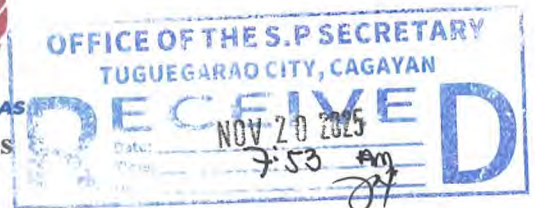




Republic of the Philippines
Province of Cagayan
TUGUEGARAO CITY



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

OFFICE OF THE CITY MAYOR

19 November 2025

THE HONORABLE MEMBERS

Sangguniang Panlungsod
This City

Thru: HON. ROSAURO RODRIGO G. RESUELLO
Vice Mayor and Presiding Officer

Dear *Honorable Members of the Sanggunian*:

Herewith is the Memorandum of Agreement between the Tuguegarao City Government and St. Paul University Philippines relative to the On-the- Job Training of the latter's Bachelor of Science in Psychology students, for your information and appropriate action.

Thank you!

In the name of public service,

MAILA ROSARIO S. TING-QUE
City Mayor

For and by authority of the City Mayor:


JUANITO A. CALUBAQUIB
City Administrator
OIC

Copy furnished:

- SPUP
- LYDO
- HRMO





St. Paul University Philippines
Tuguegarao City, Cagayan Valley 3500



School of Arts, Sciences and Teacher Education
Bachelor of Science in Psychology

19 November 2025

HON. MAILA ROSARIO S. TING-QUE
City Mayor of Tuguegarao
Carig Sur, Tuguegarao City, Cagayan

OFFICE OF THE CITY MAYOR

RECEIVED

Date: NOV 19 2025
Time: 9:40 AM
By: [Signature]

Thru:

MR. DOMINIC BAGGAYAN
LYDO IV

Dear Mayor Ting-Que:

Paulinian Greetings!

With the desire of the of the Psychology Program under the School of Arts, Sciences and Teacher Education (SASTE) of St. Paul University Philippines, Tuguegarao City, Cagayan to ensure holistic development through quality learning experience of our students, we have chosen the **City Human Resource Management Office** as partner in producing competent and knowledgeable students. The **Bachelor of Science in Psychology** will have their on-the-job training as part of their Practicum 1 (School/Industrial Setting) this Second Semester, A.Y. 2025-2026. This will help them enhance their skills in:


- assessing employee performance, conduct psychological assessments, and evaluate job candidates for fit within the organization;
- designing and delivering training programs to enhance employee skills and performance;
- analyzing HR data, such as employee surveys, to identify trends and make recommendations for organizational improvements;
- conducting interviews both for hiring and recruitment procedures; and
- developing deeper understanding of how individual and group behavior impacts organizational dynamics, productivity and culture.

In this regard, may we ask your kindness to accommodate our Psychology student-interns in the human resource office? We plan to have their practicum on **February 3 to May 5, 2026, every Tuesday and Friday from 8:00 AM to 5:00 PM completing 80 hours of internship each student.**

Please see attached list of students, proposed schedule and the Memorandum of Agreement (MOA) for your review and approval. For any inquiries or clarifications, you may contact us at 0975-130-9203 or 0919-098-1946, or email us at jaddatu@spup.edu.ph and jclasam@spup.edu.ph

We anticipate your support with such activities for the students' holistic development. Thank you so much and may God bless you always.


Respectfully yours,


JAMI ROSE V. ADDATU
Academic Team Leader, Psychology

Noted by:


JEANE CLAIRE L. LASAM, RPsy
Program Coordinator, Psychology


EVELYN ELIZABETH L. PACQUING, Ph.D.
Dean, SASTE


AGRIPINA B. MARIBBAY, Ph.D.
Vice President for Academics



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Proposed Schedule for Practicum 1
City Human Resource Management Office

BATCH 1

Dates: **February 3, 6, 10, 13, 20, 24, 27; March 3, 6, 17**

Days and Time: **Tuesday & Friday (8:00-5:00)**

Names:

1. Danerick D. Baligod

2. Michaela F. Paddayuman

BATCH 2

Dates: **March 24, 27, 31; April 7, 10, 14, 17, 21, 24; May 5**

Days and Time: **Tuesday & Friday (8:00-5:00)**

Names:

1. Coleen Ysabelle E. Biscaro

2. Merry Leticia R. Carabbaccan



MEMORANDUM OF AGREEMENT

KNOW ALL MEN BY THESE PRESENT:

This **MEMORANDUM OF AGREEMENT**, is made and entered into by and between:

The **ST. PAUL UNIVERSITY PHILIPPINES** at **TUGUEGARAO CITY, CAGAYAN, SCHOOL OF ARTS, SCIENCES, AND TEACHER EDUCATION – PSYCHOLOGY PROGRAM** with office address at Mabini St., Tuguegarao City, 3500 Cagayan, Philippines represented herein by its University President, **SISTER MERCEDITAS O. ANG, SPC** herein referred to as the **FIRST PARTY**

-and-

The **LOCAL GOVERNMENT UNIT (LGU) OF TUGUEGARAO** with office address at Carig Sur, Tuguegarao City, Cagayan represented by City Mayor, **HON. MAILA ROSARIO S. TING-QUE** herein referred to as the **SECOND PARTY**;

WITNESSETH:

WHEREAS, the SPUP at Tuguegarao City- School of Arts, Sciences and Teacher Education offering Bachelor of Science in Psychology which is designed to train students to demonstrate a comprehensive understanding of the methods of inquiry and how these methods are used to interpret knowledge in their own field;

WHEREAS, the SPUP realizes and develops quality catholic education as part of the university's vision, mission, and goals.

WHEREAS, to achieve the goals of the program, the SPUP BS PSYCHOLOGY designed its program curriculum in such a way that students are given the chance to immerse in government agencies/private agencies to experience and observe the application of concepts, theories and principles related to psychology;

WHEREAS, in pursuance to the program goals, PRACTICUM 1 is offered as a 6-unit subject to junior BS PSYCHOLOGY students, every second semester of an academic year.

WHEREAS, through PRACTICUM 1 the junior BS PSYCHOLOGY students are required to undergo the required hours set by the university;

WHEREAS, to realize the PRACTICUM goals, a strong partnership between SPUP-BS PSYCHOLOGY and its Cooperating agencies such LGU-TUGUEGARAO is imperative;

NOW THEREFORE, in consideration of the aforementioned premises, the SPUP- BS PSYCHOLOGY and LGU-TUGUEGARAO hereby mutually agree and bind themselves to the following conditions:

A. Responsibilities of SPUP- PSYCHOLOGY PROGRAM

The SPUP shall:

1. evaluate academic records of the Practicum students as basis for deployment to LGU TUGUEGARAO specifically at the City Human Resource Management Office (CHRMO);
2. coordinate with the head of the LGU-TUGUEGARAO (CHRMO) for the deployment and proper monitoring of the Practicum students;



3. conduct orientation seminar on OJT policies and guidelines before the actual immersion of practicum students;
4. assign faculty to serve as practicum 1 advisers with teaching equivalent of 6 units to monitor the Practicum students deployed in LGU-TUGUEGARAO CHRMO to assure the progress report and thresh out problems encountered by the students;
5. require and collect from Practicum students, before their actual deployment to the LGU-TUGUEGARAO CHRMO, a duly accomplished parent's waiver on any responsibility of the SPUP and the LGU-TUGUEGARAO CIIRMO for any incident caused by circumstances beyond control in the performance of functions of the Practicum students while in their OJT;
6. monitor through the Practicum 1 advisers the proper execution of the following by the Practicum students;
 - a. Execution of the Student Work plan designed to be completed by the on-the-job trainees for the whole duration of the Practicum 1;
 - b. Observance of rules and regulations of the LGU-TUGUEGARAO CHRMO;
 - c. Observance of Practicum dress code and wearing of school ID while on OJT;
 - d. Use of Daily Time Record (triplicate) properly signed by the LGU-TUGUEGARAO CHRMO;
 - e. Preparation and submission of weekly reflection paper on their experiences and insights while in the OJT and Narrative Report after the Practicum;
7. provide the LGU-TUGUEGARAO CHRMO evaluation tool for the students' OJT performance;
8. collect all performance ratings of the Practicum students from LGU-TUGUEGARAO CHRMO;
9. issue a final grade to the student upon the completion of the requirement after the prescribed period;
10. conduct exit conference with the LGU-TUGUEGARAO CHRMO on an agreed schedule within the last week of Practicum 1.

B. Responsibilities of LGU-TUGUEGARAO CHRMO

The LGU-TUGUEGARAO CHRMO shall:

1. provide the Practicum students an orientation regarding the thrusts, directions and policies of LGU-TUGUEGARAO CHRMO, their Cooperating Supervisors/Representatives and their job assignments before the students formally start their OJT;
2. provides opportunity for students to acquire first-hand knowledge and experiences on the office situation and routines;



3. provides students the use of office facilities and supplies in the performance of the assigned tasks and expose them to proper utilization of the same to enhance efficiency and effectiveness;
4. provides specific work assignment among students as a basis of formulating work plans to be completed by the on-the-job trainees for the whole duration of Practicum in any of the following areas: research, policy formulation, psychological assessments, training programs, administrative activities and records/ files management;
5. agree to the required number of hours of the OJT set by the SPUP.
6. allow Practicum students the use of office facilities and supplies in the performance of the assigned tasks and expose them to proper utilization of the same to enhance efficiency and effectiveness;
7. check and approve the individual weekly report of activities conducted in the office by the Practicum student;
8. evaluate the performance of the Practicum students during the period of the OJT by accomplishing the evaluation tool;
9. issue a Certificate of Completion to the Practicum students upon satisfactory compliance with all requirements of the program.
10. inform immediately the SPUP through Mobile Numbers 0975-130-9203/ 0919-098-1946 of any problem encountered with the Practicum students.

C. Mutuality

The SPUP-PSYCHOLOGY and LGU-TUGUEGARAO CHRMO hereby submit and commit themselves to this Agreement and shall perform or discharge other function consistent thereof.

D. Amendment

This Agreement may be amended upon mutual consent of the contracting parties herein.

E. Effectivity

This Agreement shall take effect on _____ unless otherwise terminated or extended upon mutual consent by both contracting parties.

IN WITNESS WHEREOF, the parties have hereunto signed this agreement at Tuguegarao City, Cagayan this _____ day of _____ 2025.



St. Paul University Philippines
Tuguegarao City, Cagayan Valley 3500



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Bachelor of Science in Psychology

FOR THE SPUP:

SR. MERCEDITAS O. ANG, SPC
University President

FOR THE LGU- TUGUEGARAO

HON. MAILA ROSARIO S. TING-QUE
City Mayor

WITNESSES:

JEANE CLAIRE L. LASAM, RPsy
Program Coordinator, Psychology

DOMINIC BAGGAYAN
LYDO IV

EVELYN ELIZABETH L. PACQUING, Ph.D.
Dean, SASTE



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ACKNOWLEDGEMENT

REPUBLIC OF THE PHILIPPINES)
TUGUEGARAO CITY, CAGAYAN) S S.

On this _____ day of _____, 20____ personally appeared to me, a Notary Public in _____, the following persons:

Name	Competent Evidence of Identity	Date/Place Issued
_____	_____	_____
_____	_____	_____

Known to me and known to be the same person who executed the foregoing instrument and they acknowledge to me that the same is their free act and voluntary deed and that of the institutions that they respectively represent.

This memorandum of agreement, consisting of _____ pages, including this page on which acknowledgement is written, has been signed on each and every page by the parties and their witnesses.

WITNESS MY HAND AND NOTARIAL SEAL ON _____.

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