

Republic of the Philippines  
Province of Iloilo  
Municipality of Tigbauan  
**Office of the Sangguniang Bayan**  
an Municipal Hall, Tigbauan, Iloilo 5021 Philippines  
(033) 511-8530 [sbtigbauan@yahoo.com](mailto:sbtigbauan@yahoo.com)



EXCERPT FROM THE MINUTES OF THE 3RD REGULAR SESSION OF THE HONORABLE SANGGUNIANG BAYAN, TIGBAUAN, ILOILO HELD AT THE S.B. SESSION HALL, TIGBAUAN MUNICIPAL BUILDING ON JANUARY 17, 2018 AT 1:35 IN THE AFTERNOON

**PRESENT:**

HON. VIRGILIO T. TERUEL,	Vice Mayor & Presiding Officer
HON. DENNIS T. VALENCIA	- S.B. Member
HON. JOHN GERSHWIN C. TUERES	- S.B. Member
HON. ARIEL I. BERNARDO	- S.B. Member
HON. SUZETTE MARIE HILADO-BANNO	- S.B. Member
HON. JULIUS T. LEDESMA	- S.B. Member
HON. NERI T. CAMIÑA	- S.B. Member
HON. MA. GERRYLIN SANTUYO-CAMPOSAGRADO	- S.B. Member
HON. JERRY T. TUARES	- S.B. Member
HON. RONNIE T. PAGUNTALAN	- Liga President

**ABSENT:** NONE

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**Resolution No. 2018-007**

RESOLUTION AUTHORIZING THE MUNICIPAL MAYOR, ATTY. SUZETTE TENEFRANCIA-ALQUISADA, FOR AND IN BEHALF OF THE MUNICIPALITY OF TIGBAUAN, TO ENTER INTO A MEMORANDUM OF AGREEMENT WITH QUEEN OF HEAVEN MISSION SCHOOL, INC. FOR THE WORK IMMERSION PROGRAM OF SENIOR HIGH SCHOOL STUDENTS.

WHEREAS, the Department of Education, “DepEd”, is the primary government instrumentality mandated to formulate, implement, and coordinate policies, plans, programs and projects in the areas of formal and non-formal basic education; supervise all elementary and secondary education institutions, including alternative learning systems, both public and private and establish and maintain a complete, adequate, and integrated system of basic education relevant to the goals of national development;

WHEREAS, DepEd has introduced the K to 12 basic education reform program that includes Senior High School or the “SHS” with the major objective of ensuring that graduates of basic education are ready for employment, entrepreneurship and higher learning;

WHEREAS, the Senior High School curriculum was customized at the local level taking into consideration the needs of local industries and the labor market;

WHEREAS, DepEd believes that for the effective delivery of Senior High School instruction, there is a need for school-industry partnership that can provide the school the necessary expertise and venue for practical, on-the-job, enterprise-based training for Senior High School learners;

WHEREAS, DepEd has already started the implementation of Senior High School in School Year 2016-2017;

WHEREAS, the Queen of Heaven Mission School, Inc. is among those that offer Senior High School to students in the community;

WHEREAS, the School is located in the Municipality of Tigbauan wherein the LGU has offices, facilities, project sites, and expertise that can be made available to the School for the work immersion of the students;

WHEREAS, the LGU Tigbauan considers the entering into a work immersion partnership agreement with the School as part of its mission to create a positive impact on the community, especially the young people;

WHEREAS, the Municipality of Tigbauan commits itself to fully support the successful implementation of the K to 12 Program of the Department of Education as mandated in paragraph 4, Section 2 of the Republic Act 9155 or "Governance of Basic Education Act of 2001";

WHEREAS, the LGU Tigbauan can provide for a healthy and safe environment conducive to learning for the students undergoing work emersion in the municipality;

WHEREAS, the collaboration of the LGU Tigbauan and the Queen of Heaven Mission School, Inc. will ensure the success in the implementation of the Senior High School Program in the Municipality of Tigbauan;

WHEREAS, for and in consideration of the foregoing premises, the Queen of Heaven Mission School, Inc. High School and the Municipality of Tigbauan hereby agree as follows:

*The Work Immersion Program is one the course requirements for graduation. Through work immersion, the students shall be exposed to and shall be familiarized with the work-related environment related to their field of specialization. Specifically, the students are able to:*

1. *Appreciate the importance and application of the principles and theories learned in school;*
2. *Enhance their technical knowledge and skill;*
3. *Enrich their skills in communications and human relations;*
4. *Develop good work habits, attitudes, appreciation and respect for work;*

• **OBJECTIVES OF THE WORK IMMERSION PARTNERSHIP**

*The Work Immersion Partnership has the following objectives:*

1. *To supplement the formal curriculum of the SHS program with special inputs coming from the LGU experts and practitioners in order to align the SHS program with work standards.*
2. *To develop in the students of the SHS program the knowledge and skills that are relevant to the needs of the job market in the area.*
3. *To provide SHS students relevant learning experiences by exposing them to the actual workplace setting.*
4. *To form Work Immersion Partnership between the Queen of Heaven Mission School, Inc. and the Municipality of Tigbauan, allowing the students, faculty, and staff of the schools concerned, the use of and access to the LGU workplace and equipment as part of their work Immersion Program.*

• **RESPONSIBILITIES OF THE PARTIES**

*The Queen of Heaven Mission School, Inc. and the Municipality of Tigbauan shall:*

1. *Create a joint working group that will prepare the action plan to operationalize the partnership.*
2. *Form a joint steering committee to monitor the progress of the partnership and to make sure what the provisions of this Memorandum of Agreement (MOA) are met.*
3. *Adhere to all laws, memorandums, and circulars especially those pertaining to child protection as provided for in the Guidelines for Work Immersion (Guidelines).*
4. *Develop the students' Work Immersion module specifying goals and objectives, desired outcomes of the program and how these outcomes will be achieved, also noting the specific knowledge, skills, attitudes, and competencies that the student should acquire after completing the program.*
5. *Develop a Work Immersion Daily Schedule of Activities that will be followed by the student during the whole duration of the work immersion in the Municipality of Tigbauan.*
6. *Formulate local school work immersion policies and guidelines on selection, placement, monitoring and assessment of student (immersion participants to ensure that each student is assigned to an immersion partner matched to his/her desired track, qualifications and aptitude.*

**Responsibilities of the Queen of Heaven Mission School, Inc.**

*The Queen of Heaven Mission School, Inc. shall:*

1. *Identify and indicate the SHS track/s, strands and/or specialization/s that will be the subject of the partnership.*
2. *Make the needed adjustments to contextualize the SHS subjects based on inputs from the Municipality of Tigbauan.*
3. *Designate a person in charge of coordinating with the Municipality of Tigbauan and supervising the activities of the students for the duration of Work Immersion Program.*
4. *Provide insurance coverage for learners during the Work Immersion Program.*

5. Continue to exercise its Special Parental Authority under Family Code over the SHS student under immersion in the premises of the partner.
6. Monitor each students' progress throughout the duration of the entire Work Immersion Program as to make sure that the tasks assigned to each student are meaningful, challenging, and applicable to his/her particular programs and are able to maximize the quality of the learning experience.
7. Provide the Municipality of Tigbauan evaluation tool for the students' immersion performance.
8. Issue a final grade to the student upon completion of the requirements within a prescribed period.
9. Ensure that the student will adhere to the nondisclosure policies of the Municipality as agreed to by the school.
10. Provide signed consent forms for the parents as applicable.
11. Provide the Municipality of Tigbauan a Certificate of Participation in the SHS Program for whatever purpose it may serve.
12. Execute a deed of acceptance as a way of recognizing and acknowledging the donation/s received from the Municipality of Tigbauan.

• **The Municipality of Tigbauan shall:**

1. Assign a competent Immersion Coordinator from the LGU to liaise with the School and supervise the students without prejudice to the special parental authority of the school, its administrators and teachers for the duration of Work Immersion Program so as to ensure efficient implementation of all stages of the program.
2. Provide inputs into the curriculum through the discussions or workshops that the DepEd will organize.
3. Lend its expertise by making available its resident resource persons to provide training to the students.
4. Allow the student to be deployed to the different sections/departments/project sites of the Municipality of Tigbauan based on the Work Immersion Daily Schedule of Activities.
5. Agree the required number of hours of the immersion program set under the DepEd SHS curriculum.
6. Provide immersion opportunities for 45 students for School Year 2017-2018.
7. Provide students with an orientation about the Municipality of Tigbauan, the job as well as expose them to the various stakeholders of the community in which it operates for the students to get a holistic understanding of the LGU.
8. Similarly, ensure that the students undergo training related to their course, and provide the students with work and activities based on the activities listed in the prescribed template for the Immersion Program of Activities.
9. Make its work place and facilities available to students and teachers, and shall similarly take all necessary action to ensure the safety of students within their areas of operation at all times, which shall include, but shall not be limited to, the provision for Personal Protective Equipment (PPE's), if applicable. Ensure that the students will not be exposed to hazardous materials and working environment throughout the duration of the immersion.
10. Evaluate the students' performance in the immersion venue by accomplishing provided evaluation tool.
11. Issue a Certificate of Completion to the student trainees upon satisfactory compliance with all requirements of the program.
12. Execute a deed of donation in favor of DepEd for the Completed Work Immersion Partnership.

• **LIABILITY**

The Queen of Heaven Mission School, Inc., its administrators, and teachers exercising authority and supervision over the Senior High School Student undergoing immersion in the premises of the partner may be held accountable for the student's acts.

Each party shall answer for losses and damages arising from any accident, act, or omission directly attributable to its fault or negligence, which may cause death or bodily injury to any persons, or loss or damage to property, by or on account for the performance of the respective obligations by the parties pursuant to this Agreement. Such responsibility shall continue to remain that of the responsible party's even after the termination of this agreement, if such losses and damages were incurred during the effectivity of this agreement.

DepEd shall not be liable for opportunity losses of the Municipality of Tigbauan during the duration and after the termination of this agreement.

NOW THEREFORE, on motion of HON. MA. GERRYLIN SANTUYO-CAMPOSAGRADO Chairperson, Committee on Education and Civil Service and duly seconded by Hon. Dennis T. Valencia, Hon. John Gershwin C. Tueres, Hon. Ariel I. Bernardo, Hon. Suzette Marie Hilado-Banno, Hon. Neri T. Camiña, Hon. Julius T. Ledesma, , Hon. Jerry T. Tuares and Hon. Ronnie T. Paguntalan;

RESOLVED, to authorize the Municipal Mayor, Atty. Suzette Tenefrancia-Alquisada, for and in behalf of the Municipality of Tigbauan, to Enter Into a Memorandum of Agreement with the Queen of Heaven Mission School, Inc. for the Work Immersion Program of Senior High School Students,

RESOLVED FURTHER, to furnish copies of this Resolution to Hon. Mayor Suzette Tenefrancia-Alquisada, to Queen of Heaven Mission School, Inc. and all concerned for their information and/or appropriate action.

APPROVED.

**CERTIFIED CORRECT:**



**MARLENE TAYO-NAVA**  
S.B. Secretary

**ATTESTED:**



**VIRGILIO T. TERUEL**  
Vice Mayor & Presiding Officer

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**HON. VIRGILIO T. TERUEL, LAWYER**  
Municipal Vice Mayor

Sangguniang Bayan Members:

Hon. Dennis T. Valencia	Hon. Suzette Marie Hilado-Banno, <i>M.D.</i>	Hon. Ma. Gerrylin Santuyo-Camposagrado, <i>LLB,MPA</i>
Hon. John Gershwin C. Tueres, <i>LLB</i>	Hon. Neri T. Camiña	Hon. Jerry T. Tuares, <i>Civil Engineer</i>
Hon. Ariel I. Bernardo	Hon. Julius T. Ledesma, <i>O.D.</i>	Hon. Ronnie T. Paguntalan (LnB-Pres.)

*"Public office is a public trust. Public Officials must at all times be accountable to the people."*