

Republic of the Philippines
Province of Cagayan
TUGUEGARAO CITY

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

OFFICE OF THE CITY MAYOR

22 May 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 St. Paul University Philippines (SPUP) relative to the industry immersion of the latter's Doctor in Information Technology student for your information and appropriate action.

Thank you!

In the name of public service,


MAILA ROSARIO S. TING-QUE
City Mayor

Copy furnished:

☐ LYDO





St Paul University Philippines

Tuguegarao City 3500

Tel: 369-1987 to 396-1994

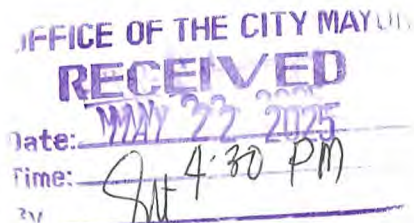
Fax: 078-846-4305

www.spup.edu.ph

SCHOOL OF INFORMATION TECHNOLOGY AND ENGINEERING

May 22, 2025

HON. MAILA ROSARIO S. TING-QUE
City Mayor
Local Government Unit-Tuguegarao City
Enrile Boulevard, Carig Sur, Tuguegarao City



DEAR MAYOR:

Warm Paulinian greetings!

The Graduate School of St. Paul University Philippines, in line with its mission to develop globally competitive IT professionals, requires Doctor in Information Technology students to complete an 80-hour industry immersion.

We are pleased to inform you that your office's Information Technology Department has been selected as a partner for this initiative. We believe your organization offers an excellent environment for practical learning and professional development.

In this regard, we respectfully request that you accommodate the undersigned, Ms. Arlene S. Bacud, a student trainee, for this Summer Academic Year 2024-2025.

We sincerely appreciate your continued partnership and support in preparing our students for professional success in the field of Information Technology. Should you need any additional information or wish to discuss further details, please do not hesitate to contact me at your convenience.

Thank you for your time and consideration.

Very respectfully yours,


ARLENE S. BACUD
Student Trainee



MEMORANDUM OF AGREEMENT

KNOW ALL MEN BY THESE PRESENTS:

This CONTRACT, signed this ____ day of May year 2025, by and between

ST. PAUL UNIVERSITY PHILIPPINES (SPUP), a Catholic, private, educational institution with official address at Tuguegarao City, Cagayan, represented herein by its University President, **SISTER MERCEDITAS O. ANG, SPC**, hereinafter referred to as the **FIRST PARTY**;

and

LOCAL GOVERNMENT UNIT-TUGUEGARAO CITY, situated in Enrile Boulevard, Carig Sur, Tuguegarao City, Cagayan herein represented by its City Mayor, **MAILA ROSARIO S. TING-QUE** herein after referred to as the **SECOND PARTY**.

WITNESSETH:

SISTER MERCEDITAS O. ANG, SPC
University President

WHEREAS, SPUP the first educational institution in Region 02 accredited by the Philippine Accrediting Association of Schools, Colleges and Universities and the first Catholic university in Asia and first private university in the Philippines certified by ISO 9001, it inevitably plays a significant role in the region's socio-economic and advancement;

WHEREAS, SPUP is offering an Industry Immersion as part of the curriculum for all Doctor in Information Technology (DIT) students of the Graduate School;

WHEREAS, SPUP recognizes the training, knowledge and skills as a potential tool to strengthen the Doctor in Information Technology (DIT) program in the School;

WHEREAS, LOCAL GOVERNMENT UNIT-TUGUEGARAO CITY, is providing the state of the art information technology industry setting equipped with hardware and software for research and instruction for the all-rounded development of the student, besides quality Information Technology infrastructure support to the colleges;

WHEREAS, LOCAL GOVERNMENT UNIT-TUGUEGARAO CITY, is providing trainings and internship for students, professionals related to Information Technology;

WHEREAS, PROVINCIAL GOVERNMENT OF CAGAYAN is a Partner of SPUP;

MAILA ROSARIO S. TING-QUE
City Mayor

WHEREAS, both parties believe that partnership and collaboration are very essential to the development of students, faculty, DIT program and the school;

NOW THEREFORE, for and in consideration of the foregoing premises, and the terms and conditions hereunder, the parties hereby agree as follows:

1. LOCAL GOVERNMENT UNIT-TUGUEGARAO CITY, shall accept the following for the SPUP Industry Immersion Program:
 - a.) Student Trainees,
 - b.) SPUP Faculty CoordinatorBoth within the discretion of SPUP;



2. NATURE OF WORK ASSIGNMENT – the student will serve as a trainee, engage in Industry Immersion, and perform a variety of assignments, which will focus on Information Technology.
 - a.) Duration- The student trainee must complete eighty hours (80) as required in the DIT curriculum at St. Paul University Philippines, Tuguegarao City, Philippines
 - b.) Without prejudice to additional project activities approved by both SPUP and LOCAL GOVERNMENT UNIT-TUGUEGARAO CITY standards, made known to student trainee upon start of the program. Evaluation shall be taken by both the University and the assigned company in the conduct of the Industry Immersion.
3. LOCAL GOVERNMENT UNIT-TUGUEGARAO CITY, shall exercise the diligence in protecting the well-being of the students of St. Paul University Philippines undergoing Industry Immersion with it, shall see to the proper and professional care of any of the students should any fall sick or need professional assistance during the course of the training program, subject to negotiated reimbursements, should this be just and equitable.
4. TERM
 - a. This Memorandum of Agreement shall be in force and in effect for 3 years starting from the date the same shall be signed by both parties through representatives; and
 - b. May be modified in whole or in part by mutual agreements of both parties.
5. AMMENDMENTS- Upon mutual agreement of parties;
6. ANNEXES: The annexes to this Agreement constitute and integral part of this Agreement. Any and all matters or things that the parties may have agreed, but have not reduced in writing herein, shall be void and ineffective.
7. SEVERANCE: If any provision of the Agreement of part thereof is rendered void, illegal or enforceable by any legislation to which it is subject, it shall be rendered void, illegal or not enforceable only to that extent and no further.
8. SEPARABILITY: The invalidity or unenforceability of any provision of the Agreement shall not affect or impair other provisions that are otherwise valid, binding and effective.
9. GOVERNING LAW AND ARBITRATION: That both parties shall be governed by and construed according to the laws of the Republic of the Philippines.
10. OTHERS – Annex 1,2 & 3



St. Paul University Philippines
Tuguegarao City, Cagayan 3500

SCHOOL OF INFORMATION TECHNOLOGY AND ENGINEERING

IN WITNESS WHEREOF, the parties acknowledge, understand and agree with the terms and conditions of this contract. They understand and intend to be bound by all of its clauses as shown by their signatures hereon, and further certify that they have received signed copies hereof.

ST. PAUL UNIVERSITY PHILIPPINES

LOCAL GOVERNMENT UNIT -TUGUEGARAO CITY

SISTER MERCEDITAS O. ANG, SPC
University President

HON. MAILA ROSARIO S. TING-QUE
City Mayor

SIGNED IN THE PRESENCE OF:

DR. MARIFEL GRACE C. KUMMER
Dean, School of Information Technology & Engineering

JUANITO A. CALUBAQUIB
City Administrator

DR. INICIA C. BANSIG
Dean, Graduate School

DOMINIC BAGGAYAN
Head, LYDO

DR. AGRIPINA B. MARIBBAY
Vice President for Academics

ENGR. ALBERT BUNAGAN
Head, IT Unit



ANNEX 1

Responsibilities of Local Government Unit-Tuguegarao City

Local Government Unit-Tuguegarao City is expected to:

1. Provide the proper training needs of the student trainees.
2. To ensure that the expected training were properly and extensively given on the Student Trainees
3. Orient faculty and student trainee with the policies and procedures of the company in relation on their Industry Immersion Program.
4. To provide competency development by subjecting the trainees to actual Information Technology related and administrative tasks under their full supervision.
5. Responsible for the security of the student trainees and/or faculty coordinator from the Philippines during the completion of eighty hours (80).
6. Monitor and evaluate performance of the student trainees and provide feedback and suggestions for the purpose of improving the performance of the trainees
7. Provide opportunity for student trainees and faculty for industry immersion to develop projects/researches in information technology.

ANNEX 2

Responsibilities of St. Paul University Philippines

1. The University will therefore verify whether or not the student trainees and faculty coordinator arrived in the training center safe and sound.
2. Provide a faculty coordinator to monitor, supervise and assist the Student Practitioners within the duration of the training.
3. As a security measure for the student trainees and faculty coordinator, the University will retrieve them from the site in case the above stated agreement was not properly complied with and file proper suit and damages in accordance with the Philippine law.
4. The Educational Institution is to furnish graduate listings at the end of each academic year.
5. Refer graduates for screening process.



ANNEX 3

Responsibilities of the Student Trainees:

The student is expected of the following:

1. Secure travel, health care and personal things insurances.
2. Shall bear all costs of the Immersion to the exclusion of SPUP.
3. Manifest interest in all Industry Immersion activities shown in:
 - a. Her attendance in conferences with the faculty coordinator;
 - b. Her attendance and punctuality in reporting to the placement agency;
 - c. Her willingness to accept responsibilities; and
 - d. Doing her work responsively, creatively and enthusiastically.
4. Fill-out the daily time record honestly.
5. Keeps confidential and shall not anytime or in any manner, either directly or indirectly, divulge, disclose, or communicate to any person, firm or corporation in any manner whatsoever, any information concerning any matters affecting or relating to the company.
6. Submit a portfolio to the Adviser a week after the end of the Industry Immersion.



ACKNOWLEDGMENT

Republic of the Philippines } ss.
Tuguegarao City }

BEFORE ME, this _____ 2025, personally appeared the following:

NAME	CTC or Passport/Date/Place Issued
1. SISTER MERCEDITAS O. ANG, SPC	
2. HON. MAILA ROSARIO S. TING-QUE	

Known to me and to me known to be the same person who executed the foregoing instrument, and they acknowledged to me that the same is their free and voluntary act and deed and that of the Office they represent.

This instrument consisting of _____ pages, including this page whereon the acknowledgements are written, has been signed by the parties and witnesses, in each and every page thereof and relates to MEMORANDUM OF AGREEMENT.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed my official seal this _____ day of _____ 2025, at _____.

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