



Republic of the Philippines
Province of Cagayan
Tuguegarao City

OFFICE OF THE CITY MAYOR

12 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 Cagayan State University-Carig Campus *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 



Republic of the Philippines
Cagayan State University
 CARIG CAMPUS
**College of Humanities and
 Social Sciences**
 Carig Sur, Tuguegarao City, Cagayan

January 31, 2024

HON. MAILA ROSARIO TING-QUE
 City Mayor
 Tuguegarao City Government
 Carig Sur, Tuguegarao City, Cagayan Valley 3500

OFFICE OF THE CITY MAYOR
RECEIVED
 Date: JAN 31 2024
 Time: 2:35 PM
 By: [Signature]

Madam:

I trust this correspondence finds you well. I am writing to formally request the accommodation of the following students enrolled in the Bachelor of Arts in Political Science program at the College of Humanities and Social Sciences, Cagayan State University-Carig Campus, for their Two Hundred Hour (200) On-the-Job Training.

- | | |
|------------------------|--------------------|
| 1. Mary Ann Iringan | 3. Yaohan Federico |
| 2. Mark Anthony Manuel | 4. Jessie Quilang |

We respectfully seek your esteemed office's consideration in providing practical experience opportunities for the aforementioned student within the office of Hon. Mark Angelo B. Dayag and Hon. Mary Marjorie P. Martin-Chan. As we aspire to enhance our educational system through partnerships with esteemed entities such as yours, we believe your department can significantly contribute to our students' professional development.

Attached herewith is draft copy of the Memorandum of Agreement for your perusal. We would greatly appreciate your insights, comments, and suggestions on the proposed agreement. The commencement of the training will be initiated promptly upon completion and submission of all necessary requirements and documents by the OJT students, adhering to the terms and conditions outlined in the Memorandum of Agreement. Also, kindly see attached reply slip for confirmation or disapproval of request.

Your favorable response to this request would be highly appreciated, and we look forward to the prospect of a mutually beneficial partnership. Thank you for your time and consideration.

Respectfully yours,

Kristinne Joyce A. Lara
KRISTINNE JOYCE A. LARA, MA - 09177757818
 OJT Teacher-in-Charge
 Director, Domestic and International Partnership

Noted by:

[Signature]
JOMEL B. MANUEL, Ph.D.
 Dean, College of Humanities and Social Sciences



VISION

CSE is a University with global stature in the arts, culture, agriculture and general, 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.

Website: www.cagayanstate.edu.ph
 Email Address: info@cagayanstate.edu.ph
 Telephone No.: 075-295-0782

Office of the President
 Cagayan State University
 Carig Sur, Tuguegarao City, Cagayan

MEMORANDUM OF AGREEMENT

KNOW ALL MEN BY THESE PRESENTS

This agreement, entered into by and between the College of Humanities and Social Sciences-Cagayan State University Carig Campus, with office address at Carig Sur, Tuguegarao City, Cagayan, represented by its Campus Executive Officer, **ENGR. ARTHUR G. IBÁÑEZ**, hereinafter referred to as **CSU CARIG**;

OFFICE OF THE CITY MAYOR, with office address at _____, represented by _____, hereinafter referred to as **Host Training Establishment (HTE)**;

- and -

STUDENT, with address at _____, a student of AB Political Science Program of CSU Carig, hereinafter referred to as **STUDENT INTERN**.

WITNESSETH:

For and in consideration of the CHED Memo No. 104, series of 2017 for the implementation of the Internship Program of the AB Political Science of Cagayan State University Carig Campus for the Second Semester, School Year 2023-2024, the **CSU CARIG**, **HTE**, and the **STUDENT INTERN** hereby agree on and stipulate the following:

The CSU CARIG shall:

1. Identify Host Training Establishments (HTEs) with which to immerse the student trainees in;
2. Assign a Faculty-in-Charge to:
 - a. *prepare the Internship Plan and the Course syllabus;*
 - b. *assess the student interns' application documents and eligibility to the Internship Program;*
 - c. *coordinate the Internship Program with HTEs;*
 - d. *inspect the internship venues and sites;*
 - e. *coordinate with the College OJT Coordinator for the conduct of the Internship Program; Pre-Deployment Seminar which include lecture/seminar on Workplace, Communication and Personality Development to student trainees prior to deployment;*
 - f. *monitor performance and provide the final grade of the student trainees.*
3. Facilitate the preparation of a memorandum of agreement with the HTE;
4. Take appropriate action on any complaints that may arise during the conduct of the Internship Program in accordance with the university's policies;
5. Abide and follow the set guidelines of CHED under CMO No. 104, series of 2017.

The Student-Intern shall:

1. Submit a certificate of parental consent waiving any responsibility for the school and the HTE for any incident caused by circumstances beyond control in the performance of his/her function while under training. The letter of consent must be notarized;
2. Attend the pre-deployment orientation/seminar to be conducted by _____ the faculty-in-charge of internship in coordination with the Guidance Office;
3. Undergo medical examination and secure a Medical Certificate from a public or private physician. The certificate must indicate that a student-trainee is physically fit to undergo Internship;

10. Immediately notify and provide written notice to the College 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;
11. Participate in the conduct of the Internship Program Exit Conference;
12. Issue certificate of completion for the student interns during the Internship Program Exit Conference; and
13. Abide and follow the set guidelines of CHED under CMO No. 104, series of 2017.

IN WITNESS WHEREOF, we have hereunto affixed our signature this _____ day of _____, 2024
at _____.

FOR CSU CARIG:

FOR HTE:

ENGR. ARTHUR G. IBAÑEZ, Ph.D.
Campus Executive Officer
Cagayan State University Carig Campus

Head of the HTE
Name of HTE

ID No. _____
Issued on _____
Issued at _____

ID No.: _____
Issued on _____
Issued at _____

FOR THE STUDENT INTERN:

Student Intern

ID No: _____
Issued on: _____
Issued at: _____

WITNESSES

JOMEL B MANUEL, Ph.D.
Dean, College of Humanities and Social Sciences
Cagayan State University, Carig Campus

ID No. _____
Issued on _____
Issued at _____

Parent/ Guardian
ID No. _____
Issued on _____
Issued at _____

Immediate Supervisor
ID No. _____
Issued on _____
Issued at _____

ACKNOWLEDGEMENT

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

NAME	IDENTIFICATION	DATE	PLACE OF ISSUE

KNOWN TO ME to be the same persons who executed the foregoing instruments, consisting of four (4) pages including the page on which this acknowledgment is written, which they acknowledged 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. _____



Republic of the Philippines
Cagayan State University
CARIG CAMPUS
**College of Humanities and
Social Sciences**
Carig Sur, Tuguegarao City, Cagayan

REPLY SLIP

- We can accommodate AB Political Science student(s).
- We cannot accommodate AB Political Science student(s).

Head of Office: **HON. MAILA ROSARIO TING-QUE**
(Signature Over Printed Name)

Name of Office: City Government of Tuguegarao

Date:

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Website: www.cagayanstate.edu.ph
E-mail Address: info@csu.edu.ph
Telephone No.: 078-395-2781

CSU
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