

Republic of the Philippines
Province of Cagayan
Tuguegarao City

OFFICE OF THE CITY MAYOR

23 January 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 Cagayan National High School-Senior High *re.* Work Immersion of 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



Republic of the Philippines
Department of Education
 Region II - Cagayan Valley
SCHOOLS DIVISION OF TUGUEGARAO CITY
 Cagayan National High School - Senior High

January 10, 2024

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

OFFICE OF THE CITY MAYOR
 REC'D
 Date: JAN 18 2024
 Time: 3:05 PM
 By: *[Signature]*

Madam:

Peaceful greetings!

Our school is committed to provide holistic approach in the development of knowledge, attitudes and skills of the Senior High School (SHS) students to become competitive, accountable and responsible professionals in their chosen field of specialization.

In addition, the Cagayan National High School-Senior High is compliant to DO 30, s. 2017 on Work Immersion, which is a key feature of the SHS Curriculum. As specified by the Department of Education, it can be conducted in different ways depending on the purposes and needs of learners. CNHS- Senior High conforms with DepEd in responding to the following objectives for work immersion among the learners, which are: 1) to become familiar with workplace; 2) for employment simulation; 3) to apply their competencies in areas of specialization/ applied subjects in authentic work environments.

CNHS- Senior High recognizes that part of the learning process is to expose the SHS students to learning opportunities where the different concepts, theories and framework mastered in the classroom are empirically observed and applied in actual work situations. It is for these reasons that the school considers your agency as one among its partner agencies in realizing the objectives earlier cited. In this regard, may we request your good office to accommodate our students. Through your help, we believe that you can provide them the much-needed training/ exposure.

Attached are a Memorandum of Agreement and other important information for your perusal. For any query regarding the work immersion, please don't hesitate to contact the undersigned with this number, 09069468676.

We are looking forward to your positive regard on the matter.

Very truly yours,

ALEJO A. BAMBRI JR.
 HUMSS Coordinator

Noted by:

[Signature]
VINCENT S. STO TOMAS
 Assistant Principal II, HUMSS

09

Address: Bagay Road, San Gabriel, Tuguegarao City, 3500
 Telephone Nos.: (078) 377-1698
 Email Address: cnhs.tuguegarao@deped.gov.ph
 Facebook: Cagayan NHS



MEMORANDUM OF AGREEMENT

KNOW ALL MEN BY THESE PRESENTS:

This agreement is made and entered by and between:

The **CAGAYAN NATIONAL HIGH SCHOOL-SENIOR HIGH**, with School Identification Number **305873** a public senior high school, with principal address at **Bagay Road, San Gabriel, Tuquegarao City**, represented in this Agreement by its **Principal II, GRACE T. MACABABBAD, FILIPINO** of legal age, and hereinafter referred to as the **FIRST PARTY**:

-and-

CITY GOVERNMENT, Carig Road Tuquegarao City, Cagayan represented in this agreement by **HON. MAILA ROSARIO S. TING-QUE, City Mayor**, herein after referred to as the **SECOND PARTY**:

WITNESSETH- That

WHEREAS, CNHS-Senior High envisions an integral human formation of the youth who will become mature individuals and 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 well-being which leads to the development of the total person who is able to take up his/her responsibilities in the community and the world;

WHEREAS, CNHS-Senior High has requested for a work immersion training of 54 HUMSS Grade 12 HUMSS students;

WHEREAS, the 54 HUMSS Grade 12 students shall undergo their work immersion for ten (10) days within two (2) Grading periods for the Second Semester;

WHEREAS, the 11 students of section Remarkable and Sociable are scheduled to have their work immersion on February 5,12,19,26 and March 4 of the Third grading period and on April 8,15, 22, 29 and May 6 of the Fourth Grading period of S.Y. 2023-2024;

WHEREAS, the 18 students of section Admirable and Adorable are scheduled to have their work immersion on February 6,13,20,27 and March 5 of the Third grading period and on April 16, 23, 30 and May 7,14 of the Fourth Grading period of S.Y. 2023-2024;

WHEREAS, the 5 students of section Affable are scheduled to have their work immersion on February 7,14,21,28 and March 6 of the Third grading period and on April 17, 24 and May 8, 15, 22 of the Fourth Grading period of S.Y. 2023-2024;

WHEREAS, the 11 students of section Reliable and Charitable scheduled to have their work immersion on February 8,15,22,29 and March 7 of the Third grading period and on April 11,18, 25 and May 2, 9 of the Fourth Grading period of S.Y. 2023-2024;

WHEREAS, the 9 students of section Likeable and Lovable are scheduled to have their work immersion on February 9,16,23 and March 1, 7 of the Third grading period and on April 12,19, 26 and May 3, 10 of the Fourth Grading period of S.Y. 2023-2024;

WHEREAS, the **CITY GOVERNMENT** has granted the request of the work immersion of the HUMSS students;

WHEREAS, the SECOND PARTY agrees to accommodate and provide to the students of the FIRST PARTY the work immersion as a requirement in Senior High School;

WHEREAS, the first party requires at least 40 hours of training for the students at the SECOND PARTY'S office/school;

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

That the **FIRST PARTY** shall:

1. identify and indicate the SHS track/s, strands, and/ or specialization/s which will be the subject of the partnership.
2. designate a person in charge of coordinating with the second party and supervising the activities of the students for the duration of the work immersion program.
3. monitor each student's progress throughout the duration of the entire work immersion program so as to make sure 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 the learning experience.
4. provide the second party an evaluation tool for the students' work immersion performance.
5. issue a grade to the student upon completion of the requirements based on existing policy within prescribed period.
6. Provide the SECOND PARTY a Certificate of Recognition in the SHS immersion program in acknowledgment to their support and active participation.

HUMSS student shall:

1. submit a certificate of parental consent waiving any responsibility of the school and the cooperating agency for any untoward incident caused by circumstances beyond control in the performance of their functions while under work immersion.
2. wear the school uniform while undergoing work immersion.
3. shoulder all the expenses related to work immersion. No compensation shall be received by the student while undergoing work immersion.
4. be prohibited from bringing out any cooperating agency's equipment, documents, supplies, etc. unless instructed by the supervisor.
5. be prohibited from bringing into the cooperating agency any dangerous weapon and/or prohibited drugs.
6. not enter the cooperating organization's premises if the student is under the influence of liquor or prohibited drugs.

7. ensure that all information written and heard about the cooperating agency in strict confidentiality.
8. abide by the rules and regulations of the cooperating agency.
9. time in and out, morning and afternoon during the duration of the immersion.
10. render forty (40) hours of immersion as prescribed in the curriculum.

That the **SECOND PARTY** shall:

1. conduct an orientation on the agency's rules, policies and guidelines regarding work immersion.
2. assign a supervisor to guide and assist the student.
3. provide the student with relevant and meaningful activities that will further enhance his/her knowledge and skills on his/her field of specialization.
4. notify the school, through the work immersion adviser, of any problem regarding the student-trainee.
5. notify the school, through the work immersion teacher, of any move to terminate, due to reasonable cause, the training of any student.
6. provide safe working condition/environment for the student.

NOTE: The cooperating agency shall notify the school through the Work Immersion Focal Person and/or Work Immersion Teacher for any field work that may be required of the student and hence requires the student a separate Parental Consent for this purpose.

Both the CNHS-SENIOR HIGH and the CITY GOVERNMENT shall:

1. form a joint steering committee to monitor the progress of the partnership and to make sure that provisions of this Memorandum of Agreement (MOA) are met.
2. adhere to all laws, memorandums, and circulars especially those pertaining to child protection as provided for in the guidelines for work immersion.
3. develop a work immersion daily schedule of activities that will be followed by the students during the whole duration of the work immersion program.
4. formulate local and school work immersion policies and guidelines on selection, placement, monitoring, and assessment of students to ensure that each student is assigned to an immersion partner matched to his/her desired track, qualifications, and aptitude.

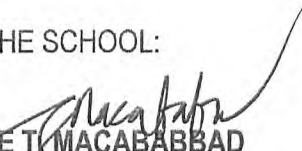
Work Immersion Focal Person/Work Immersion Teacher shall:

1. make necessary representations with prospective cooperating agency.
2. prepare the Memorandum of Agreement (MOA) with the cooperating agency.
3. orient the student on policies, rules and guidelines of the work immersion.

4. assign student to the different cooperating agencies corresponding to their strand.
5. conduct regular monitoring through actual personal visit, phone calls, emails etc. of the student's performance and behavior during the work immersion.
6. receive complaints/suggestions/recommendations from cooperating agency and shall act on all matters with due consultation with the Principal and/or Asst. Principal, regarding the student.
7. with the concurrence of the principal, have the prerogative to discontinue the training of any student on reasonable grounds after a written communication with the cooperating employer.

The **CNHS-SENIOR HIGH** and **CITY GOVERNMENT** shall coordinate with each other through the immersion teacher concerned, in the discharge of their respective functions by holding regular consultation.

FOR THE SCHOOL:


GRACE T. MACABABBAD
 Secondary School Principal II

FOR THE AGENCY:


HON. MAILA ROSARIO S. TING-QUE
 City Mayor

WITNESSED BY:


ALEJO A. CAMBRI JR.
 Work Immersion Coordinator, HUMSS

ATTY. RENZ ANGELO P. UMAMBONG
 Executive Assistant IV

APPROVED BY:


GILBERT N. TONG PHD, CEO VI, CESO V
 Schools Division Superintendent
 Division of Tuguegarao City

Republic of the Philippines

City of Tuguegarao

BEFORE ME, personally appeared the above-named persons and presented themselves to me to be the same person who executed the foregoing instrument and acknowledges to me that the same is their own free and voluntary act and deed.

WITNESS MY HAND AND SEAL.

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Page No. _____

Book No. _____

Series of 2024