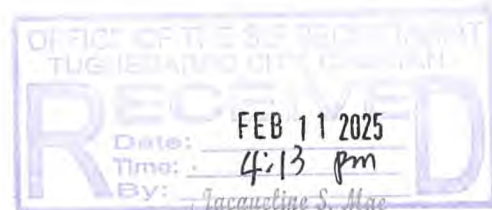




BAGONG PILIPINAS

Republic of the Philippines
Province of Cagayan
TUGUEGARAO CITY

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



OFFICE OF THE CITY MAYOR

10 February 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 St. Paul University Philippines, relative to the Professional Exposure Program of the latter's BS Social Work students, for your information and appropriate action.

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.

Thank you!

In the name of public service,

MAILA ROSARIO S. TING-QUE
City Mayor

Copy furnished:

- LYDO
- CSWDO



MEMORANDUM OF AGREEMENT

KNOW ALL MEN BY THESE PRESENTS:

This agreement is made and entered by and between:

ST. PAUL UNIVERSITY PHILIPPINES, a duly registered private, non-stock, non-profit, with principal address at Mabini St., Tuguegarao City, represented by its President **SISTER MERCEDITAS ANG, SPC** hereinafter referred to as the **FIRST PARTY**;

- and -

LGU TUGUEGAO CITY with principal office address City Hall, Enrile Boulevard, Carig, Tuguegarao City Cagayan represented by **MAILA ROSARIO TING-QUE, City Mayor**, hereinafter referred to as **SECOND PARTY**.

WITNESSETH:

WHEREAS, the **FIRST PARTY** envisions an integral human formation of the youth who will become active members of the community. In order to achieve this vision, the school orients and directs its programs and activities towards the promotion of human dignity and happiness which leads to the development of the total person who is able to take up his/her responsibilities in the world;

WHEREAS, the **FIRST PARTY** has requested for a professional exposure for BS Social Work students;

WHEREAS, the **SECOND PARTY** has granted the request for a professional exposure for the BS Social Work students.

WHEREAS, the **SECOND PARTY** agrees to accommodate the students for the **FIRST PARTY**, for professional exposure as a requirement for the completion of their program;

WHEREAS, the **FIRST PARTY** requires at least 500 hours of the training for the students at the **SECOND PARTY**'s Agency;

WHEREAS, the **SECOND PARTY** provides the students of the **FIRST PARTY** a certificate attesting their completion of the training program and submission of other requirements and that no certificate shall be issued to a student who failed to complete the training program and submit other requirements provided therein;

NOW THEREFORE, for and in consideration of the concerns and purposes of both parties, they voluntarily agree and stipulate the following terms and conditions:

1. That the **FIRST PARTY** shall:

- 1.1. Assign its authorized representative who will coordinate with the representative of the **SECOND PARTY** with regard to the Professional Exposure Program of the students. The representative of the **FIRST PARTY** shall be determined by the Dean of the School of Arts, Sciences and Teacher Education in writing.
- 1.2. Submit to the **SECOND PARTY** a list of BS Social Work students who will be assigned for the Professional Exposure Program;

1.3. The students of the FIRST PARTY shall:

1.3.1. Submit themselves to the following:

1.3.1.1. Pre-development seminar to include topics on Work Ethics, Proper Decorum and Etiquette and Anti-Sexual Harassment among others,

1.3.1.2. Parental Consent;

1.3.1.3. Medical Examination, observe health protocols and secure a Medical Certificate from a public or private physician. The certificate must indicate that a field instruction students is physically and mentally fit for the limited face-to-face professional exposure;

1.3.1.4. Vaccination of any government- approved brand with proof of vaccination (such as vaccination cards). Booster shots are encourage; and

1.3.1.5 Confidentiality agreement is required by the institution in compliance with RA 10173 Data Privacy Act of 2021.

1.3.2. Wear their identification cards (ID) and field instruction uniform or the prescribed attire during actual working hours;

1.3.3. Sign in and out on entry and departure from the post on their individual service records that will be provided by the FIRST PARTY;

1.3.4. Render a total of five hundred (500) field instruction hours on a face-to-face professional Field Instruction. However, given the limited resources and working conditions brought about by the pandemic, a flexible working scheme may be given to every field instruction students;

1.3.5. Get permission from direct supervisor in case he/she is required to attend to school related activity;

1.3.6. Inform the site supervisor and field instruction adviser of absences that shall be incurred and explain such in writing to be submitted to the supervisor and field instruction adviser;

1.3.7. Be dropped/suspended from Professional Exposure Program for excessive unexcused absences and tardiness;

1.3.8. Shoulder all expenses related to the Professional Exposure Program and shall receive no allowance, remuneration or benefit from the agency;

1.3.9. Be responsible for any damages to property and injuries to person caused by his/her intentional or unlawful acts during the course of the professional exposure;

1.3.10. Observe proper hygiene while on duty;

1.3.11. Strictly comply with the rules and regulations safety, security and sanitation measures implemented by the SECOND PARTY;

1.3.12. Accomplish the daily Professional Exposure Program Report journal to be consolidated and submitted to the SECOND PARTY on a weekly basis; and

1.3.13. Present and submit the consolidated Professional Exposure Program Report that contains narrative reports, DTR, sample works, Supervisor's Evaluation and evidences of competencies.

1.4. The Field Intruction Adviser of the FIRST PARTY shall:

1.4.1. Make necessary representations with prospective field placement agency;

1.4.2. Prepare the Memorandum of Agreement (MOA) with the field placement agency;

1.4.3. Orient the field instruction students on the policies, rules and guidelines of the Professional Exposure Program;

1.4.4. Assign Field Instruction students to the different field placement agencies or shall approve agencies chosen by the Field Instruction students;

1.4.5. Conduct regular monitoring through actual personal visit, phone calls, emails etc. of the field instruction students' performance and behavior during the period of the Professional Exposure Program;

1.4.6. Receive complaints/ suggestions /recommendations from field placement agency and shall act on all matters with due consultation with the academic Dean, regarding the Field Instruction students;

1.4.7. Have a prerogative, with the concurrent of the Academic Dean, to discontinue the training of any field instruction students on reasonable grounds after a written communication with the field placement agency;

1.4.8. Be responsible in retrieving evaluation rating and should attend the post conference/exit conference organized by the partner agency to formally hear feedback for the improvement of the Professional Exposure program post conference/exit conference organized by the agency to formally hear feedback for the improvement of Professional Exposure Program; and

1.4.9. Submit to the Office of the Academic Dean through the Program Chair, copies of Project Documentation or copy of student portfolio necessary for exhibit during accreditation that may serve as a proof of linkages with agencies.

2. The SECOND PARTY shall:

2.1. Provide a virtual or face-to-face orientation lecture for the Field Instruction students before they formally start with the Professional Exposure Program;

2.2. Provide the venue, equipment, supervision and evaluation of the work of the field instruction student necessary for the completion of their Professional Exposure Program;

2.3. Assign a person to coordinate with the representative of the FIRST PARTY for all the updates concerning the process of the field instruction students within the duration of the professional Exposure Program. A final evaluation shall be submitted to the FIRST PARTY for their student's record;

2.4. Co-implement the face-to -face field placement plan in partnership with the FIRST PARTY;

2.5. Immediately inform the FIRST PARTY, through the Field Instruction Adviser, of any concerns related to schedule or problems encountered with the Field Instruction Students;

2.6. Check the Daily Time Record (DTR) filled-up by the Field Instruction students to be submitted at the end of the Professional Exposure Program;

2.7. Provide the Field Instruction students with relevant and meaningful activities that will further enhance their competencies in their field of specialization;

2.8. Provide safe working condition/environment for the Field Instruction students;

2.9. Not be responsible for any and all liabilities for damage to property or injury of persons which may be occasioned by the intentional or negligent acts of the Field Instruction student in the course of the Professional Exposure Program;

2.10. Notify the school through the Field Instruction Adviser for any field work that may be required of the Field Instruction students and hence requires the Field Instruction students a separate Parental Consent for this purpose;

2.11. Through the supervisor, evaluate the performance of the field instruction student using the form/tool provided by the FIRST PARTY and shall issue certificate of completion and grade as deemed necessary to the field instruction student who shall successfully finished the training; and

2.12. Immediately notify and provide written notice to the FIRST PARTY of field instruction student's breach of contract or misconduct in the field placement premises prior to the SECOND PARTY's decision to suspend or terminate the contract.

3. The FIRST PARTY and SECOND PARTY shall coordinate with each other through the Field Instruction Adviser, concerned in the discharge of the student's respective functions, by holding regular consultation.
4. That in agreement of the foregoing, this contract is valid during the Professional Exposure Program of the students which will commence on February 2025 to February 2030 or upon reaching the prescribed number of professional exposure hours whichever will come first.

IN WITNESS, THEREFOREOF, the parties hereto affix their signatures on this instrument in Tuguegarao City, Cagayan, Philippines this _____

SISTER MERCEDITAS ANG, SPC
President
St. Paul University Philippines

HON. MAILA ROSARIO TING-QUE
City Mayor
Tuguegarao City, Cagayan

WITNESSES:

AGRIPINA B. MARIBBAY, PhD
Vice - President for Academics
St. Paul University Philippines

DR. EVELYN ELIZABETH L. PACQUING
Dean, SASTE
St. Paul University Philippines

DR. EDITHA S. PAGULAYAN
Program Coordinator, Social Work
St. Paul University Philippines

ACKNOWLEDGMENT

REPUBLIC OF THE PHILIPPINES)
TUGUEGARAO CITY, CAGAYAN) S.S.

On this _____ day of _____, 2025 personally appeared before me, a
Notary Public in and for the city of Tuguegarao, the following persons:

<u>Name</u>	<u>CTC</u>	<u>Date/Place Issued</u>
_____	_____	_____
_____	_____	_____

Known to me and to me known to be the same persons who executed the foregoing
instrument and they acknowledged to me that the same is their free act and voluntary deed and
that of the institutions that they respectively represent.

This Memorandum of Agreement, consisting of three (4) pages, including the
acknowledgement page, has been signed on each and every page by the parties and their
witnesses.

WITNESS MY HAND AND NOTARIAL SEAL ON _____.

Document No. _____
Page No. _____
Book No. _____
Series of _____