



COLLEGE of INFORMATION and COMPUTING SCIENCES

CICS-25820-EC-2024-02-_____

February 12, 2024

HON. BIENVENIDO C. DE GUZMAN II
 City Vice Mayor
 Tuguegarao City Hall
 Enrile Blvd., Carig Sur, Tuguegarao City, Cagayan



Sir:

Greetings!

Part of the academic requirements of the course Bachelor of Science in Information Technology of Cagayan State University – Carig Campus, College of Information and Computing Sciences is to let students undergo industry immersion to broaden the knowledge they have learned in school.

In this regard, may we request your good office to be our partner agency again in molding our students to let them realize and experience the true spirit of service and dedication.

May we then ask if you can accommodate the following student(s) of our University to have their on-the-job training in your Office to finish a maximum of **five hundred (500)** hours which will commence on February 14, 2024 until the completion of the required number of hours.

Bueno, Hince S.
Bacuyag, Jericho V.

Please see attached draft **Memorandum of Agreement (MOA)** for your perusal. Should you have any questions, kindly contact me at 09152399262 and/or gladys.abaleta@gmail.com.

Thank you very much and hoping for a positive response on this humble request.

Respectfully yours,

GLADYS B. ABALETA, MSIT
 OJT Adviser

Noted by:

RODERICK M. MASIRAG, MIT
 BSIT Program Chairman

GENERINO P. SIDDAYAO, DIT
 Academic Dean



CSU Vision
 CSU is a University with global stature in the arts, culture, agriculture and fisheries, the sciences as well as technological and professional fields.

CSU Mission
 Cagayan State University shall produce globally competent graduates through excellent instruction, innovative and creative research, responsive public service and productive industry and community engagement.

Core Values
Competence
 - Critical Thinker
 - Creative
 - Problem-Solver
 - Competitive Performer:
 - Nationally,
 - Regionally and
 - Globally.

Social Responsibility
 - Sensitive to Ethical Demands
 - Steward of the Environment for Future Generations
 - Social Justice and Economic Equity Advocate.

Unifying Presence
 - Uniting Theory and Practice
 - Uniting Strata of Society
 - Unifying the Nation, the ASEAN Region and the world
 - Uniting the University and the community.



COLLEGE of INFORMATION and COMPUTING SCIENCES

CONFIRMATION SLIP

Sir:

Greetings!

Kindly indicate the number of student-trainees you can accommodate in your Office. Return one (1) copy of this form together with your comments/observation in the Memorandum of Agreement through our student-trainee.

No. of Student-Trainees : _____

Name/s :

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Thank you very much. God bless!

Respectfully yours,

GLADYS B. ABALETA, MSIT
 OJT Adviser

Approved by:

 Signature over Printed Name of Head of Agency/Representative

 Position/Designation

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OK

MEMORANDUM OF AGREEMENT

KNOW ALL MEN BY THESE PRESENTS:

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

The **CAGAYAN STATE UNIVERSITY – CARIG CAMPUS, COLLEGE OF INFORMATION AND COMPUTING SCIENCES**, an educational institution represented in this agreement by its Campus Executive Officer, **ENGR. ROGER P. RUMPON**, duly authorized for the purpose, with principal office at CSU-Carig Campus, Carig Sur, Tuguegarao City, Cagayan herein referred to as **HIGHER EDUCATION INSTITUTION (HEI)**.

And

The **TUGUEGARAO CITY HALL** with official address at Government Center, Carig Sur, Tuguegarao City, Cagayan represented by its City Vice Mayor, **Hon. Bienvenido C. De Guzman II** herein referred to as the **HOST TRAINING AGENCY (HTA)**.

WITNESSETH

WHEREAS, HEI envisions a proficient, competent and committed graduates equipped with the knowledge, skills and positive values demanded by the IT Professionals, and; to produce research and extension-service oriented graduates.

WHEREAS, HEI has requested for a five hundred eighty (500) hours Internship/On-the-Job Training of fourth year students in Bachelor of Science in Information Technology (BSIT) program through their internship adviser and the HTA has granted the said request.

WHEREAS, to ensure the success of this joint undertaking, it is necessary to extend to each other the needed support and cooperation to accomplish this noble intention.

WHEREAS, the HEI and the HTA shall exercise due diligence in the supervision and custody of the interns and shall observe proper health and safety protocols. The HTA shall not be liable for any injury or damage caused to the intern except if caused by bad faith and gross negligence on its part.

NOW THEREFORE, for and in consideration of the aforementioned premises, the parties hereby mutually agree and bind themselves to the following:

I. Roles and Responsibilities of both parties:

A. CSU-Carig Campus as the Higher Education Institution (HEI)

1. Planning / Engaging / Orientation
 - a. Formulates local school internship policies and guidelines on selection, placement, monitoring and assessment of student-interns;
 - b. Ensures that the student intern/s will acquire actual and relevant competencies in each learning area, assignment, and schedule of activities. The internship plan shall be part of the internship contract signed by the student intern, Host Training Agency (HTA) and Higher Education Institution (HEI).
 - c. Executes the duly notarized Memorandum of Agreement (MOA) with HTA and HEI;
 - d. Conducts pre-internship orientation/training to student intern/s, as a prerequisite to their deployment to internship venues, on work environment

issues, including, but not limited to, proper work ethics and laws against sexual harassment and ICT competency development; and

- e. Ensures that all IATF protocols and guidelines are complied to before the deployment; during the internship program; and/or until such required number of OJT hours is delivered at the HTA.

2. Monitoring and Evaluation

- a. Safeguards student interns undergoing internship from harassment, exploitation, deplorable training conditions and such other conditions that contravene or defeat the purpose of internship;
- b. Takes appropriate action on any complaint against the student intern/s in accordance with the HEI's policies;
- c. Monitors and evaluates performance of the student intern jointly with the HTA;
- d. Monitors the student intern/s and attends to his/her needs and concerns by coordinating with HTA, CHED and other concerned government authorities if necessary;
- e. Collects copy of duly notarized MOA or training agreement;
- f. Collects weekly progress, accomplishment and evaluation report, and;
- g. Issues a final grade to the student intern/s upon completion of HEI's regulations and on grading system and performance assessment of the HTA.

B. TUGUEGARAO CITY HALL as the Host Training Agency (HTA)

- a. Orients the student intern/s on the standard rules and regulations of their establishment.
- b. Encourages student intern/s to develop their personality and professionalism, and to the extent possible, protect the from physical or moral danger;
- c. Provides opportunities for the trainees to be acquainted on the applicability of theories learned to actual Information Technology related practices and supervisory work.
- d. Develops feedback mechanism to the student intern and to the HEI;
- e. Informs the HEI immediately on any problem that may be encountered with the trainees.
- f. Renders proof of high vaccination rate among employees;
- g. Provides health and safety protocols;
- h. Provides contingency plan when there is/ are COVID19 cases;
- i. Forms a Crisis Management Committee, members of which shall be composed of representatives from both HEI and HTA;
- j. Evaluates the performance of the trainee during the period of the OJT using the evaluation tool provided by the HEI, and;
- k. Issues certificates of completion for the student interns not later than two weeks after the completion of internship.

II. TERMINATION IN CASE OF DEFAULT

The internship program shall terminate in the following cases:

1. When a student trainee is found to misbehave and/or commit illegal, fraudulent act(s) which is/are in violation of existing standards, rules and regulations.

2. A student trainee commits gross negligence in the performance of his/her assigned work.
3. When an Officer/employee of the HTA sexually abuses, threatens, or commits any act(s) that is/are detrimental to the well-being of the student-trainee.
4. Other analogous cases.

III. DEVELOPED SYSTEMS DURING INTERNSHIP

In case of developed system/software application of any kind by the intern/s, ownership should be mutually bounded in an agreement, co-owned by the HTA and the HEI, all rights and privileges thereto; acknowledgement or recognition of such shall be given to the interns as developers including the advisor/OJT Coordinator-in-charge.

IV. NOTICES AND GENERAL MATTERS

In case of notices or emergencies, the HTA may contact the HEI through the OJT Coordinator or the College Dean using the fastest means of communication for immediate action.

V. SEVERANCE

If any provision of the agreement or part thereof is rendered void, illegal or unenforceable by any legislation to which it is subject, it shall be rendered void, illegal or not enforceable only to that extent and no further.

VI. CONFIDENTIALITY

The student intern/s must maintain confidentiality, when and where appropriate, during and after the internship period of all the data, business or trade secrets where such information is not within the public domain and is indicated or understood to be confidential.

VII. SEPARABILITY

If any provision in this MOA is declared invalid by a competent court and/or laws, the remainder of this agreement or any provision therein will not be affected by such declaration of invalidity and shall remain in force and effect.

VIII. GOVERNING LAW AND ARBITRATION

CHED Memo, Philippine Laws, Jurisprudence concerning rights of students.

IX. DURATION

This Memorandum of Agreement shall take effect upon the commencement of the internship/on-the-job training and until its termination or completion, unless otherwise terminated earlier upon mutual consent by both contracting parties.

IN WITNESS WHEREOF, the parties have hereunto signed this Agreement at Tuguegarao City, Cagayan, this _____ day of _____ 2024.

**CAGAYAN STATE UNIVERSITY
- CARIG CAMPUS**

TUGUEGARAO CITY HALL

By:

By:

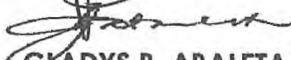
ENGR. ROGER P. RUMPON
Campus Executive Officer

HON. BIENVENIDO C. DE GUZMAN II
City Vice Mayor


GENERINO P. SIDDAYAO, DIT
Academic Dean

Witnesses:

HTA Representative


GLADYS B. ABALETA
Internship Adviser

ACKNOWLEDGMENT

Republic of the Philippines)
Province of Cagayan) ss.
Tuguegarao City)

Personally, came and appeared before me on this _____, 2024 in Tuguegarao City, Cagayan, Philippines, ENGR. ROGER P. RUMPON and HON. BIENVENIDO C. DE GUZMAN II known to me to be the same persons who executed the foregoing instrument, and who acknowledged to me that the same are their free act and voluntary deed.

WITNESS MY HAND AND SEAL on the date and at the place first above-written.

Doc. No. _____;
Page No. _____;
Book No. _____;
Series of 2024.