



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



January 31, 2024

HON. BIENVENIDO C. DE GUZMAN II
 City Vice Mayor
 Tuguegarao City Government
 Carig Sur, Tuguegarao City, Cagayan Valley 3500



Sir:

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. Jonh Mark Tuliao | 3. Sarah Dane Abalos |
| 2. Vincent Pagador | 4. Erika Foye Furigay |

We respectfully seek your esteemed office's consideration in providing practical experience opportunities for the aforementioned student within your office. 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, MA - 0917 77 57 818
 OJT Teacher-in-Charge
 Director, Domestic and International Partnership

Noted by:


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

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 VICE 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;

4. May undergo psychological examination to be administered by the Campus Guidance Office;
5. During actual working hours, students must wear appropriate attire (smart casual attire);
6. Sign an entry to and departure from the post using any online platforms provided by the HTE which shall be transferred later on the Daily Time Record (in triplicate copies), noted by the supervisor and the head of the HTE. This shall be submitted at the end of the Internship Program to the Internship Faculty-in-Charge;
7. Accomplish the Daily OJT Journal to be consolidated and submitted to the Internship Faculty-in-Charge regularly (weekly) printed;
8. Render a total of two hundred (200) practicum hours in assigned HTEs Internship.
9. Report to the Internship Faculty-In-Charge after completion of the required practicum hours for the submission of all the requirements abovementioned for the deployment;
10. Present and submit to the Faculty-In-Charge the consolidated Internship Report that should contain narrative reports, DTR, sample works, Supervisor's Evaluation and Evidence of Competencies;
11. The student-trainees shall also submit a hard copy of their Internship Report/Portfolio to the office of the Faculty-in-charge; and
12. Abide by the HTE's and University's rules and regulations.

The Host Training Establishment (HTE) shall:

1. Accommodate AB Political Science students for the face to face On-the-Job Training and assign them work and activities;
2. Co-implement the internship plan in partnership with the university/campus;
3. Provide a Focal Person responsible for the implementation of all phases of the internship;
4. Provide orientation lecture for the student trainees before they formally start with the Internship Program;
5. Immediately inform the school, through the Faculty-In- Charge, of any concerns related to schedule or problems encountered with the trainees.
6. Evaluate the performance of the students during the period of the Internship Program using the form/tool to be provided by the College;
7. Check the Online Daily Time Record (DTR) filled – up by the student Trainee to be submitted at the end of the OJT Program;
8. Provide opportunities for the students to acquire first-hand knowledge and experience on office situations and routines, specifically on technical-related works (e.g. research and communications skills, enhance civic engagement skills, develop or enhance professional skills and knowledge of workplace procedures, develop networking contacts with professionals in public policy fields, and develop teamwork and leadership skills) ;
9. Provide students with office facilities and supplies to perform the assigned task and expose them to proper utilization of the same to enhance efficiency and effectiveness;

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
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REPLY SLIP

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

Head of Office: **HON. BIENVENIDO C. DE GUZMAN II**
(Signature Over Printed Name)

Name of Office: Office of the City Vice Mayor

Date:



VISION
CSU is a University with global stature in the arts, culture, agriculture and fisheries, 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: <http://www.cagayanstate.edu.ph>
Email Address: csu@csu.edu.ph
www.cagayanstate.edu.ph
Telephone No.: 078-395-2782

