRESENTS:

The **INTERNATIONAL SCHOOL OF ASIA AND THE PACIFIC (ISAP)**, a private entity created and existing under the laws of the Republic of the Philippines, with principal office address at Alimannao Hills, Peñablanca, Cagayan, represented herein by **ROSITO M. TUMANGUIL, MST**, in his capacity as **PRINCIPAL**, herein referred to as the **FIRST PARTY**

-and-

The **LOCAL GOVERNMENT UNIT**, existing under the laws of the Republic of the Philippines with a primary address at Tuguegarao City, Cagayan, Philippines, represented by its City Mayor, **HON. MAILA ROSARIO TING-QUE**, hereinafter referred to as **LGU**, herein referred to as the **SECOND PARTY**.

WITNESSETH:

WHEREAS, the **HIGH SCHOOL DEPARTMENT**, is allowing the **ACCOUNTANCY BUSINESS AND MANAGAMENT STRAND** students to do work immersion to acquire new knowledge and skills required in the practice of their field of specialization;

WHEREAS, the **LGU**, having opened its Work Immersion Training Program, now accepts trainees from Accountancy Business and Management Strand, Senior High School, subject to the policies/rules and regulation of the department concerned;

NOW THEREFORE, for and in consideration of the foregoing premises and of the terms and condition hereunder provided, it is agreed that:

1. RESPONSIBILITIES OF SECOND PARTY

- 1.1. The **SECOND PARTY** shall commit to facilitating placements for recommended student-trainees with reputable areas of deployment that are consistent with the Senior High School program requirements of the ISAP High School Department and are suitable for internship environments.
- 1.2. The **SECOND PARTY** shall require the student-trainees to submit the following documents prior to the start of the internship program:
 - a. Recommendation / Endorsement Letter from the High School Department;
 - b. Notarized Memorandum of Agreement (MOA);
 - c. Waiver of Liability and Hold Harmless Agreement (to be provided by High School Department or EFAM).
- 1.3. The **SECOND PARTY** shall ensure that areas of deployment provide the student- trainees with appropriate orientation about the institution, the work environment, and the student-trainees' job description.
- 1.4. The **SECOND PARTY** shall ensure that areas of deployment afford the student-trainees a professional working environment and shall not subject him/her to tasks and work assignments that are risky, dangerous, or otherwise irrelevant to the purpose of the student's moa. It shall also ensure that student- trainees undergo relevant training programs related to their course consistent with academic policies, rules, and regulations.
- 1.5. The **SECOND PARTY** shall designate a coordinator whom ISAP-High School Department can coordinate with through the Subject Area Head or faculty coordinator with regard to the various activities related to the program.

- 1.6. The **SECOND PARTY** shall ensure that areas of deployment assign an immediate supervisor who shall monitor and discuss with the student- trainees the latter's performance of their tasks on a regular basis for the duration of the program.
 - 1.7. The **SECOND PARTY** shall facilitate the accomplishment of monthly and term-end performance evaluation forms by the areas of deployment supervisor and ensure the discussion of results with the student- trainees.
 - 1.8. Upon successful completion of the Work Immersion, LGU shall ensure the student trainees submit the following requirements before a certificate of completion is issued by the areas of deployment:
 - a. Journal reflecting their learning experiences;
 - b. Essay about "What I learned from my Work Immersion experience";
 - c. Daily Work Log/Time Record;
 - d. Notarized copy of Memorandum of Agreement; and
 - e. Copy of Evaluation Form.
 - 1.9. The **SECOND PARTY** shall ensure that the area of deployment issue a certificate of completion for the student interns not later than two weeks after the completion of the Local Work Immersion.
 - 1.10. The **SECOND PARTY** shall permit the attendance and participation of the trainees in conference, symposium, or other related activities of both parties.
 - 1.11. The **DEPARTMENT HEAD** of the Second Party shall terminate the affiliation of any trainee who fails or refuses to comply with company rules or engages in activities detrimental to the health, safety, and welfare of its client's personnel or co-trainees.
 - 1.12. The **SECOND PARTY** will allow the trainees, to complete his/her required number of hours for the Work Immersion Program (80 hours).
 - 1.13. The **SECOND PARTY** shall take charge in collecting the Work Immersion fee amounting Php. 330.00 only.
- 2. RESPONSIBILITIES OF THE INTERNATIONAL SCHOOL OF ASIA AND THE PACIFIC – HIGH SCHOOL DEPARTMENT (ISAP-HS)**
- 2.1. The **ISAP-HS** shall identify and indicate the Senior High School track/s, strands, and/or specialization/s which will be the subject of the immersion.
 - 2.2. The **ISAP-HS** shall make the needed adjustment to contextualize the SHS subjects based on inputs coming from the PARTNER/AGENCY.
 - 2.3. The **ISAP-HS** shall designate a focal person who will be in-charge of coordinating with the company and supervising the activities of the students for the duration of the Work Immersion Program.
 - 2.4. The **ISAP-HS** shall continue to exercise its Special Parental Authority under the Family Code over the Senior High School student under work immersion in the premises of the partner.
 - 2.5. The **ISAP-HS** shall monitor each student's progress throughout the duration of the entire work immersion program so as to ensure that the tasks assigned to each student are meaningful, challenging, and applicable to his/her particular programs and are able to maximize the quality of learning experiences.
 - 2.6. The **ISAP-HS** shall provide the PARTNER/AGENCY an assessment tool for the students' immersion performance.
 - 2.7. The **ISAP-HS** shall issue a final grade to the student upon completion of the requirements within a prescribed period.
 - 2.8. The **ISAP-HS** shall provide signed Consent Forms from the parents as applicable.
 - 2.9. The **ISAP-HS** shall provide the PARTNER/AGENCY a Certificate of Participation in the SHS program for whatever purpose it may serve.
 - 2.10. The **ISAP-HS** shall be responsible for briefing the student-interns who will undergo work immersion exposure in Accountancy and Business Management fields.
 - 2.11. The **ISAP-HS** shall provide the student-trainees with basic orientation on work ethics, professional behavior, data security, and collaboration discipline to ensure smooth transition and cooperation with PARTNER/AGENCY.
 - 2.12. The **ISAP-HS** through the assigned personnel shall ensure that the student-interns complete the agreed scope of work satisfactorily within the agreed duration of the program, focusing on the work immersion learning outcomes.

- 2.13. The **ISAP-HS** shall voluntarily withdraw a student-intern who is found to misbehave and/or act in defiance to existing virtual conduct standards, technical security protocols, intellectual property guidelines, or ethical computing/engineering practices of the PARTNER/AGENCY, and shall impose necessary department sanction/s to the said student-intern as provided in the student handbook.

3. CONFIDENTIALITY AND NON-DISCLOSURE

Neither LGU nor ISAP-HS shall disclose or make available to any third party any **CONFIDENTIAL INFORMATION**, whether documented or not, relating to the objectives, scope, work effort or results of work performed, which will be to the detriment of the other Party during the period this Agreement is in force, and for a period of 1 year after this Agreement is terminated unless the prior written consent of the other Party for such disclosure is secured. Both parties endeavor to ensure that all their officers, students, and/or employees, as applicable, shall be bound by this confidentiality agreement as well. This specifically extends to any proprietary software, system architectures, algorithms, data sets, or technical specifications accessed during the work immersion.

As used herein, "Confidential Information" means and includes any and all information communicated in writing or orally or by any other means whether in the form of drawings, specifications, data or otherwise relating to the efforts contemplated under this Agreement.

Neither Party shall disclose any Confidential Information of the other Party to any third party, nor shall either party use any confidential information for any purpose including this agreement, other than the performance and receipt of the training under this Agreement.

4. DURATION OF CONTRACT

- 4.1. This contract shall be effective from _____ to _____ or upon the date of approval by the Second Party's Department Head subject to renewal unless otherwise sooner terminated whenever they find and proved its continuance to be inimical to proper functioning of the company, by the parties or welfare of its clients.
- 4.2. The duration of this contract shall in all instances cover the completion of 80 hours for the students' immersion.

5. POLICIES

- 5.1. At no time shall the interest and welfare of the clients and personnel subordinate to the conduct of the training program.
- 5.2. All trainees shall be governed by the rules and regulations regarding the conduct of the training program.

6. AMENDMENT

- 5.1. Any amendment to this agreement shall become effective upon approval in writing by both parties.

IN WITNESS WHEREOF, the parties hereto have set their hands on this day of _____, 2025.

INTERNATIONAL SCHOOL OF ASIA AND THE PACIFIC

BY:

CHRISTIAN R. GUZMAN, Ph.D
President

BY:

HON. MAILA ROSARIO TING-QUE
City Mayor

Signed in the presence of:

ROSITO M. TUMANGUIL, LPT, MST
Principal

DOMINIC B. BAGGAYAN
Local Youth Development Office

WINNIE T. CANCEJO, LPT, RRT, MPH, Ph.D
Vice President for Academic Affairs

REPUBLIC OF THE PHILIPPINES
Alimannao Hills, Peñablanca, Cagayan,

SUBSCRIBED AND SWORN before me this _____ day of _____ at
Alimannao Hills, Peñablanca, Cagayan,

NOTARY PUBLIC

Doc. No. _____

Page No. _____

Book No. _____

Series No. _____