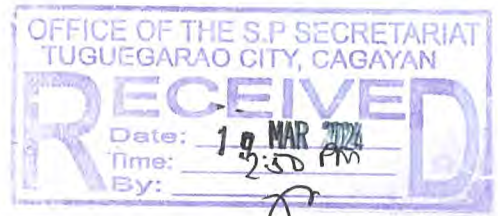




Republic of the Philippines
Province of Cagayan
Tuguegarao City
OFFICE OF THE CITY MAYOR



March 19, 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 the City Local Government Unit of Tuguegarao in the attached draft Memorandum of Agreement with Isabela State University *re.* practicum of identified students.

For your information and appropriate action. Thank you and best regards.

In the name of public service,

MAILA ROSARIO S. TING-QUE
City Mayor



COLLEGE OF COMPUTING STUDIES, INFORMATION AND COMMUNICATION TECHNOLOGY

February 28, 2024

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

OFFICE OF THE CITY MAYOR

Date: FEB 29 2024
Time: 1:05 PM
By: [Signature]

Dear Madam:

The College of Computing Studies, Information Communication Technology (CCSICT), is pleased to announce the commencement of our On-The-Job Training program for Bachelor of Science in Information Technology (BSIT) students. This comprehensive initiative, scheduled from March 11, 2024, to June 6, 2024, encompasses 486 hours of practicum time.

In this regard, may I invite your office to be part of this curriculum by accommodating our BSIT OJT student trainees in your various offices. Prior to their deployment, I would like to inform you that our student trainees have been briefed on and clarified about relevant rules, regulations, and their rights and obligations as trainees.

We have enclosed the Memorandum of Agreement (MOA) for your information and approval. These documents outline the details of the partnership and our program. We sincerely hope you will consider collaborating with us and helping our students gain invaluable practical experience in the field.

Thank you very much for your attention to this matter. May God bless you abundantly.

Very truly yours,

HEHERSON B. ALBANO, DIT
OJT Coordinator/Chairman
BSIT Program
09972870403

Noted:
[Signature]
IVY M. FARUN, DIT
Dean



Isabela State University, a State University Created and Existing under the Laws of the Philippines

MEMORANDUM OF AGREEMENT

This *Memorandum of Agreement* entered into and executed by:

College of Computing Studies, Information and Communication Technology of Isabela State University, with office address at ISU, Garita, Isabela herein represented by **DR. RICMAR P. AQUINO**, University President, **DR. EMERSON V. BARCELLANO**, Cluster Executive Officer and **DR. IVY M. TARUN**, College Dean, hereinafter referred to as **CCSICT-ISU**;

-and-

The **Local Government Unit, Municipality of Tuguegarao City** with office address Carig Sur, Tuguegarao City, Cagayan, Philippines, herein represented by **HON. MAILA ROSARIO S. TING-QUE**, City Mayor, hereinafter referred to as **Local Government Unit, Municipality of Tuguegarao City**;

WITNESSETH

WHEREAS, the students of **CCSICT-ISU** are required to undergo and complete their On-the-job Training (OJT) as one of the requirements for their graduation for the Degree **Bachelor of Science in Information Technology**.

WHEREAS, the office of the **Local Government Unit, Municipality of Tuguegarao City** is willing to accommodate **CCSICT-ISU** students for their OJT.

NOW THEREFORE, the parties hereby agree to execute this Memorandum of Agreement (**MOA**) subject to the following terms and conditions:

TERMS AND CONDITIONS

- a. The students shall report to the office of the **Local Government Unit, Municipality of Tuguegarao City** for a duration of **FOUR HUNDRED EIGHTY-SIX (486) HOURS**;
- b. The **Local Government Unit, Municipality of Tuguegarao City** shall take place all precautionary measures to safeguard the welfare of the students while undergoing **OJT Program** within the premises of the agency;
- c. The OJT students will be treated as management trainees and not as a regular employee. Hence, they are not entitled to any salary, wages or allowances or any form of remuneration. However, if the **Local Government Unit, Municipality of Tuguegarao City** so desires, it may provide the students monetary or non-monetary benefits on a voluntary basis;
- d. While on the **OJT Program**, the students conduct in the training shall be guided by the University rules on students conduct and also pertinent rules and regulations, policies and standard operating procedures of the **Local Government Unit, Municipality of Tuguegarao City**;
- e. The OJT coordinator, her/his representatives, and / or authorized officials of **CCSICT-ISU** the University shall be allowed to visit the students at the **Local Government Unit, Municipality of Tuguegarao City** for purposes of monitoring and evaluating the progress of the students' performance in the OJT program;
- f. The **CCSICT- ISU** and the **Local Government Unit, Municipality of Tuguegarao City** shall require and monitor the daily attendance of the OJT student;
- g. After the completion of the OJT Program the **Local Government Unit, Municipality of Tuguegarao City** shall submit completion report to **CCSICT-ISU** which form shall be provided by the **CCSICT-ISU**, for convenience;
- h. The **CCSICT-ISU** and **Local Government Unit, Municipality of Tuguegarao City** shall impart theoretical as well as experiential learning to students; expose them to all facets of business operation relevant, to the objectives of the program, and participate in the final evaluation of the students' on-the-job performance;
- i. Likewise, the students after finishing their OJT Program, are required to submit their comprehensive narrative which shall be submitted to the **CCSICT-ISU** and **Local Government Unit, Municipality of Tuguegarao City**. The narrative report of the on-the-job trainees activities shall serve as one of the requirements for the completion of the course program;

- j. This agreement may be terminated at anytime by either of the parties if in its judgment the welfare and interest of the students and /or the other party is prejudiced. However, fifteen (15) days prior notice will be required for such termination;
- k. The parties shall bear in mind that students OJT Program is intended to develop leadership and technical skills of the students. In view hereof, both parties shall ensure that the OJT students' welfare shall be given paramount consideration. The parties shall not expose OJT students to any danger while performing their OJT activities. They shall likewise be protected against harassment and any act of physical or verbal abuse.

This agreement will be effective on **March to June 2024**, not unless terminated by any of the parties.

IN WITNESS WHEREOF, the parties have hereunto set their hands this day

of _____ 2024 at _____.

ISABELA STATE UNIVERSITY
Cabagan Campus

LOCAL GOVERNMENT UNIT
Tuguegarao City, Cagayan

Represented by:

Represented by:

PROF. RICMAR P. AQUINO, Ph.D
University President

HON. MAILA ROSARIO S. TING-QUE
Municipal Mayor

EMERSON V. BARCELLANO, Ph.D.
Cluster Executive Officer – ISUC

IVY M. TARUN, DIT
Dean, CCSICT

Signed in the Presence of:

HEHERSON B. ALBANO, DIT
Chairman, BSIT Program

HEHERSON B. ALBANO, DIT
BSIT OJT Coordinator

ACKNOWLEDGEMENT

Republic of the Philippines)
Province of Isabela) s.s.
Municipality of _____)

BEFORE ME, a Notary Public for in and in the above jurisdiction, personally appeared the following:

KNOWN TO ME, to be the same person who executed these four (4) pages where this acknowledgement is written and signed by the parties and their instrument witness on each and every page hereof.

WITNESS MY HAND AND SEAL, on the day and place above written.

NOTARY PUBLIC

Doc. No. _____
Page _____
Book No. _____
Series of _____