

Republic of the Philippines
Province of Cagayan
Tuguegarao City

OFFICE OF THE CITY MAYOR

14 February 2024

THE PRESIDING OFFICER AND MEMBERS

Sangguniang Panlungsod
This City

Dear **Presiding Officer and Members of the Sanggunian:**

We would like to request for a resolution authorizing the undersigned to represent, enter and sign on behalf of City Local Government Unit-Tuguegarao in the attached draft Memorandum of Agreement with Saint Paul University Philippines *re.* Practicum Program of identified students.

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.

For your information and appropriate action. Thank you and best regards.

In the name of public service,


MAILA ROSARIO S. TING-QUE
City Mayor 



St Paul University Philippines
Tuguegarao City, Cagayan North 3500

School of Business Accountancy and Hospitality Management

February 14, 2024

HONORABLE MAYOR MAILA TING-QUE
City Mayor
Tuguegarao City, Cagayan

Dear Honorable Mayor Que:

Greetings of Peace!

The fourth-year students in the Accountancy, Business and Hospitality Management Programs are scheduled to undergo the Internship/Practicum Program this Second Semester, 2023-2024. This is in compliance to the requirements of the Commission on Higher Education that college students are to be exposed to the real work scenario through their immersion in the industry. During this pandemic, students are allowed to have their internship with strict adherence to the health protocols.

Anent this, we seek your support and partnership in the implementation of this program by accepting students from our school to join your company's Student Internship Program and subsequently complete the prescribed practicum hours. We hereby endorse the following students to your Student Practicum Program. They will be ready to start on February 19, 2024 until such time that they will finish the required five hundred fifty (550) hours. To wit:

Date	Name of Students	Course and Year	Required Number of Hours
February 19, 2024	Flores, Lorenz Dominic B.	BSBA-FM 4	550 hours
	Olaez, Hex C.	BSBA-FM 4	
	Pasinca, Karl Russel A.	BSBA-FM 4	

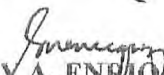
In support to this collaboration, and to enable the students to maximize their time and learning with your firm and ensure their safety as well, may we request that the students:

- o be assigned to areas or given work assignments that are meaningful and will make use of their competencies and skills in the discipline;
- o be dealt with in a professional manner and all office transactions and interactions between the student and the Company's employees be strictly confined to professional work dealings and engagements.

We look forward to our continuing partnership in the development of our students and soon-to-be professionals.

Thank you.

Very truly yours,


SHIRLEY A. ENRIQUEZ, DBM
Program Coordinator, Business & Entrepreneurship

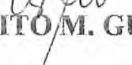
Accepted OJT Trainee:

Signature Over Printed Name

Designation:

Tel No.

Noted:


DR. CHARITO M. GUILLERMO, CPA
Dean

MEMORANDUM OF AGREEMENT

KNOW ALL MEN BY THESE PRESENTS:

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

ST. PAUL UNIVERSITY PHILIPPINES, a catholic, private, educational institution with the official address at Mabini Street, Tuguegarao City, Cagayan, represented by the School of Business, Accountancy and Hospitality Management Dean, **DR. CHARITO M. GUILLERMO, CPA** hereinafter referred to as **SPUP**:

And

CITY HALL TUGUEGARAO with the official address at Tuguegarao City, Cagayan represented herein by **the City Mayor, HONORABLE MAYOR MAILA TING-QUE**, hereinafter referred to as **CITY HALL**.

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 through:

- (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 student herein below in the **Bachelor of Science in Business Administration Major in Financial Management**. To wit:

Date	Name of Student	Required Number of Hours
February 19, 2024	Flores, Lorenz Dominic B.	550 hours
	Olaez, Hex C.	
	Pasinca, Karl Russel A.	

WHEREAS, **CITY HALL**; has granted the request of the on-the job training of the 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 objectives.

I. SPUP students 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 **CITY HALL** and SPUP in the performance of their functions while under training;
2. Abide by all the **CITY HALL** and SPUP office rules and regulations;
3. At all times wear their uniform and SPUP ID when 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 **CITY HALL** and SPUP and shoulder all expenses necessary and incidental to the conduct of the on-the-job training;
6. Submit a weekly report of his activities to their Teacher;
7. Render a total of **550 practicum hours**;
8. Report to the **CITY HALL** office from **8:00 AM-5:00 P.M. from Tuesday to Thursday, 8-12Monday; and 1:00-5:00 Friday.**
9. 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. CITY HALL shall:

- 2.1 Provide work experiences that will help develop and 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 student as possible future employee if he qualifies.
- 2.3 Assist/mentor the students in developing the skills needed in the proper work ethics and see to it that the student is properly guided in accordance with the expectation of SPUP and CITY HALL.
- 2.4 Strictly monitor the attendance and the student's progress and submit a written evaluation on the students' progress at the end of their duty.
- 2.5 Report and contact the Dean if there are problems regarding the student assigned in the CITY HALL.
- 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 student in enhancing her capabilities in her assigned tasks.
- 2.8 Enhance the self esteem, self confidence and maturity of the SPUP students under CITY HALL's care.

Both parties:


SPUP and CITY HALL 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 enforce until on-the-job training shall have been completed.

IN WITNESS WHEREOF, the parties have hereupon affixed their signature this _____.

ST. PAUL UNIVERSITY PHILIPPINES

By:


DR. CHARITO M. GUILLERMO, CPA
Dean, School of Business, Accountancy and Hospitality Mgmt.
St. Paul University Philippines
Contact Number: 0977-1144-893


SHIRLEY A. ENRIQUEZ, DBM
Program Coordinator, Business and Entrepreneurship
Contact Number: 0977-1144-893

CITY HALL

By:

HON. MAYOR MAILA TING-QUE
City Mayor
Tuguegarao City, Cagayan