



BAGONG PILIPINAS

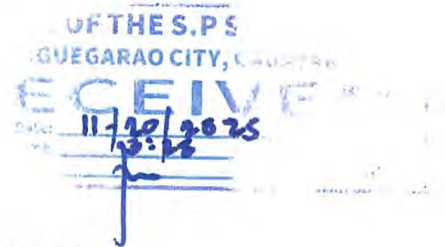
Republic of the Philippines
Province of Cagayan
TUGUEGARAO CITY

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

OFFICE OF THE CITY MAYOR

20 November 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*:

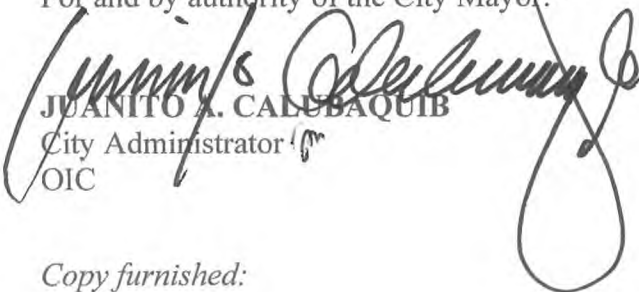
Herewith is the Memorandum of Agreement between the Tuguegarao City Government and Cagayan State University relative to the Internship Program of the latter's Bachelor of Science in Legal Management students, for your information and appropriate action.

Thank you!

In the name of public service,

MAILA ROSARIO S. TING-QUE
City Mayor

For and by authority of the City Mayor:


JUANITO A. CALUBAQUIB
City Administrator
OIC

Copy furnished:

- CSU Andrews
- LYDO



MEMORANDUM OF AGREEMENT
(Student Internship Program in the Philippines)

KNOW ALL MEN BY THESE PRESENTS:

This Memorandum of Agreement made and entered into by and between the **CAGAYAN STATE UNIVERSITY (CSU)** with principal office at Andrews Campus, Caritan Sur, Tuguegarao City represented by, **ARTHUR G. IBAÑEZ, PhD., ASEAN Engr.,** OIC-Office of the University President, hereinafter referred to as the **First Party**.

-and-

TUGUEGARAO CITY GOVERNMENT (TCG) with official address at Carig, Tuguegarao City, Cagayan represented herein by **HON. MAILA ROSARIO S. TING-QUE**, City Mayor, hereinafter referred to as the **Second Party**.

WITNESSETH:

WHEREAS, the CSU is mandated to provide quality education to its students, including the practical application of concepts and theories learned from the classrooms to actual situation;

WHEREAS, CSU has requested for a linkage with the second party to facilitate the internship of students who are enrolled in the **BS in Legal Management** who shall opt to undergo their internship with the second party;

WHEREAS, the CGT has granted the request of CSU for internship of its students;

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 objective.

NOW THEREFORE, in consideration of the aforementioned premises, the parties hereby mutually agree and bind themselves to the following conditions:

1. CSU students shall:

1. Enter into an internship contract and/or agreement with **CGT**;
2. Sign all the required documents necessary for his or her participation in the internship program, including the acceptance letter, internship contract and/or agreement;
3. Comply with the provisions of the contract and/or agreement including the rules and regulations of the **CGT** and **CHED** at all times;
4. Undergo the required orientation conducted by the **CSU** and **CGT**.
5. Report for internship based on the schedule indicated in the internship contract and/or agreement;
6. Perform tasks and activities indicated in the internship plan;
7. Maintain confidentiality, when and where appropriate, during and after the internship period of all the data, business or trade secrets where such information is not within the public domain and is indicated or understood to be confidential;
8. Adhere to the existing rules and regulations of **CGT** including the proper use of tools, instruments, machines, and equipment;
9. Submit a journal of internship as required by **CSU** and **CGT** reflecting on the approved internship plan, his or her experiences describing the internship activities, any problem/s encountered, and his or her reflections on the internship experience to the SIPP coordinator;
10. Complete the agreed duration of his or her internship; In case the student intern will be unable to finish his or her internship within the designated period, he or she shall inform

- the SIPP coordinator in writing of his or her intent and reasons to prematurely end his internship, at least three (3) working days before his last day of internship. Failure to complete the internship program without valid cause disqualifies the student intern from retaking the program with the concerned HTE; and
11. Report to the SIPP coordinator for an exit assessment after the completion of the internship period.

II. City Government of Tuguegarao shall:

1. Enter into an internship contract or agreement with CSU students that shall include the pertinent provisions of this MOA that affect the students, among other clauses and provisions;
2. Implement the internship plan in partnership with CSU;
3. Encourage student interns to develop their personality and professionalism, and to the extent possible, protect them from physical or moral danger;
4. Assign a point/focal person responsible for the implementation of all phases of the internship;
5. Orient the student intern on the standard rules and regulations of their establishment before signing of contract;
6. Enter into an internship contract/agreement with the student intern;
7. Facilitate the processing of the documents of the student intern in coordination with the CSU;
8. Provides practical training or work experience in accordance with agreed internship plan and schedule of activities;
9. Ensure the protection of the students undergoing internship program from harassment, exploitation, deplorable training conditions and such other conditions that contravene or defeat the purpose of internship;
10. Provide supervised applied learning experience for student interns.
11. Develop feedback mechanism to the student intern;
12. Develop feedback mechanism to CSU of the overall implementation of the internship and the student performance;
13. Provide monitoring and evaluation reports or other information on the student intern's performance as may be required by CSU;
14. Make available, accurate and current records and provide access to CSU of such records while on internship;
15. Issue certificate of completion for the student interns not later than two weeks after the completion of internship.

III. CSU College of Business, Entrepreneurship and Accountancy thru the SIPP Coordinator shall:

1. Provide pre-internship orientation prior to deployment to internship venues including among others work ethics and anti-sexual harassment laws as pre-requirement;
2. Inspect internship venues and sites to ensure that the working environment is safe and secured for the welfare of the student/s;
3. Monitor and assess student interns through on-site visit;
4. Coach or mentor student interns onsite;
5. Consult and assist student interns in resolving problems/issues encountered; and
6. Validate the result of the internship of students per batch, at the end of the internship period.

IV. Mutuality:

The **Cagayan State University** and the **CGT** shall coordinate with each other through the **SIPP Coordinator** concerned with the discharge of their respective functions by holding regular consultations. An exit conference shall be conducted to discuss issues and concerns encountered during the duration of the internship.

V. Amendment:

This Memorandum of Agreement may be amended upon the mutual consent of the contracting parties. The parties acknowledge and agree that this Memorandum of Agreement represents the entire agreement between the parties. In the event that the parties desire to change, add, or otherwise modify any terms, they shall do so in writing to be signed by both parties.

VI. Severability:

If any portion or provision of this Act is declared void or unconstitutional, the remaining portions or provisions thereof shall not be affected by such declaration.

VII. Confidentiality and non-disclosure:

The parties shall not divulge any information of a confidential character, acquired by the parties in the course of or on account of this undertaking. All information, papers, reports and effects acquired and/or generated in the course of the program are owned by and pertain to the party who provided document and may not be released without its consent, pursuant to prevailing regulations.

VIII. Duration:

This Memorandum of Agreement shall take effect upon the commencement of the internship and until its termination or completion of 320 hours for all student interns unless otherwise terminated earlier by either party upon prior written notice served on the other party at least seven (7) days prior to the intended date of pre termination.

IX. Termination:

The Parties may terminate this Agreement, in whole or in part, at any time upon mutual agreement of both parties or by either of the party for its convenience if the existence of conditions is determined to cause the Agreement implementation to be economically, financially or technically impractical and/or unnecessary, such as but not limited to fortuitous event/s or changes in law and national government policies.

X. Intellectual Property

The parties hereby agree that intellectual property rights, ownership and enjoyment thereof arising from this project shall be governed by the applicable provisions of RA 10055 (An Act Providing the Framework and Support System for the Ownership, Management, Use, and Commercialization of Intellectual Property Generated from Research and Development funded by Government and for other purposes), RA 8439 (An Act Providing a Magna Carta for Scientists, Engineers, Researchers and other Science and Technology Personnel in Government), and RA 8293 (An Act Prescribing the Intellectual Property Code and Establishing the Intellectual Property Office, Providing for Its Powers and Functions, and for Other Purposes) including their respective Implementing Rules and Regulations, as well as all other existing and future policies of the government and the parties on Intellectual Property Rights.

XI. Data Privacy

All information whether personal or sensitive that will come to the knowledge of the parties, its employees, personnel, and staff as a result of this Agreement or by any other means shall be deemed confidential and shall be observed and protected at all times in accordance with Republic Act No. 10173 (Data Privacy Act of 2012).

All of these matters are classified as confidential in nature and proprietary to the FIRST PARTY and the intern hereby cannot, appropriate to his/her own, use, copy or transfer and undertake to prevent transfer of such information by any means to any party outside of the FIRST PARTY without the knowledge and written consent of the FIRST PARTY, the client or patient, or by order of the court.

Any personal and/or sensitive personal information breach shall be communicated immediately to the FIRST PARTY for appropriate action within 48 hours from knowledge or occurrence of the breach. Each Party, its employees, personnel and staffs understand that any breach or violations of any provisions of the Data Privacy Act, shall make him/her liable criminally, administratively, and civilly. Each intern shall be required to sign a confidentiality undertaking which shall form part of this Agreement.

XI. Liability clause

Each party, namely, the student/s, the FIRST PARTY and the SECOND PARTY, shall answer for losses and damages arising from any accident, act, or omission directly attributable to its fault or negligence, which may cause death or bodily injury to a person, or loss or damages to property, by or on account of the performance of the respective obligations by the parties under this agreement. Such responsibility shall continue to remain even after the termination of this agreement, if such losses and damages were incurred during the effectivity of this agreement.

It is understood that FIRST PARTY shall be subsidiarily liable for any damage caused by the student intern/s on any office property directly attributable to its fault or negligence.

IN WITNESS WHEREOF, the parties have hereunto signed this Agreement at Tuguegarao City, Cagayan, this ____ day of _____.

CAGAYAN STATE UNIVERSITY

By:

ARTHUR G. IBANEZ, PhD., ASEAN Engr.
OIC- Office of the University President

CITY GOVERNMENT OF TUGUEGARAO

By:

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

Witnesses:

GIGED T. BATTUNG, CPA, DBM
University Dean

Position

ACKNOWLEDGEMENT

Republic of the Philippines)
Province of Cagayan) S.C.
City of Tuguegarao

BEFORE ME, this _____, at Tuguegarao City, Province of Cagayan,
personally appeared the following:

Parties Competent Proof of Identity

ARTHUR G. IBANEZ, PhD., ASEAN Engr
MAILA ROSARIO S. TING-QUE

Known to me to be the same person who executed the foregoing instrument and they acknowledge to me that the same is their free and voluntary act and deed as well as that of the agency/institution they respectively represented.

This instrument refers to a Memorandum of Agreement, consisting of four pages, including this page where this acknowledgement is written; the same has been signed by the parties together with their instrumental witnesses on each and every page hereof.

WITNESS MY HAND AND SEAL, the day, year and place above written.

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