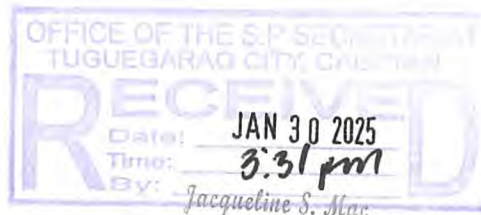


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BAGONG PILIPINAS

Republic of the Philippines
Province of Cagayan
TUGUEGARAO CITY



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

OFFICE OF THE CITY MAYOR

30 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- College of Industrial Technology (CSU- CIT) relative to the On-The-Job Training of its Architectural Drafting Technology students, 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*





Republic of the Philippines
Cagayan State University
CARIG CAMPUS
Carig Sur, Tuguegarao City
Tel. No. (078) 304-0399

Vision

Transforming
by
educating for
BEST.

Mission

It is
committed to
transform the
lives of people
through high
quality
education
and
innovative
research,
development,
production
and extension

Core Values

CARE)
productivity
responsibility
passion
accountability
excellence

January 30, 2025

MAILA ROSARIO S. TING-QUE
City Mayor
Tuguegarao City Hall-Engineering Office
Carig Sur, Tuguegarao City, Cagayan

OFFICE OF THE CITY MAYOR
JAN 30 2025
Date: Jan 30 2025
Time: 2:25 PM
By: [Signature]

Ma'am:

Greetings in the name of the Almighty!

The College of Industrial Technology of Cagayan State University aims to produce graduates who are globally competitive anent to the University's mission of delivering quality education and services. Specifically, graduates are expected to be equipped with the essential technical know-how and skills as they articulate the latest development in their specific fields. More so, they are expected to work effectively and efficiently and professionally.

It is in this goal that the program Bachelor of Science in Industrial Technology believe that your company is the best for their training, in this matter we would like to establish partnership with your company, which our ARCHITECTURAL DRAFTING TECHNOLOGY students may undergo 720 hours On-The-Job Training this 2nd Semester School Year 2024-2025. The training is tentatively scheduled from February – June 2025. The experience will help the trainees competent and prepared for their future employment.

The University President and those in the program express their heartfelt thanks and gratitude to your Management and Training Personnel for your valuable support to the Industrial Technology Program.

Yours Truly,

JANE P. QUILANG
OJT Coordinator
(09616573501)

MEMORANDUM OF AGREEMENT (MOA)

KNOW ALL MEN THESE PRESENTS:

This Memorandum of Agreement is made and entered into by and between:

CAGAYAN STATE UNIVERSITY - COLLEGE OF INDUSTRIAL TECHNOLOGY (CSU-CIT) Carig Campus located in Carig Sur Tuguegarao City Cagayan, presented herein by **ENGR. ROGER P. RUMPON** in his capacity as the Campus Executive Officer who is authorized to represent in this transaction, hereinafter referred to as the **SCHOOL**.

- and -

The **TUGUEGARAO CITY GOVERNMENT** located in Carig Sur, Tuguegarao City, Cagayan, represented herein by **MAILA ROSARIO S. TING-QUE** in her capacity as the City Mayor hereinafter referred to as the **COMPANY**.

WITNESSETH: That

WHEREAS **CAGAYAN STATE UNIVERSITY - COLLEGE OF INDUSTRIAL TECHNOLOGY (CSU-CIT)** Carig Campus is offering the On-the-job training program to qualified students who will undergo industry exposure prior to graduation in order to become adequately familiar to the actual industrial operations and management, thereby augmenting their formal training;

WHEREAS the **TUGUEGARAO CITY GOVERNMENT** agreed to accept students of **CAGAYAN STATE UNIVERSITY - COLLEGE OF INDUSTRIAL TECHNOLOGY (CSU-CIT)** Carig Campus as trainees in support of its On-the-Job Training Program which aims to forge strong academe-industry linkage and complement existing course curricula to match industry demand;

NOW, THEREFORE, for and in consideration of the foregoing premises, **CAGAYAN STATE UNIVERSITY - COLLEGE OF INDUSTRIAL TECHNOLOGY (CSU-CIT)** Carig Campus and the **TUGUEGARAO CITY GOVERNMENT** do hereby agree and stipulate the following:

A. SCHOOL shall:

1. Recommend qualified students who will undergo the training program taking into consideration the requirements of the **TUGUEGARAO CITY GOVERNMENT** in terms of qualifications and number of students.
2. Designate an OJT Moderator who will be assigned with the following responsibilities: Orientation of students about the rules, proper attitude and behavior inside the jobsite, particularly towards the employees;
 - a. Monitor the CIT OJT students via zoom or any online platform with the company representative on attendance, activities and performance during the training program in the **TUGUEGARAO CITY HALL-ENGINEERING OFFICE** and
 - b. Coordinate training program with the HR Department.
3. Submit to the HR Department requisite documents required for this program.
4. Together with the students and parents concerned, renounce and waive any claim against the **TUGUEGARAO CITY GOVERNMENT** for an injury that the students may sustain or loss that they suffer, personal or pecuniary, arising from negligence in the performance of their duties and functions while under training. The waiver of the OJT student and their respective parents shall be submitted to the HR Department prior to the commencement of the training.

B. The COMPANY shall:

1. Deploy the student trainees to the different operating units of the COMPANY for a period, the number of hours declared, unless extended upon agreement by the **CAGAYAN STATE UNIVERSITY - COLLEGE OF INDUSTRIAL TECHNOLOGY (CSU-CIT)** Carig Campus and **TUGUEGARAO CITY GOVERNMENT**.
2. Assign personnel who will orient, monitor and supervise the student-trainees, especially those which pertain to safety and security precautions.
3. Involve the students in activities and tasks to develop their work attitude and creative abilities to become a professional employee based on the areas stipulated in the recommendation letter.
4. Enforce rules that will govern the conduct of the program in their premises. Said rules shall be made known to student-trainees and his or her immediate Supervisor before the start of the training.
5. Accomplish necessary forms required by **CAGAYAN STATE UNIVERSITY - COLLEGE OF INDUSTRIAL TECHNOLOGY (CSU-CIT)** Carig Campus (e.g. Acceptance form, Performance Evaluation Report) in connection with the training requirements of the students.
6. Issue Certificate of Completion to the student-trainee only upon fulfillment of all the training requirements.
7. Not issue any certificate of completion if the student-trainee will be terminated from his/her training.

C. Under this Memorandum of Agreement, the following terms and conditions are likewise included:

1. It is expressly understood that there will be no employer-employee relationship between the **TUGUEGARAO CITY GOVERNMENT** and the student trainees of **CAGAYAN STATE UNIVERSITY - COLLEGE OF INDUSTRIAL TECHNOLOGY (CSU-CIT)** Carig Campus.
2. The student-trainees shall abide by the COMPANY'S rules and regulations, shifting and/or working hours and comply with those imposed for the program; otherwise, they shall be excluded from further participation and no certificate of completion will be issued to the student-trainees.
3. The company reserves the right to discontinue the training of any student-trainee on reasonable grounds upon written notice to the OJT Coordinator and to the concerned student-trainee.
4. **CAGAYAN STATE UNIVERSITY - COLLEGE OF INDUSTRIAL TECHNOLOGY (CSU-CIT)** Carig Campus may pull-out any student-trainee from the **TUGUEGARAO CITY GOVERNMENT** on reasonable grounds after written notice to the COMPANY.

D. Mutuality:

The **CAGAYAN STATE UNIVERSITY - COLLEGE OF INDUSTRIAL TECHNOLOGY (CSU-CIT)** Carig Campus and **TUGUEGARAO CITY HALL-ENGINEERING OFFICE** coordinate with each other through the OJT coordinator concerned in the discharge of their respective functions by holding regular consultations. An exit conference shall be conducted to discuss issues

E. Amendments:

This Memorandum of Agreement may be amended upon the mutual consent of the contracting parties.

F. Effectivity:

This Memorandum of Agreement shall take effect immediately upon signing hereof and shall continue thereafter, provided however that any provision of this Agreement may be amended by written consent by both parties herein and provided further that the **CAGAYAN STATE UNIVERSITY - COLLEGE OF INDUSTRIAL TECHNOLOGY (CSU-CIT)** Carig Campus or **TUGUEGARAO CITY GOVERNMENT** reserves the right to withdraw its participation in the agreement upon written notice.

G. Validity:

The Memorandum of Agreement between **CAGAYAN STATE UNIVERSITY - COLLEGE OF INDUSTRIAL TECHNOLOGY (CSU-CIT)** Carig Campus and **TUGUEGARAO CITY GOVERNMENT** shall remain valid and in effect until the completion of the On-the-Job Training (OJT) for all participating students for the Second Semester - School year 2024-2025.

IN WITNESSWHEREOF, the parties hereto have signed this presence on this ____ day of _____, 2025 in _____.

BY:

BY:

MAILA ROSARIO S. TING-QUE
City Mayor

ENGR. ROGER P. RUMPON
Campus Executive Officer

SIGNED IN THE PRESENCE OF:

HRD Supervisor

BRYAN T. LACAMBRA
Dean, College of Industrial Technology

REYNALDO C. VERBO JR.
OJT Coordinator

ACKNOWLEDGEMENT

REPUBLIC OF THE PHILIPPINES)
_____) S.S.

Before me, a Notary Public for and in the above jurisdiction, this ____ day
of JANUARY, 2025 personally appeared the following:

NAME	ID No.	Place/Date issued
ENGR. ROGER P. RUMPON		
ROSE MARY G. AQUINO		

All known to me to be the same person executed the foregoing
Memorandum of Agreement consisting of four (4) pages including this
Acknowledgement and signed by the parties and their own witnesses each and
every page thereof and same acknowledged to me that the same is their free
and voluntary act and deed.

WITNESS MY HAND AND SEAL, on the date and place first above written.

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