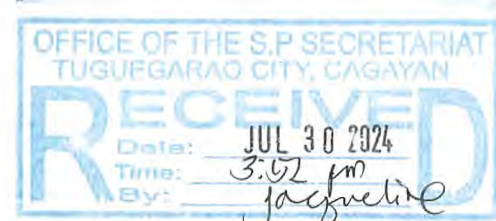




BAGONG PILIPINAS

Republic of the Philippines
Province of Cagayan
TUGUEGARAO CITY



OFFICE OF THE CITY MAYOR

30 July 2024

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 relative to the on-the-job training of the latter's **Bachelor of Science in Agricultural and Biosystems** student, for your information and appropriate action.

Thank you!

In the name of public service,


MAILA ROSARIO S. TING-QUE
City Mayor

Copy furnished:

- *Cagayan State University – Carig Campus*
- *LYDO (c/o Mr. Dominic Baggayan)*
- *City Legal Office (c/o Atty. Vanessa Herrero-Verbo)*



Republic of the Philippines
CAGAYAN STATE UNIVERSITY
CARIG CAMPUS

Carig Sur, Tuguegarao City, Cagayan, Philippines

COEA-25770-EC-2024-07-256

26 July 2024

HON. MAILA ROSARIO S. TING QUE

City Mayor

Tuguegarao City

2nd Floor, City Hall, Tuguegarao City, Cagayan

Thru: **DR. Evangeline Calubaquib**
City Agriculture Officer

MADAM :

Our student currently enrolled at the Cagayan State University – College of Engineering and Architecture – Department of Agricultural and Biosystems Engineering. The course requires them to observe and appreciate first-hand application of the theories and concepts learned in school.

In an effort to carry out the objectives of the course to equip them with practical skills among others, an On-the-Job Training/ Industry Immersion Program is required to further enhance and develop students. The OJT/ IIP is part of the course curriculum that requires 160 hours of immersion, aside from the written report that will be submitted to the school at the end of the training.


In this connection, may request your good office to accommodate Mr. Fernando Calabazon IV to render On The Job/ Industry Immersion Program, particularly in the City Agricultural Office.

Rest assured that he shall abide with the rules and regulations and shall comply with all the requirements imposed for the OJT Program.

Anticipating your favorable action on this request and we hope that this will sustain our long - term partnership in towards the advancement of engineering education particularly in the field of agriculture in our country. The CSU faculty and members of the program is expressing our heartfelt thanks and gratitude to your Management and Training Personnel for your continuing valuable support to the Agricultural and Biosystems Engineering Program of our school.

Thank you and more power.

Very truly yours,


ENGR. JENNYFER D. RABANERA, MSAE
Program Chair, ABE
Mobile No.: 09173196567

Noted by:


JOHN MICHAEL B. CASIBANG, CE, MST
Dean, COEA

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.



MEMORANDUM OF AGREEMENT

KNOW ALL MEN BY THESE PRESENTS:

This Memorandum of Agreement is made and entered into in Tuguegarao City, Cagayan, by and between

The Cagayan State University (CSU) Carig Campus, represented by **ENGR. ROGER P. RUMPON, CSU Carig CEO**, hereinafter referred to as **FIRST PARTY**,

-and-

The Tuguegarao City Agricultural Office, represented by **HON. MAILA ROSARIO S. TING QUE** hereinafter referred to as **SECOND PARTY**,

WITNESSETH

WHEREAS, the Cagayan State University Carig Campus (FIRST PARTY) is a Higher Educational Institution (HEI) duly organized and existing under the laws of the Republic of the Philippines, with main office address located at Carig Sur, Tuguegarao City, Cagayan offering various engineering courses;

WHEREAS, CSU Carig Campus, has requested for an On-The-Job Training (OJT) of 160 hours for Agricultural and Biosystems Engineering student;

WHEREAS, Tuguegarao City Agricultural Office is a Reputable Host Training Establishment (HTE) duly authorized government agency and with established system of trainings with office address located in Carig, Tuguegarao City, Cagayan;

WHEREAS, Tuguegarao City Agricultural Office, has granted the request for the On-The-Job Training (OJT) of the students;

WHEREAS, the FIRST PARTY and the SECOND PARTY recognize the need to:

1. Provide students with an opportunity to complement their formal learning with practical knowledge, skills and desirable attitudes and to gain hands on experience in recognized Host Training Establishment;
2. Strengthen the implementation of the local internship through collaborative effort of the academe-industry linkage among the participating HEIs and Partner Institution /establishment;
3. Establish the harmonious collaboration/ linkages between higher education institutions (HEIs) and the Host Training Establishments (HTEs) for the effective implementation of the program to support the educational environment of the student interns;
4. Provide students enrolled in HEIs in the Philippines with opportunities to apply relevant knowledge and skills acquired from formal education to actual work setting provided by reputable HTEs in our country;

5. Enhance the knowledge and skill acquired in formal education of student interns through employer -based training, in order for them to become more responsive to the future demands of the labor market;
6. Develop the life skills of the student interns, including those relevant to the values of professionalism and work appreciation. The student interns are expected to acquire soft skills necessary to address the demand of the employers such as communication skills, interpersonal skills, financial literacy, etc; and
7. Acquire a professional work ethic in the course of internship.

NOW THEREFORE, for and in consideration of these above premises and other mutual covenant hereinafter set forth, the parties do hereby stipulate the following:

The FIRST PARTY SHALL:

1. Formulate local school internship policies and guidelines on selection, placement, monitoring and assessment of student interns;
2. Select the HTEs and ensure acceptability of internship plan and internship venues in order to protect student intern interest;
3. Develop in collaboration with the duly selected HTE an internship contract signed by the student intern specifying goals and objective;
4. Ensure that intern will acquire actual and relevant competencies in each learning area, assignment, and schedule of activities. The internship plan shall part of the internship contract signed by the student intern, HTE and HEI;
5. Assign a coordinator for the student internship programs; and
6. Conduct pre- internship orientation/training to student interns, as a prerequisite to their development to internship venues, on work environment issues, including, but not limited to, proper work ethics and laws against sexual harassment.

The SECOND PARTY SHALL:

1. Design and implement the internship plan in partnership with the HEI;
2. Encourage student interns to develop their personality and professionalism, and to the extent possible, protect them from physical or moral danger;
3. Assign a point/focal person responsible for the implementation of all phases of the internship;
4. Orient the student interns on the standard rules and regulations of their establishment before signing of contract;
5. Enter into an internship contract/agreement with the student intern;
6. Provide practical training or work experience in accordance with agreed internship plan and schedule of activities;
7. Ensure that student interns do not perform tasks and duties of regular position in HTEs;
8. Provide supervised applied learning experience for student interns in accordance with agreed internship Plan and schedule of activities;
9. Develop feedback mechanism to student and HEI of the overall implementation of the internship and the student performance;
10. Provide monitoring and evaluation reports or other information on the student intern's performance as may be required by the HEI;

11. Make available, accurate and current records of INTERNS and provide access to HEI of such records while on internship;
12. Notify and provides at least 30 working days written notice to the HEI of a student intern's breach of contract or misconduct in the internship premises prior to HTE's decision to suspend or terminate the contract; and
13. Issue certificates of completion for the student interns not later than two weeks after the completion of internship.

BOTH parties further agree that,

1. Any part hereof is rendered void, illegal or unenforceable by any legislation to which it is subject, it shall be rendered void, illegal or not enforceable only to that extent and no further;
2. The terms and conditions herein shall be held in strict confidence and that no portion or part hereof may be reproduced or be revealed to any personnel or entity other than the signatories herein or their authorized representative;
3. The agreement shall be governed by and construed according to the laws of the Republic of the Philippines.

CONFIDENTIALITY

The interns must maintain confidentiality, when and where appropriate, during and after the On-The-Job Training period of all the data, business or trade secrets where such information is not within the public domain and is indicated or understood to be confidential.

DURATION

This Memorandum of Agreement shall take effect upon the commencement of the on-the-job training and until its termination or completion, unless otherwise terminated earlier upon mutual consent by both contracting parties

IN WITNESS WHEREOF, the parties have set their hands and cause the signature of their respective representatives to be affixed on this ___ day of _____, 20__ at Tuguegarao City, Cagayan, Philippines.

Cagayan State University- Carig Campus Tuguegarao City Agricultural Office

FIRST PARTY

SECOND PARTY

By:

By:

ENGR. ROGER P. RUMPON

HON. MAILA ROSARIO S. TING QUE

Government Issued ID & No: _____

Government Issued ID & No: _____

Issued on: _____

Issued on: _____

Issued at: _____

Issued at: _____

Signed in the presence of:


ENGR. JOHN MICHAEL CASIBANG

MADAM BETTY B.TAMARAY

Dean

Chief. HRMO/A.O.V

College of Engineering and Architecture



For conforme:

FERNANDO F. CALABAZARON IV

ACKNOWLEDGEMENT

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

BEFORE ME, Notary Public for and in the _____, this
____ day of _____, 2024 personally came and appeared:

NAME	IDENTIFICATION	DATE	PLACE ISSUED
Fernando Calabazon IV	21-21408	July 29, 2022	TUGUEGARAO CITY

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 _____ 2024 at _____.

Notary Public

Doc. No.

Page No.

Book No.

Series of 2024