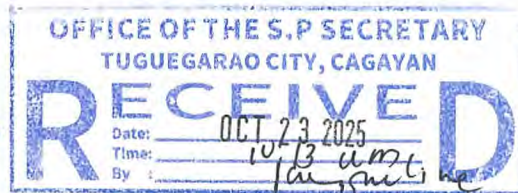


OK



Republic of the Philippines  
Province of Cagayan  
TUGUEGARAO CITY

Phone number: 0953-588-3721 | email address: [cmotuguegaraocity@gmail.com](mailto:cmotuguegaraocity@gmail.com)

**OFFICE OF THE CITY MAYOR**

21 October 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 the University of Saint Louis Tuguegarao relative to the Work Immersion of the latter's Grade 12 Accountancy, Business and Management (ABM) and Grade 12 Humanities and Social Sciences (HumSS) students, for your information and appropriate action.

Thank you!

In the name of public service,

A handwritten signature in blue ink.

**MAILA ROSARIO S. TING-QUE**  
City Mayor

*Copy furnished:*

- USLT
- LYDO





September 30, 2025

**HON. MAILA ROSARIO S. TING-QUE**

City Mayor  
Tuguegarao City

Ma'am:

OFFICE OF THE CITY MAYOR

RECEIVED

Date: Oct 21 2025

Time: 8:30 AM

By: [Signature]

Our University is committed to provide holistic approach in the development of knowledge, attitudes, and skills of the Senior High School (SHS) students to become competitive, accountable, and responsible professionals in their chosen field of specialization.

In addition, the University is compliant to DO 30, s. 2017 on Work Immersion, which is a key feature of the SHS Curriculum. As specified by the Department of Education, it can be conducted in diverse ways depending on the purposes and needs of learners. USL, a Catholic institution, complies with DepEd in responding to the following objectives for work immersion among the learners, which are: 1) to become familiar with workplace; 2) for employment simulation; 3) to apply their competencies in areas of specialization/ applied subjects in authentic work environments.

USL recognizes that part of the learning process is to expose the SHS students to learning opportunities where the different concepts, theories and framework mastered in the classroom are empirically observed and applied in actual work situations. It is for these reasons that the University considers your agency as one of its partner agencies in realizing the objectives earlier cited. In this regard, may we request your good office to accommodate our students. Through your help, we believe that you can provide them with the much-needed training/ exposure.

The Work Immersion of the **ABM and HUMSS** students is proposed to start on January 12-23, 2026, for batch 1. January 26- February 6, 2026, for batch 2, February 9-20, 2026, for batch 3 and February 23-March 6, 2026, for batch 4 and they should render 80 hours of exposure/training on your company. The said start of the two (2) strands will also be **the same with the continuation of the STEM Health Batch 2 students** as indicated in the Memorandum of Agreement (MOA) given last time to your good office.

Attached herewith are the pertinent documents for your perusal. For any query regarding the said request, please contact the Immersion Head, Ms. Jeremae V. Sagario, through 09687569489.


We look forward to partnering with you in providing relevant work experiences leading to their preferred college course.

Respectfully yours,

  
**JEREMAE V. SAGARIO, MST**  
Immersion Area Head

Noted by:

  
**EMILY T. MABBORANG, PhD.**  
Principal

  
**LUISA B. AQUINO, Ed.D.**  
Vice President for Academics





CONFIRMATION SLIP

Date: \_\_\_\_\_

Dear: \_\_\_\_\_

This is to confirm our partnership as regards the off-campus work immersion of the Grade 12 students.

I carefully reviewed the documents you sent me and based on the given number of students and time duration; we may accommodate the following:

Student College Course Preference	Supervisor-in-charge	Number of students to be accommodated per batch
Bachelor of Science in Business Administration – Financial management		
Bachelor of Science in Accountancy		
Bachelor of Science in Business Administration – Marketing management		
Bachelor of Science in Legal Management		
Bachelor of Science in Political Science		
Bachelor of Science in Journalism		
Bachelor of Science in Radio Broadcasting		
Bachelor of Science in Tourism		

(Note: You may attach other files if needed)

If you have questions, please contact \_\_\_\_\_ directly through \_\_\_\_\_.

Thank you and God bless!

Sincerely yours,

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please return this confirmation slip (photo) on or before October 31, 2025, via email, [jsagario@usl.edu.ph](mailto:jsagario@usl.edu.ph) or messenger, Jeremae Sagario.



**MEMORANDUM OF AGREEMENT**

**KNOW ALL MEN BY THESE PRESENTS:**

This agreement is made and entered by and between:

**UNIVERSITY OF SAINT LOUIS TUGUEGARAO**, a non-stock, non-profit Catholic, Higher Educational Institution organized under and by virtue of the laws of the Republic of the Philippines authorized to do business at Mabini St., Tuguegarao City, Cagayan, represented herein by its **President, REV. FR. MACWAYNE N. MANIWANG, CICM, PhD.** Hereinafter referred to as the **"FIRST PARTY"**.

-and-

**TUGUEGARAO CITY GOVERNMENT**, with the official address at Carig, Tuguegarao City, represented in this agreement by **HON. MAILA ROSARIO S. TING-QUE**, City Mayor, herein after referred to as the **SECOND PARTY**:

**WITNESSETH- That**

**WHEREAS**, USL envisions an integral human formation of the youth who will become mature Christians and active members of the Church. In order to achieve this vision, the school orients and directs its programs and activities towards the promotion of human dignity and well-being which leads to the development of the total person who is able to take up his/her responsibilities in the church and the world;

**WHEREAS**, USL has requested a work immersion training for Grade 12 Accountancy, Business and Management (ABM) and Grade 12 Humanities and Social Sciences (HumSS) students;

**WHEREAS**, **TUGUEGARAO CITY GOVERNMENT** has granted the request of the work immersion of the students;

**WHEREAS**, the **SECOND PARTY** agrees to accommodate and provide to the students of the **FIRST PARTY** the work immersion as a requirement in Senior High School;

**WHEREAS**, the first party requires at least 80 hours of training for the students at the **SECOND PARTY'S** office/school;

**NOW THEREFORE**, for and in consideration of the concerns and purposes of both parties, they voluntarily agree and stipulate the following terms and conditions:

**I. Responsibilities of the FIRST PARTY:**

That the **FIRST PARTY** shall:

1. identify and indicate the SHS track/s, strands, and/ or specialization/s which will be the subject of the partnership.
2. designate a person in charge of coordinating with the second party and supervising the activities of the students for the duration of the work immersion program.
3. monitor each student's progress throughout 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.
4. provide the second party an evaluation tool for the students' immersion performance.
5. issue a grade to the student upon completion of the requirements based on existing policy within prescribed period.



6. provide the **SECOND PARTY** a Certificate of Appreciation in the SHS immersion program in acknowledgment to their support and active participation.
7. ensure that on-boarding session before the deployment is conducted.

## **II. Responsibilities of the SECOND PARTY**

That the **SECOND PARTY** shall:

1. conduct an orientation on the company's rules, policies and guidelines regarding immersion.
2. assign a supervisor to guide and assist the student.
3. provide the student with relevant and meaningful activities based on the STEM Health Competency check-list to further enhance his/her knowledge and skills on his/her field of specialization.
4. notify the school, through the immersion adviser, of any problem regarding the student-trainee.
5. notify the school, through the immersion teacher, of any move to terminate, due to reasonable cause, the training of any student.
6. ensure that all provisions of this MOA are duly implemented.
7. provide safe working condition/environment for the student.
8. assist trainee in solving problems or issues that may arise in the course of the OJT Program;
9. adhere to all laws, memorandums, and circulars, especially those about child protection as provided for in the guidelines for immersion.
10. notify the school through the Immersion Area Coordinator and/or Immersion Teacher for any field work that may be required of the student and hence require the student a separate Parental Consent for this purpose.

## **III. Responsibilities of the Student-Trainee**

1. submit a certificate of parental consent waiving any responsibility of the school and the cooperating agency for any untoward incident caused by circumstances beyond control in the performance of their functions while under work immersion.
2. wear the immersion uniform while undergoing work immersion.
3. shoulder all the expenses related to work immersion. No compensation shall be received by the student while undergoing work immersion.
4. be prohibited from bringing out any cooperating agency's equipment, documents, supplies, etc. unless instructed by the supervisor.
5. be prohibited from bringing into the cooperating agency any dangerous weapon and/or prohibited drugs.
6. not enter the cooperating organization's premises if the student is under the influence of liquor or prohibited drugs.
7. ensure that all information written and heard about the cooperating agency in strict confidentiality.
8. abide by the rules and regulations of the cooperating agency.
9. time in and out, morning and afternoon during the duration of the immersion.





10. render eighty (80) hours of immersion as prescribed in the curriculum.

**IV. Responsibilities of Both Parties**

**Both the USL-SHS and TUGUEGARAO CITY GOVERNMENT shall:**

1. monitor the progress of the partnership and make sure that provisions of this Memorandum of Agreement (MOA) are met through the joint steering committee.
2. coordinate with each other through the immersion teacher concerned, in the discharge of their respective functions by holding regular consultations.

**V. Amendment/ Modification**

That no modification shall be made under the terms of this contract unless allowed, valid and mutually agreed upon by the parties in writing.

**VI. Effectivity of the Agreement:**

With the concurrence of both parties, this contract is valid during the training period of the **SHS ABM** and **HumSS** students on **January 12-23, 2026, for batch 1, January 26- February 6, 2026, for batch 2, February 9-20, 2026, for batch 3 and February 23-March 6, 2026, for batch 4** or upon reaching the prescribed number of work immersion hours, whichever will come first.

**VII. Termination of the Agreement**

The parties may terminate this agreement for valid reasons provided an advance notice of three (3) working days shall be made to the other party.

**IN WITNESS THEREOF**, the parties hereto affix their signatures on this instrument in Tuguegarao City, Philippines this \_\_\_\_\_.

**REV. FR. MACWAYNE N. MANIWANG, CICM, Ph.D.**  
University President  
University of Saint Louis Tuguegarao

**HON. MAILA ROSARIO S. TING-QUE**  
City Mayor  
Tuguegarao City Government

Witnesses:

**LUISA B. AQUINO, Ed.D.**  
Vice President for Academics  
University of Saint Louis Tuguegarao

\_\_\_\_\_  
Tuguegarao City Government

**EMILY T. MABBORANG, Ph. D.**  
Principal  
University of Saint Louis Tuguegarao



ACKNOWLEDGMENT

REPUBLIC OF THE PHILIPPINES }  
CITY OF TUGUEGARAO } S.S.  
PROVINCE OF CAGAYAN }

BEFORE ME, a Notary Public, for and in the City of Tuguegarao City, Province of Cagayan, this \_\_\_\_ day of \_\_\_\_ 2025, personally appeared the following:

Name	CTC Nos.	Date Issued/Expiry Date	Place Issued
REV. FR. MACWAYNE N. MANIWANG, CICM, Ph.D	Driver's License K-07-06-000884	2032/11/11	
HON. MAILA ROSARIO S. TING-QUE			

Known to me to be the same person who executed the memorandum of agreement on SENIOR HIGH SCHOOL STUDENTS' IMMERSION, and they acknowledged to me that the same is their act and voluntary deed as well as that of the corporations/agencies they respectively represent.

This instrument consisting of four (4) pages, including the page in which this acknowledgment is written has been signed by the parties and their witnesses on each and every page of the left portion hereof.

WITNESS MY HAND AND OFFICIAL SEAL, on this \_\_\_\_ day of November 2025 in Tuguegarao City.

NOTARY PUBLIC

Doc. No.: \_\_\_\_\_  
Page No.: \_\_\_\_\_  
Book No.: \_\_\_\_\_  
Series of \_\_\_\_\_