



REPUBLIC OF THE PHILIPPINES
CAGAYAN STATE UNIVERSITY
Carig Campus
Carig Sur, Tuguegarao City, Cagayan
078-396-0569 | cpadcsu@gmail.com

COLLEGE OF PUBLIC ADMINISTRATION

CPAD-25854-EC-06-2024-07

June 28, 2024

HON. BIENVENIDO C. DE GUZMAN, II
Vice Mayor
City of Tuguegarao
Province of Cagayan

Subject:

Dear Sir:

The Student Internship Program (SIP) offered under the Bachelor in Public Administration (BPA) curriculum is scheduled to commence during the summer term. The SIP, also known as On-the-Job Training (OJT), is designed to provide students with critical exposure to the practical realities of National and Local Government Administration and Governance. This program aims to bridge the gap between theoretical education and practical application.

We would be honored if your esteemed organization would be a cooperating agency for this program. Moreover, we request your accommodation for our BPA students, who will undertake a three hundred (300)-hour internship from June to August 2024. Your participation would significantly contribute to the professional development of our students, providing them with invaluable hands-on experience and insights into the field of public administration. These students have been carefully selected based on their academic performances and merits. They are the following:

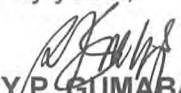
1. Baccay, Kaycel A.
2. Hilario, Shaine Mae R.
3. Tattao, France Danielle G.
4. Riñopa, Mac Creindelle G.

Herewith is a copy of the memorandum of agreement (MOA) for your perusal.


We extend our heartfelt gratitude in anticipation for your favorable consideration of this request. Should you require any further information or have any inquiries, please contact me directly at 0961-293-3374 or via email at arjaygumabay.gyu@gmail.com.

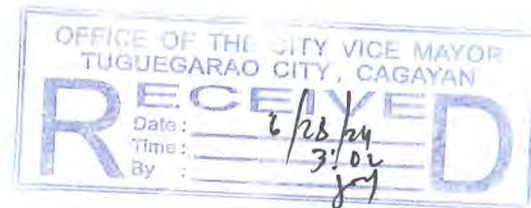
Thank you for your time and consideration.

Very truly yours,


ARJAY P. GUMABAY
SIP Coordinator

Noted by:


DENNIS M. BACUYAG, DPA
College Dean



MEMORANDUM OF AGREEMENT

KNOW ALL PERSONS BY THESE PRESENTS:

This Memorandum of Agreement is made and entered into by and between:

The **CAGAYAN STATE UNIVERSITY – CARIG CAMPUS**, a state-owned **HIGHER EDUCATION INSTITUTION** with office address at Carig, Tuguegarao City, Cagayan Philippines represented by the Campus Executive Officer, **Engr. ROGER P. RUMPON, MSc**, herein referred to as the **“FIRST PARTY”**.

-and-

The **CITY GOVERNMENT OF TUGUEGARAO-OFFICE OF THE VICE MAYOR/LEGISLATIVE** address at Regional Government Center, Carig Sur, Tuguegarao City, Cagayan represented by **HON. BIENVENIDO C. DE GUZMAN II** herein referred to as **“COOPERATING AGENCY”**.

WITNESSETH:

WHEREAS, the CSU particularly the College of Public Administration is offering Bachelor in Public Administration program which is designed to produce competitive graduates who should serve the government and NGOs as technical researchers, policy analysis, planners, specialist, development managers and executives;

WHEREAS, to achieve the goal of the program, the **CAGAYAN STATE UNIVERSITY- COLLEGE OF PUBLIC ADMINISTRATION (CSU-CPAd)**, designed its curriculum in such a way that students are given the chance to immerse in government agencies to experience and observe the application of concepts, theories and principles in managing the National Line Agencies, Government Units and other Recognized Organizations through the Student Internship Program (SIP);

WHEREAS, in pursuance to program goal, Student Internship Program (SIP) is offered as a 6-unit subject to incoming senior Bachelor in Public Administration, every summer of an academic year;

WHEREAS, SIP is an off-campus activity primarily aimed at exposing the incoming senior students to provide tertiary students enrolled in Higher Education Institutions (HEIs) in the Philippines the opportunity to acquire practical knowledge, skills, and desirable attitudes and values in reputable establishments/industries in our country; enhance the students' work competencies, and discipline as they relate to people in the workplace; promote competitiveness of students through their training; strengthen and enrich the degree programs in HEIs; provide opportunities to learn from

and network with experienced professionals; handle new challenges and complex tasks or problems; and identify future career directions and become candidates for future job opening;

WHEREAS, through SIP, the incoming senior BPA students are required to undergo immersion to National Line Agencies, Government Units and other Recognized Agencies for the duration of 300 hours;

WHEREAS, to realize the SIP goals, a strong partnership between CSU-CPAd and its Cooperating Agency necessitates a forging of a Memorandum of Agreement;

NOW THEREFORE, in consideration of the aforementioned premises, the CSU-CPAd and the Cooperating Agency hereby mutually agree and bind themselves to the following conditions:

A. Responsibilities of CSU-CPAd

1. Evaluates academic record of students as basis for deployment to the different cooperating agencies;
2. Coordinates with the Head of the Cooperating Agency for the development and proper monitoring of the SIP students;
3. Conducts orientation seminar among SIP students and representative of Cooperating Agencies on OJT policies and guidelines before the actual immersion of SIP students;
4. Assigns a faculty to serve as an SIP coordinator with a teaching equivalent of (108 hours) to monitor the SIP students deployed in the different Cooperating Agencies and to conduct regular meetings to monitor the progress report and thresh out problems encountered by the students;
5. Requires and collects from SIP students before their actual deployment to their respective Cooperating Agencies, a duly accomplished Parent's Waver;
6. Monitors through the SIP Coordinator the proper execution of the following policies of the SIP students:
 - a. Execution of the Student Work Plan designed to be completed by the intern for the whole duration SIP;
 - b. Attendance in the orientation seminar in the agency where they are deployed;
 - c. Observance of rules and regulations of the cooperating agency;
 - d. Observance of SIP dress code and wearing of school ID while on internship;
 - e. Use of Daily Time Record (triplicate) properly signed by the Cooperating Supervisor; and
 - f. Preparation of weekly reflection paper on their experiences and learnings while on internship and Narrative Report after the SIP.

7. Collects all performance ratings of the SIP students from Cooperating Agencies;
8. Conducts exit conference in partnership with the Cooperating Agencies on an agreed scheduled date within the last week of SIP.

B. Responsibilities of Cooperating Agency

1. Provide SIP students an orientation seminar regarding the thrusts, directions and policies of the Cooperating Agency, their Cooperating Supervisors and their job assignments before the students formally start their OJT;
2. Provide opportunity for students to acquire first – hand knowledge and experiences on the office situation and routines;
3. Provide specific work assignments among students as basis in formulating work places to be completed by the interns for the whole duration of SIP in any of the following areas: 1.) research; 2.) project program development and management,3.) development planning, 4.) human resource management, 5.) administrative activities and 6.) records /files management and 7.) other related functions to enhance the skill, knowledge and attitudes of the trainee;
4. Allows students to use office facilities and supplies in the performance of assigned tasks and expose them to proper utilization of the same to enhance efficiency and effectiveness;
5. Checks and approves the individual weekly report of activities conducted in the agency by the student trainee;
6. Evaluates the performance of the students during the period of the OJT with the use of the forms/tools to be provided by CSU-CPAd; and
7. Inform immediately CSU-CPAd through tel.# 09177779128 of any problem encountered with the OJT students.

C. Mutuality

The CSU-CPAd and Cooperating Agency hereby submit and commit themselves to this Agreement and shall perform and discharge other function consistent thereof.

D. Amendment

The Agreement may be amended upon mutual consent of the contracting parties herein.

E. Effectivity

This Agreement shall take effect on July 2024 to September 2024.

IN WITNESS WHEREOF, the parties have hereto signed this agreement at Tuguegarao City, Cagayan this ____ day of _____2024.

CAGAYAN STATE UNIVERSITY

CITY GOVERNMENT OF TUGUEGARAO

Engr. ROGER P. RUMPON, MSc
Campus Executive Officer
Cagayan State University – Carig Campus

HON. BIENVENIDO C. DE GUZMAN II
City Vice-Mayor
Tuguegarao City, Cagayan

WITNESSES:

DENNIS M. BACUYAG, DPA
Dean, College of Public Administration
Cagayan State University – Carig Campus

JOEL JOSEPH EGIPTO, Ph.D
Sangguniang Panlungsod Secretary
Tuguegarao City, Cagayan

JOHNNY A. GERARDO, DPA
Local Legislative Staff Officer IV
Tuguegarao City, Cagayan

ARJAY P. GUMABAY
SIP Coordinator
College of Public Administration

ACKNOWLEDGEMENT

Subscribed and sworn before me a notary public