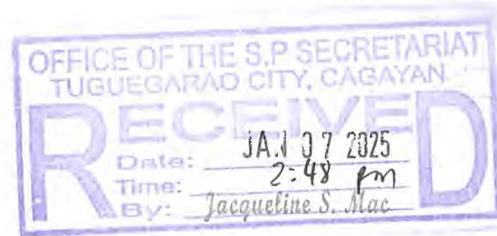




Republic of the Philippines
Province of Cagayan
TUGUEGARAO CITY

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



OFFICE OF THE CITY MAYOR

07 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 between the Tuguegarao City Government and the Cagayan National High School relative to the Work Immersion Program for the latter's Senior High School students under the Science, Technology, Engineering, and Mathematics (STEM) strand.

For your information and appropriate action.

Thank you!

In the name of public service,

MAILA ROSARIO S. TING-QUE
City Mayor

Copy furnished:

- Cagayan National High School
- LYDO

06 January 2025





Republic of the Philippines
Department of Education
REGION II – CAGAYAN VALLEY
SCHOOLS DIVISION OF TUGUEGARAO CITY
CAGAYAN NATIONAL HIGH SCHOOL-SENIOR HIGH SCHOOL

October 21, 2024

HON. MAILA ROSARIO TING-QUE
City Mayor
City Government Office
Regional Center, Carig Sur, Tuguegarao City

OFFICE OF THE CITY MAYOR
MAILED
Date: JAN 07 2025
Time: 1:25 PM
SV: [Signature]

Ma'am:

Greetings of Peace!

In compliance to DepEd Order No.30, s 2017 otherwise known as Guidelines for Work Immersion, the Cagayan National High School-Senior High will be deploying our Grade 12- Science, Technology, Engineering and Mathematics (STEM Strand) Senior High School students for their Work Immersion this SY 2024-2025 as part of their curriculum requirement. Our expected date of deployment will be on January 2025 where the students are required to finish 80 hours.

Relative to this, we have identified your company to be one of our linkage partners. We are, therefore, very glad to know if you can accommodate us for this endeavor.

We are very optimistic that our student – trainees to be assigned in your office shall acquire the necessary competencies that would make them productive and efficient professionals in the future.

We hope to hear from you the soonest possible time so that we can present this engagement to our administrators. Please contact us with this number 09261476730 and or with this email marly.canapi@deped.gov.ph.

Thank you very much and we hope to have a good partnership with you.

Very truly yours,

[Signature]
MARLY I. CANAPI
STEM 12, Focal Person

Noted:
[Signature]
AILEEN C. IBANEZ
Assistant Principal II

Approved:
[Signature]
GRACET MACABABBAD
Secondary School Principal II

-----RETURN SLIP-----

- [] Name of Agency/ Company
[] The company needs _____ (number of student-trainees)
[] The Agency/ Company does not need any student-trainees in the meantime.

SIGNATURE OVER PRINTED NAME
Contact Number /Company Tel. No.



Address: Bagay Road, San Gabriel, Tuguegarao City, 3500
Telephone Nos.: (078) 844-1232; (078) 844-7768
Email Address: cnhs.tuguegarao@deped.gov.ph



Republic of the Philippines
Department of Education
REGION II – CAGAYAN VALLEY
SCHOOLS DIVISION OF TUGUEGARAO CITY
CAGAYAN NATIONAL HIGH SCHOOL-SENIOR HIGH

MEMORANDUM OF AGREEMENT

This Memorandum of Agreement is entered into this ____ DAY of _____, 2025 in Tuguegarao City by and between:

The CAGAYAN NATIONAL HIGH SCHOOL-SENIOR HIGH (School Identification Number 305873), a public high school with principal address at Bagay Road, San Gabriel, Tuguegarao City, represented herein by its Secondary School Principal, GRACE T. MACABABBAD, Filipino, of legal age, hereinafter referred to as the “SCHOOL”;

-and-

The CITY GOVERNMENT OFFICE, Republic of the Philippines, with principal address at Carig Sur, Tuguegarao City, Cagayan, represented herein by its City Mayor, HON. MAILA ROSARIO-TING QUE, Filipino, of legal age, hereinafter referred to as the “OFFICE”.

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, (DepEd Order No. 30, s 2017), the K to 12 Basic Education Program is to develop among learners the competencies, work ethics and values relevant to pursuing further education/and or joining the world of work. Work Immersion, a required subject has been incorporated into curriculum.

WHEREAS, the CAGAYAN NATIONAL HIGH SCHOOL-SENIOR HIGH is among those that will offer Senior High School Program to students in the community to carry out DepEd’s objectives for SHS as spelled out above;

WHEREAS, to achieve this objective, the CAGAYAN NATIONAL HIGH SCHOOL-SENIOR HIGH needs to enter into a Work Immersion Partnership with the CITY GOVERNMENT OFFICE.



Address: Regional Government Center, Carig Sur, Tuguegarao City, 3500
Telephone Nos.: (078) 304-3855; (078) 396-9728
Email Address: region2@deped.gov.ph
Website: region2.deped.gov.ph

WHEREAS, the CAGAYAN NATIONAL HIGH SCHOOL-SENIOR HIGH has requested for a work immersion training of (63) sixty – three Grade 12 Science, Technology, Engineering and Mathematics students.

Batch	Date	Preferred Course	Names	Number of Students
1	January 13-24,2025	CIVIL ENGINEERING	ABANA, BRYAN T. BIRUNG, ARVIN JOHN D. LABANG, JOSHUA MATT S. MARTINEZ, WARREN B.	7
		VETERINARY MEDICINE	BALANGUE, RHEANN MAE A. MEMAN, JAHNIN KAE G.	
		PEDIATRICS	ATTABAN, KRISTINA CASANDRA U.	
2	January 27-February 7, 2025	MEDICAL LABORATORY SCIENCE	BALORAN, MA. ANGELLI FRANCISCA E. DIMSON, CHLOE BRIELLE C. CATUBAG, AMIRH F. MARTINEZ, PRECIOUS MAE D. LITAN, REYMART A. DULIN, AURICH MAY R. CASTILLO, JUSTINE PAUL B. VILLENNA, RIAN JOSHUA B.	20
		PEDIATRICS	BALLAD, DENISSE GUITERING	
		NURSING	CALEBAG, ANGELA C. ILAGAN, ANGEL N. MOLINA, LAREN M. DAYUDAY, AELAIJAH VON AUREA A. CALLAO, JEMAICA MAE C. NARAG, JHUNREY R. TABORICO, KRIZANA LEI D. CARAG, KASSANDRA CHARIZ T.	
		LEGAL MANAGEMENT	FULIG, RIANNE MANUELA, RYAN PHILLIPE A.	
		RESPIRATORY THERAPY	RANCES, HANNA JHOY J.	
3	February 10-21, 2025	NURSING	GARDUQUE, JEN MIKAILA C. LLANTO, YELEXIE KHALYL T. LOPEZ, LHYRA JOY T. MELAD, LOUELLA THERESE D. TAGUINOD, MARIANNE FLOR E. TAPAOAN, LIAHONA ANDREA Z. GAVA, CRISSA MAE ANGELA Q.	13
		VETERINARY MEDICINE	MANDAC, JAMES S. VILLASPIR, JOHN PAUL A. LAMBINO, KARYLLE JOYCE S.	
		CIVIL ENGINEERING	LIQUIGAN, KRISHNA JILLIAN A. VIERNES, LOVELY DOLL C.	
		MASS COMMUNICATIO N	RODRIGUEZ, CHARLAINE JUSTINE A.	
4	February 24-March 7, 2025	ARCHITECTURE	CAMPOS, ARCHIE F. NIDUA, CHRISTIAN T. SUNGA, JAN IRAKENJI N. AGUISANDA, CELINE M. MALLILLIN, AIRAH NICOLE A.	23
		NURSING	ANTONIO, PRINCESS AVRIL R. CARAANG, VALERIE B. ESGUERRA, MARIA VISITACION S. LABANG, STEPHANY RYSHANE Q.	

			MATA, ERIKA JUSTINE A. MIGUEL, ANGEL JOY B. ACOBO, JONEL B. DE GUZMAN, IVAN GABRIEL S. DELA CRUZ, PRINCE KHENTA B. TAGAO, CARLO JAKE G. ROSETE, MA CONSOLACION C. SIBBALUCA, JESSICA A. TAMBAUAN, LORAINE B. TANGONAN, RHEA LIZA E. TOMAS, NICOLE A. QUILANG, SHANIA LORAINE J.	
		VETERINARY MEDICINE	ESTEBAN, XYLENE MARIE C. MAMAUAG, HANNA D.	
		TOTAL		63

WHEREAS, the CAGAYAN NATIONAL HIGH SCHOOL-SENIOR HIGH considers going into a work immersion partnership with the CITY GOVERNMENT OFFICE as part of its mission to create a positive impact on the community, especially the young people;

WHEREAS, the CAGAYAN NATIONAL HIGH SCHOOL-SENIOR HIGH 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 CAGAYAN NATIONAL HIGH SCHOOL-SENIOR HIGH and the CITY GOVERNMENT OFFICE hereinafter collectively referred to as “the PARTIES”, undertake to collaborate toward the successful implementation of the Work Immersion Program cognizant of the need for special protection of the child and with the best interest of the Senior High School learners at heart;

NOW, THEREFORE, for and in consideration of the foregoing premises, the PARTIES 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. supplement the formal curriculum of the Work Immersion Program with special inputs coming from the CITY GOVERNMENT OFFICE experts and practitioners in order to make the Work Immersion Program aligned and consistent with work standards;
2. develop in the students of the Work Immersion Program the knowledge and skills that are relevant to the needs of the job market in the area.
3. provide Senior High School students relevant learning experiences by giving them exposure to the actual workplace setting.
4. form a Work Immersion Partnership between the CAGAYAN NATIONAL HIGH SCHOOL-SENIOR HIGH and the CITY GOVERNMENT OFFICE allowing the students, faculty, and staff of the schools concerned the use of and access to the CITY GOVERNMENT OFFICE workplace and equipment as part of their Work Immersion Program.

II. RESPONSIBILITIES OF THE PARTIES

A. Joint Responsibilities

Both the CAGAYAN NATIONAL HIGH SCHOOL-SENIOR HIGH and the CITY GOVERNMENT OFFICE 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.
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 CITY GOVERNMENT OFFICE.
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 CAGAYAN NATIONAL HIGH SCHOOL-SENIOR HIGH

The CAGAYAN NATIONAL HIGH SCHOOL-SENIOR HIGH 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 CITY GOVERNMENT OFFICE.
3. designate a person in charge of coordinating with CITY GOVERNMENT OFFICE 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 CITY GOVERNMENT OFFICE 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 CAGAYAN NATIONAL HIGH SCHOOL-SENIOR HIGH.
10. provide signed Consent forms from the parents as applicable.
11. provide the CITY GOVERNMENT OFFICE a Certificate of Participation in the Work Immersion 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 CITY GOVERNMENT OFFICE.

C. The CITY GOVERNMENT OFFICE:

1. assign a competent Immersion Coordinator from the CITY GOVERNMENT OFFICE 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 CITY GOVERNMENT OFFICE 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.
6. provide students with an orientation about CITY GOVERNMENT OFFICE its line of business, and the work its employees do, and expose them to the various stakeholders of the community in which the CITY GOVERNMENT OFFICE operates for the students to get a holistic understanding of its business.
7. 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.
8. 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.
9. evaluate students' performance in the immersion venue by accomplishing provided evaluation tool.
10. issue a Certificate of Completion to the student trainees upon satisfactory compliance with all requirements of the program.

III. EFFECTIVITY

This agreement shall hold for the duration of Academic Year 2024-2025 and is renewable every year. The CAGAYAN NATIONAL HIGH SCHOOL-SENIOR HIGH and the CITY GOVERNMENT OFFICE shall submit their intention for renewal of this agreement through formal notice within thirty (30) days before the expiration of this Agreement.

The CAGAYAN NATIONAL HIGH SCHOOL-SENIOR HIGH and the CITY GOVERNMENT OFFICE 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 them 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 CITY GOVERNMENT OFFICE 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 CITY GOVERNMENT OFFICE 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 CITY GOVERNMENT OFFICE and thereby each student hereby undertakes to prevent transfer of such information by any of its members to any party outside of the CITY GOVERNMENT OFFICE.

VI. OTHER PROVISIONS

It is expressly understood by the PARTIES that the CITY GOVERNMENT OFFICE is not obliged to pay wage or salary since there is no employer-employee relationship that exists. However, the CITY GOVERNMENT OFFICE 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 CNHS-SH:

GRACE T. MACABABBAD
Secondary School Principal II

FOR THE CITY GOVERNEMENT OFFICE:

HON. MAILA ROSARIO TING-QUE
City Mayor

WITNESSED BY:

AILEEN C. IBANEZ
Assistant Principal II

ATTY. RODERICK S. IQUIN
City Legal Officer

MARLY I. CANAPI
STEM, Work Immersion Coordinator

APPROVED BY:

GILBERT N. TONG, Ph.D. CEO VI, CESO V
Schools Division Superintendent

SUBSCRIBED AND SWORN TO BEFORE ME THIS _____, _____ AT TUGUEGARAO
CITY, CAGAYAN, PHILIPPINES.

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