



Republic of the Philippines
Province of Cagayan
TUGUEGARAO CITY

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



OFFICE OF THE CITY MAYOR

22 May 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 (CSU- Carig) relative to the On- The-Job Training of the latter's Computer Engineering 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





CSU-COEA OJT FORM - 003

Cagayan State University – Carig Campus
COLLEGE OF ENGINEERING & ARCHITECTURE

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May 21, 2025

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

OFFICE OF THE CITY MAYOR
RECEIVED
Date: MAY 21 2025
Time: 4:25 PM
By: [Signature]

Ma'am:

In an effort to carry out the objectives of this College to equip its students with practical skills among others, the following 3rd year Computer Engineering students at this College, would like to have their On-the-Job Training (OJT) in your agency this midyear term starting June 01, 2025. The OJT is a part of their curriculum, and they are required to undergo 240 hours of immersion, aside from the written report they will submit to us at the end of the training.

In this connection, I would like to ask if your office could accommodate the following students (see attached names) to undergo their OJT in your agency. Rest assured that the student-trainee shall abide with all your company's rules and regulations and shall comply with all the requirements imposed for the OJT Program.

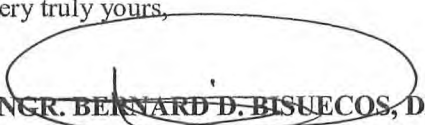
Anent to this, we would like to take this opportunity to explore possible collaborative projects with your company, i.e. faculty immersion, research collaboration, continuing development projects for the students and the like.

Anticipating your favorable action on this request and we hope that this will sustain our long - term partnership towards the advancement of engineering education in this part of the country. The University President and those in the program are expressing their heartfelt thanks and gratitude to your Management and Training Personnel for your valuable support to the Computer Engineering Program.

Should you consider our request, kindly complete the agreement form attached to this letter. Furthermore, a memorandum of agreement issued by the legal office of Cagayan State University will be forwarded to you upon approval.


Thank you very much and more power.

Very truly yours,


ENGR. BERNARD D. BISUECOS, DIT
Chairperson, Computer Engineering Department

0936 851 8772

Noted by:


ENGR. JOHN MICHAEL CASIBANG, MST – Physics, MSCE
Dean, College of Engineering and Architecture

COEA-IGA

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Technopreneurial Skill Educating for the Best*



MEMORANDUM OF AGREEMENT

KNOW ALL MEN BY THESE PRESENTS:

This Memorandum of Agreement is made and entered into in Tuguegarao City, Cagayan, by and between the Cagayan State University (CSU) Carig Campus, represented by Campus Executive Officer **ENGR. ROGER P. RUMPON**, hereinafter referred to as FIRST PARTY, and the Local Government Unit of Tuguegarao City (LGU Tuguegarao), represented by, **HON. MAILA ROSARIO S. TING-QUE, City Mayor**, hereinafter referred to as SECOND PARTY,

WITNESSETH that;

WHEREAS, the Cagayan State University Carig Campus (FIRST PARTY) is a Higher Educational Institution (HEI) duly organized and existing under the laws of the Republic of the Philippines, with main office address located at Carig Sur, Tuguegarao City, Cagayan offering various engineering courses;

WHEREAS, CSU Carig Campus, has requested for an On-The-Job Training (OJT) of 240 hours for Computer Engineering student;

WHEREAS, LGU Tuguegarao City is a Reputable Host Training Establishment (HTE) duly authorized government agency and with established system of trainings with office address located in Tuguegarao City, Cagayan;

WHEREAS, LGU Tuguegarao City, has granted the request for the On-The-Job Training (OJT) of the students;

WHEREAS, the FIRST PARTY and the SECOND PARTY recognize the need to:

1. Provide students with an opportunity to complement their formal learning with practical knowledge, skills and desirable attitudes and to gain hands on experience in recognized Host Training Establishment;
2. Strengthen the implementation of the local internship through collaborative effort of the academe-industry linkage among the participating HEIs and Partner Institution /establishment;
3. Establish the harmonious collaboration/ linkages between higher education institutions (HEIs) and the Host Training Establishments (HTEs) for the effective implementation of the program to support the educational environment of the student interns;
4. Provide students enrolled in HEIs in the Philippines with opportunities to apply relevant knowledge and skills acquired from formal education to actual work setting provided by reputable HTEs in our country;
5. Enhance the knowledge and skill acquired in formal education of student interns through employer -based training, in order for them to become more responsive to the future demands of the labor market;
6. Develop the life skills of the student interns, including those relevant to the values of professionalism and work appreciation. The student interns are expected to acquire soft skills necessary to address the demand of the employers such as communication skills, interpersonal skills, financial literacy, etc; and

7. Acquire a professional work ethic in the course of internship.

NOW THEREFORE, for and in consideration of these above premises and other mutual covenant hereinafter set forth, the parties do hereby stipulate the following:

That CSU Carig SHALL:

1. Formulate local school internship policies and guidelines on selection, placement, monitoring and assessment of student interns;
2. Select the HTEs and ensure acceptability of internship plan and internship venues in order to protect student intern interest;
3. Develop in collaboration with the duly selected HTE an internship contract signed by the student intern specifying goals and objective;
4. Ensure that intern will acquire actual and relevant competencies in each learning area, assignment, and schedule of activities. The internship plan shall part of the internship contract signed by the student intern, HTE and HEI;
5. Assign a coordinator for the student internship programs; and
6. Conduct pre- internship orientation/training to student interns, as a prerequisite to their development to internship venues, on work environment issues, including, but not limited to, proper work ethics and laws against sexual harassment.

That LGU Tuguegarao City, SHALL:

1. Design and implement the internship plan in partnership with the HEI;
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 interns 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. Provide practical training or work experience in accordance with agreed internship plan and schedule of activities;
7. May provide necessary incentives to the student interns as contained in the MOA, such as free duty meals, travel allowance and uniform, if applicable;
8. Ensure that student interns do not perform tasks and duties of regular position in HTEs;
9. Provide supervised applied learning experience for student interns in accordance with agreed internship Plan and schedule of activities;
10. Develop feedback mechanism to student and HEI of the overall implementation of the internship and the student performance;
11. Provide monitoring and evaluation reports or other information on the student intern's performance as may be required by the HEI;
12. Make available, accurate and current records of INTERNS and provide access to HEI of such records while on internship;
13. Notify and provides at least 30 working days written notice to the HEI 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; and
14. Issue certificates of completion for the student interns not later than two weeks after the completion of internship.

BOTH parties further agree that,

1. Any part hereof is rendered void, illegal or unenforceable by any legislation to which it is subject, it shall be rendered void, illegal or not enforceable only to that extent and no further;
2. The terms and conditions herein shall be held in strict confidence and that no portion or part hereof may be reproduced or be revealed to any personnel or entity other than the signatories herein or their authorized representative;

3. The agreement shall be governed by and construed according to the laws of the Republic of the Philippines.
4. This agreement takes effect on June 2, 2025 until July 12, 2025, or until the required number of hours is complied with by the Trainee during Summer/Midyear 2025 under the School curriculum.

IN WITNESS WHEREOF, the parties have set their hands and cause the signature of their respective representatives to be affixed on this _____ day of _____, 20____ at Tuguegarao City, Cagayan, Philippines.

Cagayan State University- Carig Campus	Local Government Unit of Tuguegarao City
FIRST PARTY	SECOND PARTY

By: _____	By: _____
ENGR. ROGER P. RUMPON	HON. MAILA ROSARIO S. TING-QUE.
Government Issued ID & No: _____	Government Issued ID & No: _____
Issued on: _____	Issued on: _____
Issued at: _____	Issued at: _____

Signed in the presence of:

ENGR. JOHN MICHAEL CASIBANG,	MR. DOMINIC B. BAGGAYAN
MSCE	
Dean	Local Youth Development, Officer IV
College of Engineering and Architecture	Local Government Unit Tuguegarao City