



Republic of the Philippines
Province of Cagayan
TUGUEGARAO CITY

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

JAN 23 2025
4:55 pm
Jary

OFFICE OF THE CITY MAYOR

22 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 Cagayan State University relative to the Student Internship Program (SIP) of the latter's Bachelor of Science in Business Administration, BS in Accountancy, BS in Legal Management and BS in Accounting Information System, for your information and appropriate action.

This 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:

- Local Youth Development Office

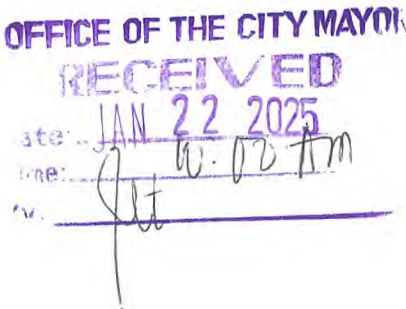




COLLEGE OF BUSINESS, ENTREPRENEURSHIP & ACCOUNTANCY

January 8, 2025

HON. MAILA ROSARIO S. TING-QUE
City Mayor
Local Government Unit of Tuguegarao
Tuguegarao City, Cagayan



Hon. Mayor Ting-Que:

Greetings from Cagayan State University!

As part of the continuing effort of the university to mold and produce competent graduates, the Student Internship Program (SIP) has been incorporated in the curriculum for the Bachelor of Science in Business Administration majors in Financial Management and Marketing Management, BS in Accountancy, BS in Legal management and BS in Accounting Information System.

The SIP aims to expose our graduating students to actual work place conditions so they may understand and fully appreciate the purpose and relevance of the theories, principles, and concepts learned in the classroom.

In this regard, may we solicit your support and assistance by accommodating our student interns in your agency/office through an on-site internship program. The BSBA majors in Financial management and Marketing Management are required to complete six hundred (600) internship hours, BS in Legal Management three hundred twenty (320) hours, while the BS in Accountancy and BS in Accounting Information System are required to complete four hundred (400) internship hours during the 2nd Semester of Academic Year 2024-2025.

Attached is a copy of the Memorandum of Agreement for your perusal. w/p MORA

May we request that the reply slip be accomplished and sent back through this email: melvinmora@csu.edu.ph or you may coordinate with **Mr. Melvin M. Mora**, Internship Coordinator through his mobile no. 0917-926-0604.

We look forward to your continued support to this request.

Very truly yours,

ANTONIA JOSEFA A. TAGUINOD, MBM
College Dean

REPLY SLIP

We can accommodate _____ student trainees.
We can not accommodate student trainees due to _____.

MEMORANDUM OF AGREEMENT
(Student Internship Program in the Philippines)

KNOW ALL MEN BY THESE PRESENTS:

This Memorandum of Agreement made and entered into by and between the **CAGAYAN STATE UNIVERSITY** with principal office at Andrews Campus, Caritan Sur, Tuguegarao City represented by, **ATTY. CARLA MARIE L. SUMIGAD, CPA**, Campus Executive Officer, hereinafter referred to as the **First Party**.

-and-

_____, the office with official address at _____, represented herein _____, (position), hereinafter referred to as the **Second Party**.

WITNESSETH:

WHEREAS, the CSU is mandated to provide quality education to its students, including the practical application of concepts and theories learned from the classrooms to actual situation;

WHEREAS, CSU has requested for the internship of students who are enrolled in the **Bachelor of** _____,

WHEREAS, the _____, has granted the request of CSU for internship of its students;

WHEREAS, to ensure the success of this joint undertaking, it is necessary to extend to each other the much needed support and cooperation to accomplish this noble objective.

NOW THEREFORE, in consideration of the aforementioned premises, the parties hereby mutually agree and bind themselves to the following conditions:

1. CSU students shall:

1. Enter into an internship contract and/or agreement with _____
2. Sign all the required documents necessary for his or her participation in the internship program, including the acceptance letter, internship contract and/or agreement;
3. Comply with the provisions of the contract and/or agreement including the rules and regulations of the _____, and **CHED** at all times;
4. Undergo the required orientation conducted by the **CSU** and _____
5. Report for internship based on the schedule indicated in the internship contract and/or agreement;
6. Perform tasks and activities indicated in the internship plan;
7. Maintain confidentiality, when and where appropriate, during and after the internship period of all the data, business or trade secrets where such information is not within the public domain and is indicated or understood to be confidential;
8. Adhere to the existing rules and regulations _____ including the proper use of tools, instruments, machines, and equipment;
9. Submit a journal of internship as required by **CSU** and _____ reflecting on the approved internship plan, his or her experiences describing the internship activities, any problem/s encountered, and his or her reflections on the internship experience to the SIPP coordinator;

10. Complete the agreed duration of his or her internship; In case the student intern will be unable to finish his or her internship within the designated period, he or she shall inform the SIPP coordinator in writing of his or her intent and reasons to prematurely end his internship, at least three (3) working days before his last day of internship. Failure to complete the internship program without valid cause disqualifies the student intern from retaking the program with the concerned HTE; and
11. Report to the SIPP coordinator for an exit assessment after the completion of the internship period.

II. _____, shall:

1. Implement the internship plan in partnership with CSU;
2. Encourage student interns to develop their personality and professionalism, and to the extent possible, protect them from physical or moral danger;
3. Assign a point/focal person responsible for the implementation of all phases of the internship;
4. Orient the student intern on the standard rules and regulations of their establishment before signing of contract;
5. Enter into an internship contract/agreement with the student intern;
6. Facilitate the processing of the documents of the student intern in coordination with the CSU;
7. Provides practical training or work experience in accordance with agreed internship plan and schedule of activities;
8. Ensure the protection of the students undergoing internship program from harassment, exploitation, deplorable training conditions and such other conditions that contravene or defeat the purpose of internship;
9. Provide supervised applied learning experience for student interns.
10. Develop feedback mechanism to the student intern;
11. Develop feedback mechanism to CSU of the overall implementation of the internship and the student performance;
12. Provide monitoring and evaluation reports or other information on the student intern's performance as may be required by CSU;
13. Make available, accurate and current records and provide access to CSU of such records while on internship;
14. Notify and provide at least 30 working days written notice to CSU of a student intern's breach of contract or misconduct in the internship premises prior to _____, decision to suspend or terminate the contract; and
15. Issue certificate of completion for the student interns not later than two weeks after the completion of internship.

III. CSU College of Business, Entrepreneurship and Accountancy thru the SIPP Coordinator/s shall:

1. Provide pre-internship orientation prior to deployment to internship venues including among others work ethics and anti-sexual harassment laws as pre-requirement;
2. Inspect internship venues and sites to ensure that the working environment is safe and secured for the welfare of the student/s;
3. Monitor and assess student interns through on-site visit;
4. Coach or mentor student interns onsite;
5. Consult and assist student interns in resolving problems/issues encountered; and
6. Validate the result of the internship of students per batch, at the end of the internship period.

IV. Mutuality:

The **Cagayan State University** and the _____ shall coordinate with each other through the **SIPP Coordinator** concerned with the discharge of their respective functions by holding regular consultations. An exit conference shall be conducted to discuss issues and concerns encountered during the duration of the internship.

V. Amendment:

This Memorandum of Agreement may be amended upon the mutual consent of the contracting parties. The parties acknowledge and agree that this Memorandum of Agreement represents the entire agreement between the parties. In the event that the parties desire to change, add, or otherwise modify any terms, they shall do so in writing to be signed by both parties.

VI. Severability:

If any portion or provision of this Act is declared void or unconstitutional, the remaining portions or provisions thereof shall not be affected by such declaration.

VII. Confidentiality and Non-Disclosure:

The parties shall not divulge any information of a confidential character, acquired by the parties in the course of or on account of this undertaking. All information, papers, reports and effects acquired and/or generated in the course of the program are owned by and pertain to the party who provided document and may not be released without its consent, pursuant to prevailing regulations.

VIII. Duration:

This Memorandum of Agreement shall take effect upon the commencement of the internship and until its termination or completion of 600 hours for all student interns unless otherwise terminated earlier by either party upon prior written notice served on the other party at least seven (7) days prior to the intended date of pre termination.

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

CAGAYAN STATE UNIVERSITY

By:

ATTY. CARLA MARIE L. SUMIGAD, CPA
Campus Executive Officer

By:

MAILA ROSARIO S. TING-QUE
City Mayor

Witnesses:

ANTONIA JOSEFA A. TAGUINOD
College Dean

Position

ACKNOWLEDGEMENT

Republic of the Philippines)
Province of Cagayan) S.C.
City of Tuguegarao

BEFORE ME, this _____, at Tuguegarao City, Province of Cagayan,
personally appeared the following:

Parties Competent Proof of Identity

ATTY. CARLA MARIE L. SUMIGAD, CPA

Known to me to be the same person who executed the foregoing instrument and they acknowledge to me that the same is their free and voluntary act and deed as well as that of the agency/institution they respectively represented.

This instrument refers to a Memorandum of Agreement, consisting of four pages, including this page where this acknowledgement is written; the same has been signed by the parties together with their instrumental witnesses on each and every page hereof.

WITNESS MY HAND AND SEAL, the day, year and place above written.

Doc. No. _____
Page No. _____
Book No. _____
Series of 2025