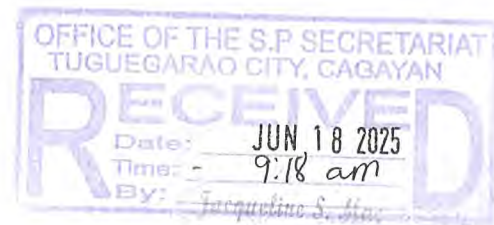




BAGONG PILIPINAS

Republic of the Philippines
Province of Cagayan
TUGUEGARAO CITY

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



OFFICE OF THE CITY MAYOR

17 June 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 University of Saint Louis Tuguegarao relative to the work immersion of the latter's Grade 12 Science Technology Engineering and Mathematics Health (STEM H) and Grade 12 Science Technology Engineering and Mathematics Non- Health (STEM NH) students, for your information and appropriate action.

Thank you!

In the name of public service,


MAILA ROSARIO S. TING-QUE
City Mayor

Copy furnished:

- ☐ LYDO
- ☐ TCPGH
- ☐ University of Saint Louis Tuguegarao



June 13, 2025

HON. MAILA ROSARIO S. TING-QUE

City Mayor
Tuguegarao City

Ma'am:

Peaceful greetings!

OFFICE OF THE CITY MAYOR
JUN 17 2025
Time: 9:15 AM
By: *DEM*

Our University 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 University 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 diverse ways depending on the purposes and needs of learners. USL, a Catholic institution, complies 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.

USL 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 Senior High School considers the **Tuguegarao City People's General Hospital and City Hall Office** as its partner department/office 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.

The Work Immersion of the **SHS STEM Health Batch 1** and **STEM Non-Health** students is proposed to start on August 11-22, for Batch 1, August 25- September 5, for Batch 2, September 8-19, for Batch 3 and September 22- October 3 for Batch 4 while **SHS STEM Health Batch 2** students will start on January 12-23, for batch 1, January 26- February 6, for batch 2, February 9-20, for batch 3 and February 23-March 6, for batch 4 and they should render 80 hours of exposure/training on your company.

Attached herewith are the pertinent documents for your perusal. For any query regarding the said request, please contact the Immersion Head, Ms. Jeremae V. Sagario, through 09687569489. ✓

We look forward to partnering with you in providing relevant work experiences leading to their preferred college course.

Respectfully yours,

Jeremae V. Sagario
JEREMAE V. SAGARIO, MST
Immersion Area Head

Noted by:

Emily T. Mabborang
EMILY T. MABBORANG, Ph.D.
Principal

Luisa B. Aquino
LUISA B. AQUINO, Ed.D.
Vice President for Academics

CONFIRMATION SLIP

Date: _____

Dear: _____

This is to confirm our partnership as regards the off- campus work immersion of the Grade 12 students.

I carefully reviewed the documents you sent me and based on the given number of students and time duration; we may accommodate the following:

Student College Course Preference	Supervisor-in-charge	Number of students to be accommodated per batch
Bachelor of Science in Nursing		
Bachelor of Science in Medical Technology		
Bachelor of Science in Radiologic Technology		
Bachelor of Science in Nutrition and Dietetics		
Bachelor of Science in Dentistry		
Bachelor of Science in Architecture		
Bachelor of Science in Civil Engineering		
Bachelor of Science in Computer Engineering		
Bachelor of Science in Electrical Engineering		
Bachelor of Science in Interior Design		
Bachelor of Science in Geodetic Engineering		
Bachelor of Science in Mechanical Engineering		
Bachelor of Science in Information Technology		

(Note: You may attach other files if needed)

If you have questions, please contact _____ directly through _____.

Thank you and God bless!

Sincerely yours,

Please return this confirmation slip (photo) on or before June 30, 2025, via email, jsagario@usl.edu.ph or messenger, Jeremae Sagario.

MEMORANDUM OF AGREEMENT

KNOW ALL MEN BY THESE PRESENTS:

This agreement is made and entered by and between:

UNIVERSITY OF SAINT LOUIS TUGUEGARAO, a non-stock, non-profit Catholic, Higher Educational Institution organized under and by virtue of the laws of the Republic of the Philippines authorized to do business at Mabini St., Tuguegarao City, Cagayan, represented herein by its **President, REV. FR. MACWAYNE N. MANIWANG, CICM, PhD**. Hereinafter referred to as the **“FIRST PARTY”**.

-and-

TUGUEGARAO CITY GOVERNMENT and TUGUEGARAO CITY PEOPLE'S GENERAL HOSPITAL, with the official address at Tuguegarao City, represented in this agreement by **HON. MAILA ROSARIO S. TING-QUE**, City Mayor, herein after referred to as the **SECOND PARTY**:

WITNESSETH- That

WHEREAS, USL envisions an integral human formation of the youth who will become mature Christians and active members of the Church. 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 church and the world;

WHEREAS, USL has requested for a work immersion training of # Grade 12 Science Technology Engineering and Mathematics Health (STEM H), # Grade 12 Science Technology Engineering and Mathematics Non- Health (STEM NH) students;

No.	Name of Student	Section	College Course Preference
BATCH 1			
1			
2			
3			
4			
5			
BATCH 2			
1			
2			
3			
4			
5			
BATCH 3			
1			
2			
3			
4			
5			
BATCH 4			
1			
2			
3			
4			
5			

WHEREAS, TUGUEGARAO CITY GOVERNMENT and TUGUEGARAO CITY PEOPLE'S GENERAL HOSPITAL has granted the request of the work immersion of the 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 80 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:

I. Responsibilities of the FIRST PARTY:

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 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' 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 Appreciation in the SHS immersion program in acknowledgment to their support and active participation.
7. ensure that on-boarding session before the deployment is conducted.

II. Responsibilities of the SECOND PARTY

That the **SECOND PARTY** shall:

1. conduct an orientation on the company's rules, policies and guidelines regarding 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 immersion adviser, of any problem regarding the student-trainee.
5. notify the school, through the immersion teacher, of any move to terminate, due to reasonable cause, the training of any student.
6. ensure that all provisions of this MOA are duly implemented.
7. provide safe working condition/environment for the student.
8. assist trainee in solving problems or issues that may arise in the course of the OJT Program;
9. adhere to all laws, memorandums, and circulars, especially those about child protection as provided for in the guidelines for immersion.
10. notify the school through the Immersion Area Coordinator and/or Immersion Teacher for any field work that may be required of the student and hence require the student a separate Parental Consent for this purpose.

III. Responsibilities of the Student-Trainee



PAASCU
Accredited



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 immersion 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 eighty (80) hours of immersion as prescribed in the curriculum.

IV. Responsibilities of Both Parties

Both the USL-SHS and TUGUEGARAO CITY GOVERNMENT and TUGUEGARAO CITY PEOPLE'S GENERAL HOSPITAL shall:

1. monitor the progress of the partnership and make sure that provisions of this Memorandum of Agreement (MOA) are met through the joint steering committee.
2. coordinate with each other through the immersion teacher concerned, in the discharge of their respective functions by holding regular consultations.

V. Effectivity of the Agreement:

With the concurrence of both parties, this contract is valid during the training period of the students on **January 13-24, for Batch 1, January 27- February 7, for Batch 2, February 17-28, for Batch 3 and March 3-14 for Batch 4 or upon reaching the prescribed number of work immersion hours, whichever will come first.**

VI. Termination of the Agreement

The parties may terminate this agreement for valid reasons provided an advance notice of three (3) working days shall be made to the other party.

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

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

REV. FR. MACWAYNE N. MANIWANG, CICM, Ph.D.
University President
University of Saint Louis Tuguegarao



PAASCU
Accredited





BASIC EDUCATION SCHOOL

Mabini Street, Tuguegarao City 3500,
Cagayan, Philippines
Tel: (078) 844-1822 loc. 507
www.usl.edu.ph

Witnesses:

Tuguegarao City People's General Hospital

EMILY T. MABBORANG, Ph. D.

Assistant Vice President for Basic Education/Principal
University of Saint Louis Tuguegarao



ACKNOWLEDGMENT

REPUBLIC OF THE PHILIPPINES }
CITY OF TUGUEGARAO } S.S.
PROVINCE OF CAGAYAN }

BEFORE ME, a Notary Public, for and in the City of Tuguegarao City, Province of Cagayan, this ____ day of ____ 2024, personally appeared the following:

Name	CTC Nos.	Date Issued/Expiry Date	Place Issued
REV. FR. MACWAYNE N. MANIWANG, CICM, Ph.D	Driver's License K-07-06-000884	2032/11/11	
HON. MAILA ROSARIO S. TING-QUE			

Known to me to be the same person who executed the memorandum of agreement on SENIOR HIGH SCHOOL STUDENTS' IMMERSION, and they acknowledged to me that the same is their act and voluntary deed as well as that of the corporations/agencies they respectively represent.

This instrument consisting of four (4) pages, including the page in which this acknowledgment is written has been signed by the parties and their witnesses on each and every page of the left portion hereof.

WITNESS MY HAND AND OFFICIAL SEAL, on this ____ day of September 2024 in Tuguegarao City.

NOTARY PUBLIC

Doc. No.: _____
Page No.: _____
Book No.: _____
Series of 2024