

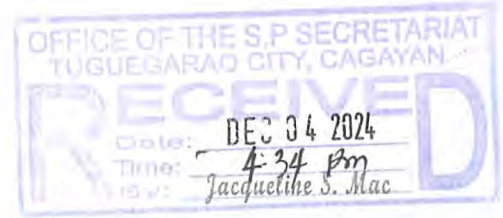
of



BAGONG PILIPINAS

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**

04 December 2024

**THE PRESIDING OFFICER AND MEMBERS**

Sangguniang Panlungsod  
This City

Dear *Presiding Officer and Members of the Sanggunian*:

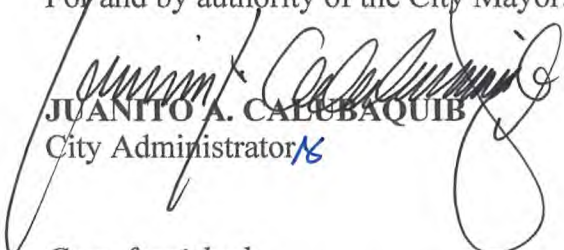
Herewith is the Memorandum of Agreement between the Tuguegarao City Government and University of Saint Louis relative to the work immersion of the latter's **Senior High School** students, for your information and appropriate action.

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

Copy furnished:

- University of Saint Louis
- LYDO
- City Legal Office





**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 and TUGUEGARAO CITY PEOPLE'S GENERAL HOSPITAL**, with the official address at 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 for a work immersion training of # Grade 12 Science Technology Engineering and Mathematics Health (STEM H) students;

No.	Name of Student	Section	College Course Preference
<b>BATCH 1 (January 13-24, 2025)</b>			
1			
2			
3			
4			
5			
<b>BATCH 2 (January 27- February 7, 2025)</b>			
1			
2			
3			
4			
5			
<b>BATCH 3 (February 17-28, 2025)</b>			
1			
2			
3			
4			
5			
<b>BATCH 4 (March 3-14, 2025)</b>			
1			
2			
3			
4			
5			

**WHEREAS, TUGUEGARAO CITY GOVERNMENT and TUGUEGARAO CITY PEOPLE'S GENERAL HOSPITAL** 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;



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**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 that will 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**



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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 and TUGUEGARAO CITY PEOPLE'S GENERAL HOSPITAL 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. Effectivity of the Agreement:

With the concurrence of both parties, this contract is valid during the training period of the students on **January 13-24, for Batch 1, January 27- February 7, for Batch 2, February 17-28, for Batch 3 and March 3-14 for Batch 4 or upon reaching the prescribed number of work immersion hours, whichever will come first.**

#### VI. 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 \_\_\_\_\_.

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

**REV. FR. MACWAYNE N. MANIWANG, CICM, Ph.D.**  
University President





UNIVERSITY OF  
**SAINT LOUIS**  
 TUGUEGARAO CITY, PHILIPPINES

BASIC EDUCATION SCHOOL

Mabini Street, Tuguegarao City 3500,  
 Cagayan, Philippines  
 Tel: (078) 844-1822 loc. 507  
 www.usl.edu.ph

Witnesses:

\_\_\_\_\_  
 Tuguegarao City People's General Hospital

**EMILY T. MABBORANG, Ph. D.**  
 Assistant Vice President for Basic Education/Principal  
 University of Saint Louis Tuguegarao



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*Wisdom Builds*

Granted Full Autonomy by CHED  
 Granted Level IV Accreditation by PAASCU in 6 Programs: Accountancy, Business Administration,  
 Civil Engineering, Teacher Education (Elementary and Secondary), & Liberal Arts



**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 \_\_\_\_ 2024, 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 September 2024 in Tuguegarao City.

**NOTARY PUBLIC**

Doc. No.: \_\_\_\_\_

Page No.: \_\_\_\_\_

Book No.: \_\_\_\_\_

Series of 2024



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UNIVERSITY OF SAINT LOUIS  
TUGUEGARAO CITY, PHILIPPINES

BASIC EDUCATION SCHOOL

Mabini Street, Tuguegarao City 3500,  
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www.usl.edu.ph

November 26, 2024

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

OFFICE OF THE CITY MAYOR  
RECEIVED  
Date: DEC 04 2024  
Time: 2:55 PM  
By: [Signature]

Ma'am:

Peaceful greetings!

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 Senior High School considers the **Tuguegarao City People's General Hospital and City Hall Office** as its partner department/office 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 the much-needed training/ exposure.

The Work Immersion of the SHS students is proposed to start on January 13-24, for Batch 1, January 27- February 7, for Batch 2, February 17-28, for Batch 3 and March 3-14 for Batch 4 and they should render 80 hours of exposure/training on your company.

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.

Very truly yours,

[Signature]  
JEREMAE V. SAGARIO, MST  
Immersion Area Head

Noted by:

[Signature]  
EMILY T. MABBORANG, PhD.  
Assistant Vice President for Basic Education/Principal

Cc: University President



Granted Full Autonomy by CHED  
Granted Level IV Accreditation by PAASCU in 6 Programs: Accountancy, Business Administration, Civil Engineering, Teacher Education (Elementary and Secondary), & Liberal Arts



**CONFIRMATION SLIP**

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

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

This is to confirm our partnership as regards the off-campus work immersion of the Grade 12 students starting on January 13-24, for Batch 1, January 27- February 7, for Batch 2, February 17-28, for Batch 3 and March 3-14 for Batch 4.

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 Nursing		
Bachelor of Science in Medical Technology		
Bachelor of Science in Respiratory Therapy		
Bachelor of Science in Radiologic Technology		
Bachelor of Science in Pharmacy		
Bachelor of Science in Psychology		
Bachelor of Science in Nutrition and Dietetics		
Bachelor of Science in Dentistry		
Bachelor of Science in Physical Therapy		
Bachelor of Science in Biology		

*(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 **December 06, 2024**, via email, [jsagario@usl.edu.ph](mailto:jsagario@usl.edu.ph) or messenger, **Jeremae Sagario**.

