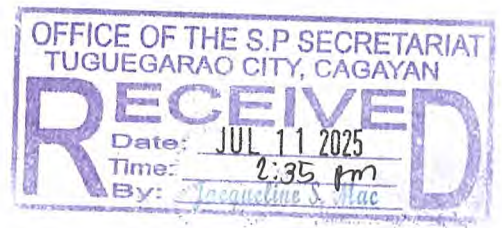




Republic of the Philippines
Province of Cagayan
TUGUEGARAO CITY

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



OFFICE OF THE CITY MAYOR

11 July 2025

THE PRESIDING OFFICER AND MEMBERS

Sangguniang Panlungsod
This City

Through : **HON. ROSAURO RODRIGO G. RESUELLO**
Vice Mayor
This City

Dear *Members of the Sanggunian*:

Herewith is the Memorandum of Agreement between the Tuguegarao City Government and Saint Paul University Philippines relative to the practicum/internship of the latter's Bachelor of Science in Tourism Management students, for your information and appropriate action.

Thank you!

In the name of public service,

MAILA ROSARIO S. TING-QUE
City Mayor 

Copy furnished:

- SPUP
- LYDO
- City Tourism Office





St. Paul University Philippines
Tuguegarao City, 3500
Tel: (+632)396 – 1987 to 1994
Fax: 078-846-4305 Website: www.spup.edu.ph

July 09, 2025

HON. MAILA ROSARIO S. TING-QUE
City Mayor, Tuguegarao City Government
Carig, Tuguegarao City, Cagayan

OFFICE OF THE CITY MAYOR

RECEIVED

Date: JUL 11 2025

Time: 1:00 PM

By: [Signature]

Thru: **MS. GINA ADDUCUL**
Tourism Officer, Tuguegarao City Tourism Office

Dear Mayor Que:

Pauline Greetings!

The School of Business, Accountancy and Hospitality Management of St. Paul University Philippines would like to express its continued partnership with your esteemed institution to support the development of our students. As part of this initiative, we would like to endorse the BS Tourism Management 3rd Year students who are currently enrolled in PRA 101 Tourism Training for their internship.

In this connection, may we ask your good office if you can accommodate the following student-trainees:

1. Franz Comeros
2. Jade Baggayan

3. Guia Perez
4. Kristine Yambaya

They are to complete at least 100 hours of practicum. We are confident that your establishment and reputation are highly regarded in which our students would greatly benefit from the mentorship and practical training they would receive.

The students are very much willing to undergo interviews and adhere to procedures to ensure their skills and capabilities meet your expectations.

We sincerely appreciate your continuous support and the opportunities you have provided in the past. On behalf of the University, we extend our heartfelt gratitude.

Attached are their resume and the Memorandum of Agreement for your reference.

Thank you and May God Bless you.

Very truly yours,

[Signature]

MARIE KRIZYA M. CALAGUI, DHM
Practicum Coordinator/Program Coordinator, Tourism Management
mkcalagui@spup.edu.ph
09164502935

Noted by:

[Signature]

CHARITO GUILLERMO, CPA, DBM
Dean, School of Business, Accountancy and Hospitality Management

MEMORANDUM OF AGREEMENT

KNOW ALL MEN BY THESE PRESENTS:

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

The **ST. PAUL UNIVERSITY PHILIPPINES**, a catholic, private, educational institution with the official address at Mabini Street, Tuguegarao City, Cagayan, represented by President, **SISTER MERCEDITAS O. ANG, SPC.** hereinafter referred as **SPUP**:

And

The **TUGUEGARAO CITY GOVERNMENT** with the official address at Carig, Tuguegarao City, Cagayan represented herein by **HON. MAILA ROSARIO S. TING-QUE, City Mayor.**

WITNESSETH-That

WHEREAS, St. Paul University Philippines is an internationally recognized institution dedicated to the formation of competent leaders and responsible citizens of their communities, countries, and the world and its mission Animated by the gospel and guided by the teachings of the Church, it helps to uplift the quality of life and to effect social transformation through: quality, Catholic, Paulinian formation, academic excellence, research and community services

- (1) optimum access to Paulinian education and service in an atmosphere of compassionate caring; and
- (2) responsive and innovative management processes

WHEREAS, SPUP has requested for an on-the-job training of the following student/s in **Bachelor of Science in Tourism Management**:

MR. FRANZ COMEROS
MR. JADE BAGGAYAN
MS. GUIA PEREZ
MS. KRISTINE YAMBAYA

WHEREAS **The Mayor** has granted the request of the on-the job training of the student/s.

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 objectives.

I. SPUP student shall:

1. Submit a certificate of parental consent waiving any responsibility for **SPUP** and the office for any incident caused by circumstances beyond control of the City Government of Tuguegarao, and SPUP in the performance of their functions while under training.
2. Abide by all the **Tuguegarao City Government** and **SPUP** office rules and regulations.
3. At all times wear their proper practicum uniform when reporting on duty.
4. Sign in entry to and departure from the post on their individual service records that they have to provide.
5. Not ask or receive any allowance, remuneration or benefit from the Tuguegarao City Government and SPUP and shoulder all expenses necessary and incidental to the conduct of the on-the-job training.
6. Submit a weekly report of their activities to their Teacher.
7. Render a total of 100 practicum hours.
8. Submit to the Dean's office at the end of the semester an individual comprehensive report of all activities undertaken and learning experiences acquired from the practicum, including the individual service records used.

II. Tuguegarao City Government:

- 2.1 Provide work experiences that will help develop refine competencies that are compatible with the academic goals and provide hands-on opportunities for the students to interact with professionals in the field of specialization. The students shall not be considered as employees of the office.
- 2.2. Orient the students with the office and/ may consider the students as possible future employees if they qualify.
- 2.3 Assist/mentor the students in developing the skills needed in the proper work ethics and see to it that the students are properly guided in accordance with the expectation of **SPUP** and **Tuguegarao City Government**.
- 2.4 Strictly monitor the attendance and the student’s progress and submit a written evaluation on the student’s progress at the end of their duty.
- 2.5 Report and contact the Dean or the Practicum Adviser if there are problems regarding the student assigned in the Tuguegarao City Government Tourism Office.
- 2.6 Take responsibility for evaluating the student’s progress by submitting the sealed evaluation form and certificate of completion.
- 2.7 Assist and guide the SPUP students in enhancing their capabilities in their assigned tasks.
- 2.8 Enhance the self esteem, self confidence and maturity of the SPUP students under the Tourism Office.

Both parties:

SPUP and **Tuguegarao City Government** shall coordinate with each other, through the instructor concerned, in the discharge of their respective functions by holding regular consultation.

This Memorandum of Agreement shall take effect immediately upon signing by both parties and shall remain enforced until on-the-job training shall have been completed.


IN WITNESS WHEREOF, the parties have hereupon affixed their signature this 9th day of July, 2025.

ST. PAUL UNIVERSITY PHILIPPINES

By:

SISTER MERCEDITAS O. ANG, SPC.
President, St. Paul University Philippines

Witness:


DR. CHARITO M. GUILLERMO, CPA
Dean, School of Business, Accountancy
and Hospitality Management

TUGUEGARAO CITY GOVERNMENT

By:

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

Witness: