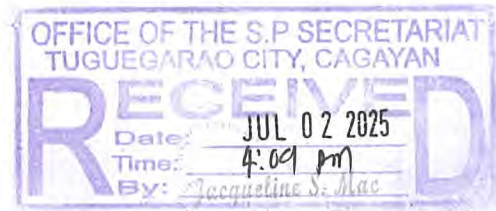




BAGONG PILIPINAS

Republic of the Philippines
Province of Cagayan
TUGUEGARAO CITY

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



OFFICE OF THE CITY MAYOR

02 July 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 St. Paul University Philippines (SPUP) relative to the On-The- Job Training, for your information and appropriate action.

Thank you!

In the name of public service,


MAILA ROSARIO S. TING-QUE
City Mayor

Copy furnished:

- ☐ Local Youth Development Office
- ☐ St. Paul University Philippines (SPUP)





St. Paul University Philippines
Tuguegarao City, Cagayan 3500

SCHOOL OF INFORMATION TECHNOLOGY AND ENGINEERING

July 01, 2025

HONORABLE MAILA ROSARIO S. TING-QUE

City Mayor, Tuguegarao City
Tuguegarao City, Cagayan 3500

THRU: WENCESLAO A. ARAO, JR
City Engineer, Tuguegarao City

Dear Honorable Mayor,

Greetings of Peace!

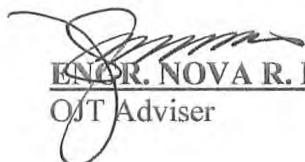
True to its quality policy of providing Quality Catholic Paulinian Education in a caring environment, SPUP explore every possible opportunity to continually enhance the competencies of the students. The School of Information Technology & Engineering (SITE) is currently offering the following Engineering programs; Bachelor of Science in Civil Engineering (BSCE), Bachelor of Science in Environmental & Sanitary Engineering (BSEnSE) and Bachelor of Science in Computer Engineering (BSCpE). In its quest to raise the bar of excellence the students are required to have their On-the-Job Training program upon completion of seventy-five (75) % of their professional subjects.

The school believes that your prestigious institution can be an avenue of learning for our Civil Engineering (CE) students through On-the-Job Training. In this connection, may we respectfully request from your good office to please allow the following students listed below to have their On-the-Job Training. Thus, this program will further develop the critical thinking and technical skills of the students that they can use in the practice of their future profession. If you have questions regarding this matter, you can reach me at ndomingo@spup.edu.ph or Cp # 09153240461.

1. CABASUG, Niesha Cooline A.
2. CASIBANG, Mark Ashley M.
3. ERUM, Rome Constantine A.
4. IRINGAN, Ian Marcus M.

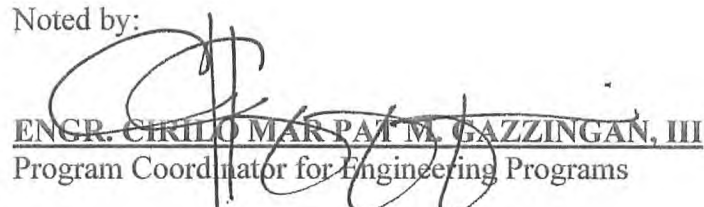
Your favourable response on this matter is very much appreciated. Thank you and God bless!

Respectfully yours,



ENGR. NOVA R. DOMINGO, DPA
OJT Adviser

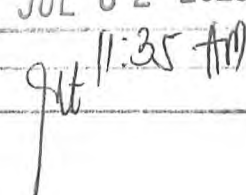
Noted by:



ENGR. CIRILO MAR PAT M. GAZZINGAN, III
Program Coordinator for Engineering Programs

OFFICE OF THE CITY MAYOR

RECEIVED
JUL 02 2025

Date: _____
Time: 11:35 AM
By: 



MEMORANDUM OF AGREEMENT

KNOW ALL MEN BY THESE PRESENTS:

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

ST. PAUL UNIVERSITY PHILIPPINES, an educational institution, duly recognized by the Commission on Higher Education, with registered address Mabini Street Tuguegarao City 3500 Philippines, represented herein by its University President, **SISTER MERCEDITAS O. ANG, SPC**, hereinafter referred to as the **FIRST PARTY**, with the concurrence of: **DR. AGRIPINA MARIBBAY**, Vice President for Academics **DR. MARIFEL GRACE C. KUMMER**, Dean of the School of Information Technology and Engineering

--- and ---

CITY GOVERNMENT OF TUGUEGARAO CITY, with principal office at TUGUEGARAO CITY, CAGAYAN, **HONORABLE MAILA ROSARIO S. TING-QUE**, hereinafter referred to as the **SECOND PARTY**.

WITNESSETH:

WHEREAS, the **FIRST PARTY** is committed to the formation of competent, ethical, and service-oriented engineers through industry immersion programs that bridge academic learning with professional practice;

WHEREAS, the **SECOND PARTY** agrees to accommodate Bachelor of Science in Civil Engineering students of the **FIRST PARTY** for the purpose of On-the-Job Training/Internship;

NOW THEREFORE, for and in consideration of the foregoing premises, the parties hereby agree as follows:

I. Responsibilities of the FIRST PARTY:

1. Coordinate the deployment of students to the **SECOND PARTY**.
2. Ensure that the students abide by the policies, rules, and regulations of the **SECOND PARTY**.
3. Require students to always wear proper identification and attire during the immersion.
4. Monitor the students' attendance and performance.
5. Require submission of weekly reports and a final accomplishment report from the students.
6. Provide the necessary documentation and endorsement letters.
7. Render support and regular communication with the **SECOND PARTY** to ensure a successful internship program.

II. Responsibilities of the SECOND PARTY:

1. Provide an orientation for the trainees related to the training program and job safety prior to immersion.
2. Assign tasks and responsibilities relevant to civil engineering practice.

SISTER MERCEDITAS O. ANG, SPC
University President

DR. AGRIPINA B. MARIBBAY
Vice President for Academics

DR. MARIFEL GRACE C. KUMMER
Dean, SITE

HONORABLE MAILA ROSARIO S.
TING-QUE
City Mayor



3. Supervise, mentor and ensure the safety of the trainees during the entire 240-hour internship period.
4. Provide a safe and professional working environment.
5. Evaluate student performance and provide feedback using forms provided by the **FIRST PARTY**.
6. Immediately inform the **FIRST PARTY** of any issues or concerns regarding the students.

III. Internship Duration:

The internship shall be conducted from **July to August 2025**, with students rendering a total of **240 hours** as required in the Bachelor of Science in Civil Engineering Curriculum at St. Paul University Philippines, Tuguegarao City, Philippines.

ENTIRE AGREEMENT:

This document embodies the entire agreement between the parties and supersedes all prior agreements and understandings, whether written or oral. Any modifications shall be in writing and signed by both parties.

IN WITNESS WHEREOF, the parties have hereunto affixed their signatures on this ____ day of _____, 2025.

ST. PAUL UNIVERSITY PHILIPPINES

by:

SISTER MERCEDITAS O. ANG, SPC
University President

with:

DR. AGRIPINA B. MARIBBAY
Vice President for Academics

DR. MARIFEL GRACE C. KUMMER
Dean, School of Information Technology and Engineering

and

CITY GOVERNMENT OF TUGUEGARAO

by:

MAILA ROSARIO S. TING-QUE
City Mayor