

OK



BAGONG PILIPINAS

Republic of the Philippines
Province of Cagayan
TUGUEGARAO CITY

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

OFFICE OF THE CITY MAYOR

06 January 2025



THE PRESIDING OFFICER AND MEMBERS

Sangguniang Panlungsod

This City

Dear *Presiding Officer and Members of the Sanggunian*:

Herewith is the Memorandum of Agreement for Work Immersion Partnership between the Tuguegarao City Government and Linao National High School- Senior High School, for your information and appropriate action.

The 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:

- Linao National High School - Senior High
- LYDO (c/o Mr. Dominic Baggayan)
- City Legal Office (c/o Atty. Roderick Iquin)





Republic of the Philippines
Department of Education
REGION II-CAGAYAN VALLEY
SCHOOLS DIVISION OF TUGUEGARAO CITY
LINAO NATIONAL HIGH SCHOOL
LINAO NORTE, TUGUEGARAO CITY

January 06, 2025

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

Mayor:

OFFICE OF THE CITY MAYOR
RECEIVED

Date: JAN 06 2025
Time: 4:15 PM
By: [Signature]

Greetings of peace and goodwill from Linao National High School!

As part of the Department of Education's Senior High School curriculum, Grade 12 students are required to complete a work immersion program to gain hands-on experience in fields aligned with their intended career paths. This immersion serves as a pivotal opportunity for students to explore their chosen fields, apply their classroom learning in real-world settings, and develop essential workplace skills.


In this regard, I am writing to seek your kind assistance and support in accommodating our Grade 12 students within the various departments and offices of the City Government of Tuguegarao. Given the diversity of our students' course interests—ranging from public administration, social services, law enforcement, and business management to information technology and health services—we believe that placement in your esteemed offices would provide invaluable exposure and learning experiences.

We are hopeful that, under your guidance and the mentorship of the city's dedicated public servants, our students will gain meaningful insights and contribute positively, albeit for a short period, to the work undertaken by the city government. Their scheduled immersion is for ten (10) working days, during which they will observe, participate, and learn under the supervision of their assigned mentors.

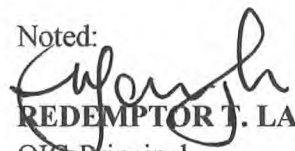
We would be truly grateful if you could designate placements within the departments where our students' preferred courses align, allowing them to maximize their exposure and experience. We are confident that this collaboration will contribute significantly to their growth and preparation for their future careers.

Thank you very much for considering this request. We look forward to a fruitful partnership with the City Government of Tuguegarao in empowering our youth through practical learning experiences. Should you require further information, please feel free to contact me at 09190098445 or erick.battung@deped.gov.ph.

Yours sincerely,


ERICK F. BATTUNG
Immersion Adviser

Noted:


REDEMPTOR T. LAUGAN, PhD
OIC-Principal



Address: Macababbad St., Linao Norte, Tuguegarao City
Telephone No.: (078) 844-2126
Email Address: lnhs.tuguegarao@deped.gov.ph



Republic of the Philippines
Department of Education
REGION II-CAGAYAN VALLEY
SCHOOLS DIVISION OF TUGUEGARAO CITY
LINAO NATIONAL HIGH SCHOOL
LINAO NORTE, TUGUEGARAO CITY

List of Students

	NAME	PREFERRED COURSE
1	Darwin Bulaqui Quilang	BS Criminology
2	Kean Xander Macababbad Macababbad	BS Criminology
3	Johnlee Pamittan Mora	BS Criminology
4	Ian Jervic Rioca Ramos	BS Criminology
5	Bencel Aguinaldo Ramirez	BS Criminology
6	Maribbay Quizzagan John Aeron	BS Criminology
7	Marlyn Joy Ballad Narag	BS Criminology
8	Zenjerkinz Talamayan Gallemitt	BS Criminology
9	Jerico Mora	BS Criminology
10	Ma. Kriztina Asuncion Bangayan Casuay	BS Criminology
11	Edson Lawrance Balisi Enriquez	BS Criminology
12	Kheisser Lei Alam Dela Cruz	BS Criminology
13	Eulysis Dita Abalos	BS Criminology
14	Anjo Cauilan Robles	BS Criminology
15	Marvin Catillo Salengua	BS Criminology
16	Ashly Trumata	BS Criminology
17	John Cedric Taguba Alan	BS Criminology
18	Jay-R Dulin Quilang	BS Criminology
19	Rein Yeshaiah Salviejo Taguinod	BS Criminology
20	Mark John Aquino Quilang	BS Criminology
21	John Mark Pamittan Langcay	BS Criminology
22	Jonathan Dave Galvez	BS Criminology
23	Denver John Nicolas	BS Criminology
24	Cesar B Cagurangan	BS Criminology
25	Mary Joy Barrientos	BS Criminology
26	Michael Cambri	BS Criminology
27	Angel Cusipag	BS Criminology
28	Christian Joseph Palogan	BS Criminology
29	Jay R B. Tumanguil	BS Criminology
30	Adrian Balisi	BS Criminology
31	Princess Kyle Calayan	BS Criminology
32	Zhandrix Taguinod	BS Criminology
33	Lei Anthony Cusipag	BS Criminology
34	Roxan Langcay	BS Criminology
35	Jimboy Narag	BS Criminology
36	Arcelyn Lorenzo	BS Criminology
37	John Cyrus Mora	BS Criminology
38	Mark Anthony Danga	BS Criminology
39	John Lloyd Dayag	BS Criminology
40	BUNCAD, ROGELIO LANGCAY	BS Criminology



Republic of the Philippines
Department of Education
REGION II-CAGAYAN VALLEY
SCHOOLS DIVISION OF TUGUEGARAO CITY
LINAO NATIONAL HIGH SCHOOL
LINAO NORTE, TUGUEGARAO CITY

41	CALAYAN, REYMUND LANGCAY	BS Criminology
42	CUNTAPAY, BILIE CAUILAN	BS Criminology
43	FRANCISCO, LEVI NARAG	BS Criminology
44	GANNABAN, ERWIN BULAQUI	BS Criminology
45	MARIBBAY, JERALD ESPANTO	BS Criminology
46	MARZOL, JOHN STEPHEN MARALLAG	BS Criminology
47	NARAG, JOHN LLOYD GARCIA	BS Criminology
48	PINGAD, DANIEL ABALLA	BS Criminology
49	SERDENIA, CARL ANGELO CAGURANGAN	BS Criminology
50	SIDDAYAO, LANCE ASFORD MACABABBAD	BS Criminology
51	TUMBALI, JAYVEE BANDULIN	BS Criminology
52	BUNAGAN, LHEA BUTOS	BS Criminology
53	CALAYAN, JENELLE DELIGUER	BS Criminology
54	CAMMAYO, DIOMALYN TELAN	BS Criminology
55	LANGCAY, KIRSTEN ISHI MAMANAO	BS Criminology
56	LAZARO, JULIANNE MAGORA	BS Criminology
57	NARAG, PRECIOUS ANN ADDUN	BS Criminology
58	QUILANG, MAYA BITAGUN	BS Criminology
59	SAGADRACA, LEVIE ROSE ALAYON	BS Criminology
60	SORIANO, MARY ROSE TUDDAO	BS Criminology
61	Mangulad, Richard	BS Criminology
62	Badajos, Dennis	BS Criminology
63	CAUILAN, JONATHAN LANGCAY	BS Social Work
64	MIRANDA, ALJUR KEVIN HIPOLITO	BS Social Work
65	BERNAS, PRINCESS LIANNE VILLANUEVA	BS Social Work
66	Mary Jane Natividad Quilang	BS Social Work
67	Shela Mae Soriano Taeza	BS Social Work
68	Diana Moran Adduru	BS Social Work
69	Maui Desery Ramos Soriano	BS Social Work
70	Joshua Pamittan Taguinod	Public Administration
71	Jashmin Trish Baquiran Tumanguil	Tourism
72	Sophia Ruth Anne Bunagan	Tourism
73	Jesreel Faith M Beyao	Tourism
74	Rosalie katelyn Guillermo	Tourism
75	Roshelle Batarina	Tourism
76	Abigail Rumbaua	Tourism
77	Jasmine Casibang	BS Legal Management
78	Roma Castine Luisa Luyun	BS Legal Management
79	PALOGAN, KARLA DANE BULAQUI	BS Legal Management
80	BARIUAN, RUSSEL CLYDE ABANA	AB Political Science
81	AYUYANG, NINA SHANTELLE SANTIAGO	AB Political Science
82	Jennifer M. Tumanguil	BSIT
83	Claret Jane Malana	BSIT
84	Christian Jay Villafuerte	BSIT
85	R-jay Paddanan	BSIT



Address: Macababbad St., Linao Norte, Tuguegarao City
Telephone No.: (078) 844-2126
Email Address: lnhs.tuguegarao@deped.gov.ph



Republic of the Philippines
Department of Education
REGION II-CAGAYAN VALLEY
SCHOOLS DIVISION OF TUGUEGARAO CITY
LINAO NATIONAL HIGH SCHOOL
LINAO NORTE, TUGUEGARAO CITY

86	LA Contreras	BSIT
87	Kian Kyle Alan	BSIT
88	Joshua Parallag	BSIT
89	Mark Clarence Macawili	BSIT


Prepared by:


ERICK H. BATTUNG

Immersion Adviser

Cp# 09190098445

Certified Correct:


VIVIAN C. PADER
Instructional Leader/MT-1

Noted:


REDEMPTOR T. LAUGAN, PhD
OIC-Principal



Address: Macababbaad St., Linao Norte, Tuguegarao City
Telephone No.: (078) 844-2126
Email Address: lnhs.tuguegarao@deped.gov.ph

MEMORANDUM OF AGREEMENT FOR WORK IMMERSION PARTNERSHIP

This Memorandum of Agreement is entered into this ____ of ____, 20____ in _____ by and between:

The **Linao National High School-Senior High School**, with School Identification Number **300670** a public high school, with principal address at **Macababbad St., Linao North, Tuguegarao City**, represented in this Agreement by its **OIC-Principal , Redemptor T. Lauigan, PhD** Filipino, of legal age, and hereinafter referred to as the **SCHOOL**;

-and-

The **Municipality of Tuguegarao City** the Republic of the Philippines, with principal address at **Carig Sur Tuguegarao City**, represented in this agreement by its **Mayor, Hon. Maila Rosario S. Ting-Que** Filipino, of legal age, hereinafter referred to as the **"LGU"**,

WITNESSETH:

WHEREAS, the Department of Education of the Philippines, hereinafter referred to as "DepEd", is the primary government instrumentality mandated to formulate, implement, and coordinate policies, plans, programs and projects in the areas of formal and non-formal basic education; supervise all elementary and secondary education institutions, including alternative learning systems, both public and private; and provide for the establishment and maintenance of a complete, adequate, and integrated system of basic education relevant to the goals of national development;

WHEREAS, the DepEd has introduced the K to 12 basic education reform program that includes Senior High School, hereinafter referred to as "SHS", with the major objective of ensuring that graduates of basic education are ready for employment, entrepreneurship and higher learning;

WHEREAS, the SHS curriculum can be customized at the local levels to take into consideration the needs of local industries and the labor market;

WHEREAS, DepEd believes that for the effective delivery of SHS instruction, there is a need for school-industry partnerships that will provide the school the necessary expertise and venue for practical, on-the-job, enterprise-based training for SHS learners;

WHEREAS, DepEd will start full implementation of SHS in School Year 2016-2017;

WHEREAS, the SCHOOL is among those that will offer SHS to students in the community to carry out DepEd's objectives for SHS as spelled out above;

WHEREAS, to achieve this objective, the SCHOOL needs to enter into a Work Immersion Partnership with the LGU;

WHEREAS, the LGU operates in the area where the School is located and has offices, facilities, project sites, and expertise that it can make available to the School for purposes of student work immersion;

WHEREAS, the LGU considers going into a work immersion partnership with the School as part of its mission to create a positive impact on the community, especially the young people;

WHEREAS, the LGU institutionalization and implementation of the K to 12 program is among the priority programs of the Government for promoting inclusive growth;

WHEREAS, the LGU encouraged to fully support the successful implementation of the K to 12 program of the Department of Education as stated in Paragraph 4, Section 2 of the Republic Act 9155 or "Governance of Basic Education Act of 2001",

WHEREAS, the LGU recognizes the need for a work immersion environment that is safe for the students and teachers, and conducive to learning, and has the capability to provide these;

WHEREAS, the SCHOOL and the LGU, hereinafter collectively referred to as "the PARTIES", undertake to collaborate toward the successful implementation of the SHS in Tuguegarao City cognizant of the need for special protection of the child and with the best interest of the SHS learner at heart;

NOW, THEREFORE, for and in consideration of the foregoing premises, the PARTIES hereby agree as follows:


DESCRIPTION OF THE WORK IMMERSION PROGRAM

With the passage of the Enhanced Basic Education Act of 2013 or Republic Act 10533, the DepEd was tasked to implement the K to 12 Program, essentially adding two (2) years of specialization within the Basic Educational System;

DepEd designed the implementation of RA 10533 within the framework of increased community involvement in the learner's experience;

With this premise, the DepEd, offers venues for various stakeholders to participate in the implementation of RA 10533 and, the same offer, accepted by the PARTIES herein;

The Work Immersion Program is one of the course requirements for graduation. A SHS student has to undergo work immersion in a business organization or establishment with work requirements related to the specialization. Through work immersion, the students are exposed to and are familiarized with the work-related environment related to their field of specialization. Specifically, the students are able to:

- 
1. Appreciate the importance and application of the principles and theories learned in school.
 2. Enhance their technical knowledge and skills.
 3. Enrich their skills in communications and human relations.
 4. Develop good work habits, attitudes, appreciation and respect for work.

I. OBJECTIVES OF THE WORK IMMERSION PARTNERSHIP

The Work Immersion Partnership has the following objectives:

1. To supplement the formal curriculum of the SHS program with special inputs coming from the LGU experts and practitioners in order to make the SHS program aligned and consistent with work standards;
2. To develop in the students of the SHS program the knowledge and skills that are relevant to the needs of the job market in the area
3. To provide SHS students relevant learning experiences by giving them exposure to the actual workplace setting.
4. To form Work Immersion Partnership between the SCHOOL and the LGU, allowing the students, faculty, and staff of the schools concerned the use of and access to the LGU workplace and equipment as part of their Work Immersion Program.

H. RESPONSIBILITIES OF THE PARTIES

A. Joint Responsibilities

Both the SCHOOL and the LGU shall:

1. Create a joint working group that will prepare the action plan to operationalize the partnership.
2. Form a joint steering committee to monitor the progress of the partnership and to make sure that the provisions of this Memorandum of Agreement (MOA) are met.
3. Adhere to all laws, memorandums, and circulars especially those pertaining to child protection as provided for in the Guidelines for Work Immersion (Guidelines).
4. Develop the students' Work Immersion module specifying goals and objectives, desired outcomes of the program and how these outcomes will be achieved, also noting the specific knowledge, skills, attitudes and competencies that the student should acquire after completing the program. (See Annex A and Annex C of the Guidelines)
5. Develop a Work Immersion Daily Schedule of Activities that will be followed by the students during the whole duration of the Work Immersion Program in the LGU. (See Annex C of the Guidelines.)
6. Formulate local school work immersion policies and guidelines on selection, placement, monitoring, and assessment of students (immersion participants), in order to ensure that each student is assigned to an immersion partner matched to his/her desired track, qualifications and aptitude.

B. Responsibilities of the SCHOOL

The SCHOOL, shall:

1. Identify and indicate the SHS track/s, strand/s, and/or specialization/s which will be the subject of the partnership.
2. Make the needed adjustments to contextualize the SHS subjects based on inputs coming from the LGU.
3. Designate a person in charge of coordinating with the LGU and supervising the activities of the students for the duration of the Work Immersion Program.
4. Provide insurance coverage for learners during the work immersion program.
5. Continue to exercise its Special Parental Authority under the Family Code over the Senior High School student under immersion in the premises of the partner.
6. 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.
7. Provide the LGU an evaluation tool for the students' immersion performance.
8. Issue a final grade to the student upon completion of the requirements within a prescribed period.
9. Ensure that the student will adhere to the non-disclosure policies of the Municipality/City/Province as agreed to by the SCHOOL.
10. Provide signed Consent forms from the parents as applicable.

11. Provide the LGU a Certificate of Participation in the SHS program for whatever purpose it may serve.

12. Execute a deed of acceptance as a way of recognizing and acknowledging the donation/s received from the LGU.

C. The LGU shall:

1. Assign a competent Immersion Coordinator from the LGU to liaise with the School and supervise the students without prejudice to the special parental authority of the school, its administrators and teachers for the duration of the Work Immersion program so as to ensure efficient implementation of all stages of the program.

2. Provide inputs into the curriculum through the discussions or workshops that DepEd will organize.

3. Lend its expertise by making available its resident resource persons to provide training to the students.

4. Allow the students to be deployed to the different sections/departments/project sites of the LGU based on the Work Immersion Daily Schedule of Activities.

5. Agree to the required number of hours of the immersion program set under the DepEd SHS curriculum. (See Annex A of the Guidelines)

6. Provide immersion opportunities for **89 students** for School Year 2024-2025.

7. Provide students with an orientation about the LGU, its line of business, and the work its employees do, and expose them to the various stakeholders of the community in which the LGU operates for the students to get a holistic understanding of its business.

8. Similarly ensure that students undergo training related to their course, and provide the students with work or activities based on the activities listed in the prescribed template for the Immersion Program of Activities (Annex C of the Guidelines).

9. Make its workplace and facilities available to students, and shall similarly take all necessary action to ensure the safety of students within their areas of operation at all times, which shall include, but shall not be limited to, the provision for Personal Protective Equipment (PPE's), if applicable. Ensure that the students will not be exposed to hazardous materials and working environment throughout the duration of the immersion.

10. Evaluate students' performance in the immersion venue by accomplishing provided evaluation tool.

11. Issue a Certificate of Completion to the student trainees upon satisfactory compliance with all requirements of the program.

12. Execute a deed of donation in favor of DepEd for the completed Work Immersion Partnership.

III. EFFECTIVITY

This agreement shall hold for the duration of the 2018-2019 Academic School Year and is renewable every year. The LGU and the SCHOOL shall submit their intention for renewal of this agreement through formal notice within thirty (30) days before the expiration of this Agreement.

The LGU and the SCHOOL reserve their respective rights to terminate their participation in the agreement through formal written notice within thirty (30) days before the effectivity of the termination. Both parties shall turnover all deliverables agreed thereto in their Work Immersion Program. Termination shall be subject to the mutual agreement between the parties.

A material breach of the Work Immersion Guidelines and/or this MOA shall constitute a ground for termination of the MOA, in whole or in part, by the aggrieved party, without prejudice to other legal remedies.

IV. LIABILITY

The school, its administrator and teachers exercising authority and supervision over the Senior High School Student undergoing immersion in the premises of the partner may be held accountable for the student's acts.

Each party shall answer for losses and damages arising from any accident, act, or omission directly attributable to its fault or negligence, which may cause death or bodily injury to any persons, or loss or damage to property, by or on account of the performance of the respective obligations by the parties pursuant to this Agreement. Such responsibility shall continue to remain that of the responsible party's even after the termination of this agreement, if such losses and damages were incurred during the effectivity of this agreement.

DepEd shall not be liable for opportunity losses of the LGU during the duration and after the termination of this agreement.

V. NON-DISCLOSURE PROVISION

It is expressly understood by DepEd and the students that all information on technology, manufacturing process, process standards, quality assurance methodologies, quality standards, production capabilities, raw material purchasing, marketing, finance, and all other related documents, manuals, operational and technical matters that the LGU shall make available to them shall be used for the sole purpose of student training. All of these matters are classified as confidential in nature and proprietary to the LGU and thereby each student hereby undertakes to prevent transfer of such information by any of its members to any party outside of the LGU.

VI. OWNERSHIP OF OUTPUT AND INTELLECTUAL PROPERTY

Intellectual properties developed by the student as part of his or her regular Work Immersion duties in the Company and their corresponding copyrights and/or patents shall belong to the COMPANY.

Intellectual properties developed by the student outside of his or her regular work immersion duties in the LGU and their corresponding copyrights and/or patents shall belong to the student, even if the student used the time, facilities, materials of the LGU, unless otherwise stipulated in a separate agreement between the student and his or her parent or guardian and the LGU.

The above provision shall apply in proportion to the intellectual properties developed by the student in case intellectual property is jointly developed by the student with employee or personnel of the LGU, unless otherwise stipulated in a separate agreement between the student and his or her parent or guardian and the LGU.

VII. OTHER PROVISIONS

It is expressly understood by the PARTIES that the LGU is not obliged to pay wage or salary since there is no employer-employee relationship that exists. However, the LGU is not precluded from providing the student with any monetary or financial assistance in the form of transportation fee, food allowance, etc.

In determining the existence of an employer-employee relationship, the following elements are considered: (1) the power to hire; (2) the payment of wages; (3) the power to dismiss, and (4) the

power to control the employee's conduct, with the control test generally assuming primacy in the overall consideration.

No employer-employee relationship exists between the student and the partner in work immersion if all the following criteria are met:

1. The training, even though it includes actual operation of the employer's facilities, is similar to training provided in an educational program;
2. The training is for the benefit of the student;
3. The student does not displace regular employees, and works under close supervision;
4. The students are not entitled to a job at the conclusion of the training period and are free to take jobs elsewhere in the same field;
5. Any clinical training is performed under the supervision and direction of people who are knowledgeable and experienced in the activity;
6. The training is general, and qualifies the student to work in any similar business. It is not designed specifically for a job with the employer that offers the program;
7. The screening process for the immersion program is not the same as for employment, and does not appear to be for that purpose. The screening only uses criteria relevant for admission to an independent educational program;
8. Advertisements, posting, or solicitations for the program clearly discuss education or training, rather than employment, although employers may indicate that qualified graduates may be considered for employment.

FOR THE SCHOOL:


REDEMPTOR T. LAUIGAN, PhD
OIC- Principal

FOR THE PARTNER AGENCY:

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

WITNESSED BY:


ERICH D. BATTUNG
Work Immersion Teacher

APPROVED BY:

GILBERT N. TONG, PhD., CEO VI, CESO V
Schools Division Superintendent
Office of the Schools Division Superintendent