



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

07 August 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 International School of Asia and the Pacific relative to the On- the- Job Training of the latter's Social Work students, for your information and appropriate action.

Thank you!

In the name of public service,


MAILA ROSARIO S. TING-QUE
City Mayor 

Copy furnished:

- ISAP
- CSWDO





INTERNATIONAL SCHOOL OF ASIA AND THE PACIFIC

Alimannao Hills, Peña Blanca, Cagayan

Telefax No: (078)304-1010

Website: www.isap.edu.ph

E-Mail Address: adminoffice@isap.edu.ph



**COLLEGE OF ARTS, SCIENCES AND TEACHER EDUCATION
SOCIAL WORK DEPARTMENT**

July 17, 2025

HON. MAILA ROSARIO S. TING-QUE

City Mayor

Tuguegarao City, Cagayan

OFFICE OF THE CITY MAYOR

RECEIVED

Date: AUG 07 2025

Time: 2:00 PM

By: [Signature]

Thru: **MELVIN T. PEREZ, RSW**

City Social Welfare and Development Officer

Ma'am/Sir:

Christian Greetings!

We would like to inform your office that the Social Work Department of the International School of Asia and the Pacific is on the process of exposing the Fourth Year Students on actual application of skills in performing the various roles of generalist Social Work Practitioner through On-the-Job-Training. This training aims to train our future social workers to have a sense of social and professional responsibilities, commitment to serve others, resourcefulness, compassion, punctuality, flexible and appreciative to others, fairness in relating to others, cooperation and teamwork, particularly in handling individuals, families and groups.

Relative thereof, we would like to signify our intent to deploy the fourth-year social work students at **City Social Welfare and Development Office (CSWDO)** for we believe that you can furnish our students with inspiring and relevant experiences that will enable them to realize and value their chosen profession. If permitted, they will be on the agency every Monday, Tuesday and Wednesday starting August 18, 2025 until December 10, 2025.

Should you need any clarification please do not hesitate to contact us through cellphone number **09658475049** or email us at msvillon@isap.edu.ph. May we hear a response from you as soon as possible.

Thank you and hoping for a favorable response regarding this matter.

Respectfully yours,

MARC SIMON VILLON, RSW

Field Instruction Coordinator/ OIC, Program Coordinator

JULIUS A. TOLENTINO, MST

OIC, Dean

WINNIE T. CANCEJO, Ph. D.

Vice President for Academic Affairs



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MEMORANDUM OF AGREEMENT

FIELD INSTRUCTION PROGRAM

KNOW ALL MEN BY THESE PRESENTS:

The **INTERNATIONAL SCHOOL OF ASIA AND THE PACIFIC (ISAP)**, a private entity created and existing under the laws of the Republic of the Philippines, with principal office address at Alimannao Hills, Peñablanca, Cagayan, represented herein by **CHRISTIAN R. GUZMAN, Ph. D.**, in his capacity as President, herein referred to as the **FIRST PARTY**

-and-

THE LOCAL GOVERNMENT UNIT OF TUGUEGARAO CITY, CAGAYAN, a recognized government agency, created under the laws of the Philippines, with principal office at Tuguegarao City, Cagayan, represented herein by **HON. MAILA ROSARIO TING-QUE**, in her capacity as the City Mayor, herein referred to as the **SECOND PARTY**.

WITNESSETH:

WHEREAS, the **SECOND PARTY** is in the practice of helping Social Work Students to develop and apply their knowledge and skills in community organizing, administration and supervision as required in the practice of their profession;

WHEREAS, the **FIRST PARTY** requested for a Field Instruction Program (FIP) with the **SECOND PARTY**, and the **SECOND PARTY** accepted such request subject to the policies/rules and regulation of the department concerned;

NOW THEREFORE, for and in consideration of the foregoing premises and of the terms and condition hereunder provided, it is agreed that:

1. RESPONSIBILITIES OF THE FIRST PARTY

- 1.1 The **FIRST PARTY** shall scout for potential partner agencies or organizations and visit them to assess their capacities to provide the **LEARNERS** a conducive learning environment.
- 1.2 The **FIRST PARTY** shall make initial arrangements with prospective agencies that meet criteria set by the Field Instruction Unit.
- 1.3 The **FIRST PARTY** shall determine psychological, physical, emotional and economic fitness of the **LEARNERS** to go on Field Instruction.
- 1.4 The **FIRST PARTY** shall assess and match **LEARNERS** and agency/field site by ensuring congruence of interest, needs and preferences.

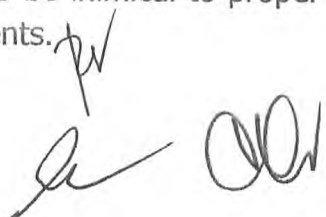
- 1.5 The **FIRST PARTY** shall formalize the partnership between the school and the FI Agency/ community through a Memorandum of Agreement (MOA).
- 1.6 The **FIRST PARTY** shall prepare a separate folder for each FI Student which will contain the following:
- 1.6.1 Autobiography;
 - 1.6.2 Student Information Sheet;
 - 1.6.3 Medical Certificate;
 - 1.6.4 Psychological Exam Result;
 - 1.6.5 Copy of Vaccination & Booster Card; and
 - 1.6.6 Waiver of school and agency accountability signed by parents or guardian.
- 1.7 The **FIRST PARTY** shall conduct weekly supervision to monitor **LEARNERS'** progress in relation to FI learning goals and plan, and to provide timely and appropriate support.
- 1.8 The **FIRST PARTY** shall initiate dialogue with the agency and the supervisor at the beginning, middle, and end of the semester/term.
- 1.9 The **FIRST PARTY** shall conduct monthly visits to observe and monitor actual performance of **LEARNERS**.
- 1.10 The **FIRST PARTY** shall orient the **LEARNERS** on the qualitative and the quantitative standards for documentation and evaluation.

2. RESPONSIBILITIES OF THE SECOND PARTY

- 1.1 The **SECOND PARTY** shall provide maximum opportunity for Social Work learners from the **FIRST PARTY (LEARNERS)** to gain experiences and training in case management and in all operations of the agency as maybe available.
- 1.2 The **SECOND PARTY** shall permit the attendance and participation of the **LEARNERS** in managing cases for individuals, groups and communities, conference, symposium, or other related activities.
- 1.3 The **LEARNERS** shall meet the criteria for satisfactory completion of the Field Instruction Program for which a Certificate of Completion shall be issued by the **SECOND PARTY**. Criteria shall be discussed during the orientation of the **LEARNERS**.
- 1.4 The **SECOND PARTY** may terminate the affiliation of any **LEARNER** who fails or refuses to comply with agency rules or engages in activities detrimental to the health, safety, and welfare of its client's personnel or co-learners, provided due process is observed with the participation of the **FIRST PARTY**.

2. DURATION OF THE CONTRACT

This contract shall be effective for a period of one (1) year S. Y. 2025-2026 from the date of approval by the **SECOND PARTY**, subject to renewal unless otherwise sooner terminated whenever either party finds and proved its continuance to be inimical to proper functioning of the agency and welfare of its clients.



POLICIES

- 3.1 No special room or space shall be designated for the exclusive use of the **LEARNERS** nor shall new construction be made by the **SECOND PARTY** for the same purpose.
- 3.2 Every **LEARNER** of the **FIRST PARTY** shall render total **500 hours** from deployment.
- 3.3 At no time shall the interest and welfare of the clients and personnel be subordinated to the conduct of the Field Instruction Program.
- 3.4 All **LEARNERS** shall be governed by the existing rules and regulations of both the **FIRST PARTY** and the **SECOND PARTY** regarding the conduct of the Field Instruction Program.
- 3.5 The Field Instruction Program is part of the school program; hence all students are still subject to its rules and regulation as stipulated in the student handbook and Field Instruction Manual.
- 3.6 The **FIRST PARTY** shall be responsible for the **LEARNERS** when they are at the deployment area where the learners will be assigned.

4. VIOLATION


- 4.1 Violation of policies and the provisions herein is subject to sanctions by both parties. Due process shall be always observed with the participation of the **FIRST PARTY** at all times.

5. AMENDMENT

- 5.1 Any amendment to this agreement shall become effective upon approval in writing by both parties.

IN WITNESS WHEREOF, the parties hereto have set their hands on this day of


CHRISTIAN R. GUZMAN, Ph. D.

President 

(DATE)

BY:

HON. MAILA ROSARIO S. TING-QUE

City Mayor

(DATE)

SIGNED IN THE PRESENCE OF:

MARC SIMON VILLON, RSW
Field Instruction Coordinator

(Signature over PRINTED NAME)

(Designation)

Date

Date



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SIGNED IN THE PRESENCE OF:


MARC SIMON VILLON, RSW
Field Instruction Coordinator

(Signature over PRINTED NAME)

(Designation)

Date

Date